



REGIONAL DISTRICT OF MOUNT WADDINGTON

**HOSPITAL
MEETING AGENDA**

February 21, 2017 at 2:00 p.m.
RDMW Office – 2044 McNeill Road, Port McNeill

Page

CALL TO ORDER

A. APPROVAL OF AGENDA AS PRESENTED

1 1. Adoption of Agenda

B. DELEGATIONS- None

C. ADOPTION OF MINUTES

2 1. Minutes of the Mount Waddington Regional District Hospital Meeting held January 17, 2017.

D. BYLAWS- None

E. CORRESPONDENCE

3 1. Chris Sullivan letter dated

F. REPORTS

8 1. Budget Options:
1) 2% Taxation increase from 2016.
9 2) As per 100% funding of Island Health Request.

G. HEALTH NETWORK BUSINESS- None

H. NEXT MEETING DATE – March 21, 2017

MOTION TO ADJOURN



REGIONAL DISTRICT OF MOUNT WADDINGTON

HOSPITAL MEETING MINUTES

January 17, 2017

RDMW Office – 2044 McNeill Road, Port McNeill, BC

PRESENT: Chair Andrew Hory and Directors Shirley Ackland, Jan Allen, Hank Bood, Pat Corbett-Labatt, Heidi Soltau, Phil Wainwright and Alternate Dennis Buchannan.

STAFF: Greg Fletcher - Administrator; Melissa Tonkin - Recording Secretary

PUBLIC: None

A. CALL TO ORDER

Chair Hory called the meeting to order at 3:27 pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried
THAT the agenda be approved as presented.

001/17
AGENDA
APPROVED

C. ADOPTION OF MINUTES

1. Minutes of the Mount Waddington Regional Hospital Meeting held December 20, 2016.

Moved/Seconded/Carried
THAT the minutes of the Mount Waddington Regional Hospital Meeting held December 20, 2016 be adopted.

002/17
DEC.20/16
MINUTES
ADOPTED

D. DELEGATIONS – None

E. BYLAWS – None

F. REPORTS – None

G. CORRESPONDENCE - None

H. HEALTH NETWORK BUSINESS – None

I. NEXT MEETING DATE – February 21, 2017

Moved
THAT the meeting be adjourned. Time: 3:30 p.m.

003/17
ADJOURNMENT

CORRECT

APPROVED

SECRETARY

CHAIR

February 1, 2017

REF #18133

Mr. Greg Fletcher
Administrator
Mount Waddington Regional Hospital District (MWRHD)
PO Box 729
2044 McNeill Road
Port McNeill BC V0N2R0

Dear Mr. Fletcher:

Re: 2017/18 Capital Projects and Equipment

I am writing to advise you of the Island Health 2017/18 capital plan for which MWRHD cost-sharing is requested.

The MWRHD cost-share amount identified for 2017/18 is \$802,761, summarized as follows, and detailed in the attached lists:

Minor Capital Projects	\$276,956
Equipment	84,467
Unit Dose Medication Distribution	441,338
Total:	\$802,761

This request is greater than the historical provisional budget of \$170,000 for minor capital projects and equipment. Island Health requests an increase to this budget amount for 2017/18, primarily related to the following two large projects:

1. Add Redundant Generator Set – Cormorant Island Health Centre; and
2. Unit Dose Medication Distribution

Unit Dose Medication Distribution

As identified in the 2016/17 capital request, Island Health is implementing a strategy to implement a bar-coded unit dose medication system. This “closed loop” medication system uses a bar code scanning system to allow nursing and medical staff to verify that the right drug, in the right dose, and by the right route of administration, is being given to the right patient at the right time. Bar coding, when integrated with the advancement of the Island Health Electronic Health Record (IHealth) will serve as an automated independent double-check where none exists today.

The total project cost for this initiative in MWRHD facilities is \$1,103,346 (MWRHD share is \$441,338). This includes purchase of unit dose packaging equipment, modifications to existing medication storage areas, purchase and installation of automated dispensing cabinets and system development costs. A complete breakdown of expenditures will be provided to MWRHD once planning is completed.

Patient Portal Project

In recent semi-annual meetings between Island Health and RHD representatives, the importance of Information Management/Information Technology (IM/IT) in health care was discussed. Island Health described how RHD cost-sharing on high priority IM/IT capital projects will improve outcomes for Island Health residents. This includes “smart” or integrated IM/IT equipment and IM/IT infrastructure to enable increased functionality in equipment; this would not include administrative IM/IT capital projects. The intent is not to increase the financial burden on RHDs, but rather to ensure the highest priority capital projects are funded whether they are traditional facility, equipment or IM/IT projects.

For 2017/18, Island Health is requesting RHD cost-sharing for the Patient Portal. This is an Electronic Health Record (EHR) tool that will provide convenient and secure web-based access for residents to their health records. Through the portal, residents can review information Island Health has on file for them, view their prior lab and diagnostic test results, view their health record reports, see their schedule of past and planned visits, access educational materials and in some cases directly interact with their care team via secure messaging. The tool is designed to encourage individuals to participate in their health care and support a move towards self-management.

The Province has identified improved access to health records as a high priority and the portal helps facilitate this by providing convenient access to information and services for residents living within Island Health. The portal is planned to be deployed in a phased manner starting in 2017/18 within specific geographies and patient populations and eventually to cover all of Island Health.

Beyond the functionality mentioned, subsequent phases of patient portal may include:

- Online scheduling system for primary and ambulatory care – the ability to request and/or self-schedule your appointments. This should reduce wait times by streamlining capacity management practices, essentially optimizing the flow of patients through our facilities.
- Enhanced communication with the care team. This should reduce the wait times if you do not have to attend the hospital for your care information needs (e.g. medication refills and quick consultations).
- Patient documentation – ability for patients to complete history/physical assessments and pre-surgical assessments online and have these become part of their electronic health record.
- Wellness management – ability for patients to link fitbit/diet tracking applications to their portal based personal health record.

The total project cost for the Patient Portal is \$600,000. Island Health is proposing this cost be divided by RHD based on the 2015 population statistics provided by BC Stats. The allocation for MWRHD is \$8,896, or 1 percent of the total, and is included on the minor capital projects list.

I would like to thank the MWRHD for its significant contribution to Island Health's capital projects and equipment. We are grateful for your support, and we appreciate partnering with you to meet Mount Waddington's health infrastructure needs.

Please call me at (250) 370-8912 if you have any questions.

Yours truly,

Chris Sullivan
Director, Capital Planning

Attachments

cc: Matt O'Rae, Corporate Director, Capital Management & Finance Projects
Carol Botrakoff, Manager, Capital Finance and Treasury
Alison Mitchell, Director, Mount Waddington

DRAFT

Island Health 2017/18: Minor Capital Projects

Previously Approved Projects

Site	Project Name	Project Cost
Port McNeill Hospital and Cormorant Island Health Centre	Bariatric Rooms	250,000
Port Hardy Hospital	Bariatric Room	75,000

Total Previously Approved Projects:

Previous Years	2017/18			2018/19	2019/20
Total	Total	VIHA	RHD	Total	Total
225,000	25,000	15,000	10,000		
7,500	67,500	40,500	27,000		
232,500	92,500	55,500	37,000	-	-

2017/18 Recommended Committee Approvals

Site	Project Name	Project Cost
Port Hardy Primary Care Centre	Reconfigured Vehicle Access	200,000
Port Hardy Hospital	Install patient Wanderguard	99,000
Eagle Ridge Manor	Move location of fire doors	20,000
Cormorant Island Health Centre	Replace Obsolete DDC Front End	60,000
Cormorant Island Health Centre	Add Redundant Generator Set	400,000
Various	Patient Portal	8,896

Total 2017/18 Approvals:

Previous Years	2017/18			2018/19	2019/20
Total	Total	VIHA	RHD	Total	Total
-	20,000	12,000	8,000	180,000	
-	99,000	59,400	39,600		
-	20,000	12,000	8,000		
-	60,000	36,000	24,000		
-	400,000	240,000	160,000		
	889	533	356	4,004	4,003
-	599,889	359,933	239,956	184,004	4,003

Total Minor Capital Projects:	1,112,896
--------------------------------------	------------------

232,500	692,389	415,433	276,956	184,004	4,003
----------------	----------------	----------------	----------------	----------------	--------------

Unit Dose Medication Project

Site	Project Name	Project Cost
Various	Unit Dose Medication Project	1,103,346

Previous Years	2017/18			2018/19	2019/20
Total	Total	VIHA	RHD	Total	Total
-	1,103,346	662,008	441,338		

DRAFT

**ISLAND HEALTH
2017/18 RECOMMENDED APPROVED CAPITAL EQUIPMENT - MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT**

<u>Control #</u>	<u>Department</u>	<u>Site</u>	<u>Equipment Name</u>	<u>Qty</u>	<u>Budget (\$)</u>	<u>New / Replace</u>
<u>Equipment < \$100,000</u>						
3344	Acute Maternity Care	Port Hardy Hospital	Infant Warmer	1	56,926.00	R
3345	Maternity Care	Port Hardy Hospital	Infant Incubators	1	56,926.00	R
3965	Pharmacy	Cormorant Island Health Centre	Under Counter Medical Grade Refrigerator	1	9,542.57	N
3965	Emergency Dept - Pharmacy	Port Hardy Hospital	Under Counter Medical Grade Refrigerator	1	9,542.57	N
3262a	Ultrasound	Port Hardy Hospital	Ultrasound Machine Upgrade	1	47,454.00	R
1161	X-Ray	Port Hardy Hospital	Ultrasound Trophon EPR	1	21,235.00	R
3965	Pharmacy	Port McNeill Hospital	Under Counter Medical Grade Refrigerator	1	9,542.57	N
Total Equipment < \$100,000					211,168.71	
Total Equipment Approved for MWRHD					211,168.71	
Total Possible Cost Sharing by MWRHD					84,467.48	

DRAFT

2017 FINANCIAL PLAN

Option 1: Funding 100% of Island Health's request

Regional Hospital District	2016 Actuals	2016 Budget	2016 Variance	2017 Budget	Variance	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Revenue	(688,864)	(688,140)	724	(846,523)	(158,383)	(855,200)	(864,000)	(873,000)	(882,200)
Expenses	455,168	471,384	16,216	547,723	76,339	556,400	565,200	574,200	583,400
Non-Cash transactions	-	-	-	-	-	-	-	-	-
Allocations - Internal transfers	233,696	216,756	(16,940)	298,800	82,044	298,800	298,800	298,800	298,800
Projects/Capital funding	-	-	-	-	-	-	-	-	-
Projects/Capital cost	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Revenue - Operating				24.8%		1.1%	1.1%	1.1%	1.1%
Property Taxes	(663,424)	(658,140)	5,284	(821,523)	(163,383)	(830,200)	(839,000)	(848,000)	(857,200)
Grants	(1,000)	-	1,000	-	-	-	-	-	-
Interest revenue	(24,440)	(30,000)	(5,560)	(25,000)	5,000	(25,000)	(25,000)	(25,000)	(25,000)
Total	(688,864)	(688,140)	724	(846,523)	(158,383)	(855,200)	(864,000)	(873,000)	(882,200)
Expenses - Operating									
Administration	69,000	69,000	-	70,400	1,400	71,800	73,200	74,700	76,200
Audit	2,625	10,000	7,375	10,000	-	10,000	10,000	10,000	10,000
Grants to Health Authority	324,481	299,697	(24,784)	361,423	61,726	368,700	376,100	383,600	391,300
Miscellaneous	-	-	-	-	-	-	-	-	-
Interest expense	59,062	92,687	33,625	105,900	13,213	105,900	105,900	105,900	105,900
Total	455,168	471,384	16,216	547,723	76,339	556,400	565,200	574,200	583,400
Non-cash - Operating									
Amortization	-	-	-	-	-	-	-	-	-
Reserve funds in excess of Am	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-
Internal Transfers - Operating									
Transfers fr Statutory Reserves	-	-	-	-	-	-	-	-	-
Transfers fr Non-stat Reserves	-	-	-	-	-	-	-	-	-
Transfers to Statutory Reserve:	16,940	-	(16,940)	-	-	-	-	-	-
Transfers to Non-stat Reserves	-	-	-	-	-	-	-	-	-
Transfer to/from Surplus	-	-	-	-	-	-	-	-	-
Internal borrowing repayment	-	-	-	-	-	-	-	-	-
Debt proceeds	-	-	-	-	-	-	-	-	-
Debt principal repayment	216,756	216,756	-	298,800	82,044	298,800	298,800	298,800	298,800
Total	233,696	216,756	(16,940)	298,800	82,044	298,800	298,800	298,800	298,800

2017 FINANCIAL PLAN

Option 2: Holding Taxation at an annual increase of 2%

Regional Hospital District	2016 Actuals	2016 Budget	2016 Variance	2017 Budget	Variance	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Revenue	(688,864)	(688,140)	724	(701,300)	(13,160)	(709,700)	(718,400)	(732,400)	(746,600)
Expenses	455,168	471,384	16,216	402,500	(68,884)	404,700	410,500	416,500	422,600
Non-Cash transactions	-	-	-	-	-	-	-	-	-
Allocations - Internal transfers	233,696	216,756	(16,940)	298,800	82,044	305,000	307,900	315,900	324,000
Projects/Capital funding	-	-	-	-	-	-	-	-	-
Projects/Capital cost	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Revenue - Operating				2.0%		2.0%	2.0%	2.0%	2.0%
Property Taxes	(663,424)	(658,140)	5,284	(671,300)	(13,160)	(684,700)	(698,400)	(712,400)	(726,600)
Grants	(1,000)	-	1,000	-	-	-	-	-	-
Interest revenue	(24,440)	(30,000)	(5,560)	(30,000)	-	(25,000)	(20,000)	(20,000)	(20,000)
Total	(688,864)	(688,140)	724	(701,300)	(13,160)	(709,700)	(718,400)	(732,400)	(746,600)
Expenses - Operating									
Administration	69,000	69,000	-	70,400	1,400	71,800	73,200	74,700	76,200
Audit	2,625	10,000	7,375	10,200	200	6,000	6,000	6,000	6,000
Grants to Health Authority	324,481	299,697	(24,784)	216,000	(83,697)	220,400	224,800	229,300	233,900
Miscellaneous	-	-	-	-	-	-	-	-	-
Interest expense	59,062	92,687	33,625	105,900	13,213	106,500	106,500	106,500	106,500
Total	455,168	471,384	16,216	402,500	(68,884)	404,700	410,500	416,500	422,600
Non-cash - Operating									
Amortization	-	-	-	-	-	-	-	-	-
Reserve funds in excess of Amort.	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-
Internal Transfers - Operating									
Transfers fr Statutory Reserves	-	-	-	-	-	-	-	-	-
Transfers fr Non-stat Reserves	-	-	-	-	-	-	-	-	-
Transfers to Statutory Reserves	16,940	-	(16,940)	-	-	6,200	9,100	17,100	25,200
Transfers to Non-stat Reserves	-	-	-	-	-	-	-	-	-
Transfer to/from Surplus	-	-	-	-	-	-	-	-	-
Internal borrowing repayment	-	-	-	-	-	-	-	-	-
Debt proceeds	-	-	-	-	-	-	-	-	-
Debt principal repayment	216,756	216,756	-	298,800	82,044	298,800	298,800	298,800	298,800
Total	233,696	216,756	(16,940)	298,800	82,044	305,000	307,900	315,900	324,000