

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS MEETING HELD AT SANTÉ MANITOUWADGE HEALTH
ON Tuesday, April 23, 2024, AT 1900 HOURS IN THE JUDITH C. HARRIS BOARDROOM**

PRESENT:	Rolly Smith Charrly Maynard Marcel DeMars Jim Ward Louie Kannar Isabelle Ouellet Jody Kuczynski Keisha Drapeau Dr. Cimona Annie Janveau Amy Gray Megan Esarte C. Atkins	Board of Directors Chair Vice-Chair Director Director Director Director Director Director Chief of Staff CEO Director of Finance Director of Community Programs and Services Interim. Director of Community Programs and Services
Staff	Julie MacIntyre Brendan O'Connell	Executive Assistant Lead Hand – Maintenance
Absent:	John MacEachern	Director

1. Call to Order

Mr. Rolly Smith, Board Chair, called the meeting to order at 1900.

2. Certificate of Notice Circulated to all Directors.

The Notice of Meeting was as stated in the pre-meeting package.

3. Declaration of Conflict

4. Trustee Education

Ms. Atkins educated the Board of Directors on the structure of the Manitouwadge Physicians Group. She explained that the physicians hold a contract with the Ministry of Health. The Ministry pays them directly for clinic and on-call compensation. SMH does not employ or govern the physicians or handle their finances/accounting. The physicians group pays overhead, including rent, for 1 admin staff and a 0.1 of the FHT Director FTE to assist and oversee their practice and help with recruitment. The FHT Director is responsible for recruiting locums and physicians along with other duties.

5. Patient Story

Mrs. Janveau briefed the Board of Directors in regards to an email she received from a community member in regard to the recent departure of Dr. Nowierski.

6. Board Chair Report

No Report

7. Chief of Staff Report

Dr. Cimona discussed the current situation and the Doctor shortage within the Physician Group and reassured the Board of Directors that this is a temporary situation, and all efforts are being sourced to recruit permanent physicians until then locums have been secured to make sure that all health care needs are fulfilled.

8. Administration Report

Strategic Directive #1

SMH will be proactive to individual and community needs.

- The LTC expansion – We have finally received the Comfort letter from the CRA which is a requirement for the expansion. Megan has returned part-time from her leave and has started working on footage, space and we are moving forward with creating a capital and operational budget for the project. We have received notice from the Ministry that they are putting out standardization information for new builds. We have had 2 recent meetings with Benedict from the Ministry to understand our steps going forward.
- We have been approved for Emergency Department Pay 4 Results Funding; and we have submitted the required Sire Readiness Assessment. The total funding for the 2023/24 Fiscal Year amounts to \$100,00 in one-time funding. The action plan is to direct the funds towards efficiencies and improvements within our Health Records and Emergency Departments. We have assigned 0.30 FTE from admitting to Health Records to implement the program.
- Dr. McLaren, a locum physician, was secured to provide support for Dr. Cimona April 16th through April 24th. Several other locum physicians are currently in discussions to provide support in May, June, and July.

Strategic Directive #2:

SMH will sustain outstanding quality and operations.

- The Northwestern Ontario Health Record Business Case Master Project Agreement has been signed; this is a regional shared agreement to govern the HIS. The Financing Agreement with TBRHSC has also been signed. The construction loan for the project has been secured. We are anticipating a March 2025 kick off for the Northwest region.
- The nursing department is doing well. We have a Mat leave returning March 1st, Taylor (a new grad) has accepted a FT position with a pending start date in March, a well-seasoned nurse is expected to join us in April. We have been fortunate in finding a strong candidate for the temp ward clerk position, we are hopeful that she will accept the offer and will be joining us in June and most recently a FT PSW joined us Feb 12 (previously from Manitouwadge – Brendan Scharf). This brings our vacancies down to 1 FT RPN, as well as part-time and casual positions for all designations.
- SMH is still recruiting a FT MLT in the lab. We have received recent interest from an individual MLT in Marathon inquiring as to the option of casual wknd work which we are exploring.
- The new air conditioning remains incomplete. We are working with MET Engineering to have All North Plumbing & Heating complete the project as soon as possible. Once the project is complete will conclude our ICIP funding.
- SMH will be assuming the cleaning of the rental space across the road. Meetings with the dental office were had to discuss the service and Melanie from DSSAB is aware. The newly added duties to the housekeeping department have gone smoothly.
- Two RNs travelled to Nipigon in February to receive training in ultrasound guided IV insertions.
- A new group of Health and Safety members will be obtaining their level 1 certification.
- The latest education that was provided to the staff is the Pediatric Advanced Life Support (PALS).
- Organization and scheduling of further upcoming education include Trauma Nursing Critical Care (TNCC) as well as Canadian Triage and Acuity Scale (CTAS).

Strategic Directive #3:

SMH will be innovators in service and program delivery.

- The formation and maturation of the OHT is happening quickly. With the funding received so far, an Administrative Lead has been hired.
- No further response from OH re: SMH submitted a proposal to Ontario Health (Innovative Funding Program) for one-time funding. We continue to await a response. The last request for up to \$2,000,000 in initial funding. We continue to await a response. The last request for update from the Ministry was 18/03/24. The response then was that there were 700 applications, and they are still under review.

- The items for the \$10,000 in One-Time Funding for Alternate Level of Care (ALC) and Patient Flow Initiatives have been purchased. The purpose is to resolve discharge barriers patients face that are not addressed through pre-existing programs or funded supports. SMH directed the funds towards the purchase of a transfer disc, various transfer devices, and a commode.
- The \$70,000 in one time funding received for the Community Hospice Bed has been spent. The funds allowed us to purchase a new bed, bladder scanner, ceiling lift, furniture, and other various items. A new one-time funding of \$70,000 for the palliative room has been received for the coming fiscal year which we are already working hard to fund useful ways to spend.
- SMH received a donation of \$1,500 from Manroc for Palliative Care Bags. These will be prepared by the palliative care committee for the families of palliative patients.
- A \$15,000 donation was received from a donor who chose to remain anonymous. The donation was received for the memorial hockey tournament, the funds will be directed towards the purchase of a BMD.
- The clinical agreement with Confederation College is working well.
- The Family Health Team has submitted a proposal to Ontario Health requesting funding for a Palliative Clinical Coach.

Strategic Directive #4:

SMH will become a magnet workplace.

- Efforts continue to recruit a physiotherapist and nurse practitioner for the FHT as well as a third physician for the Manitouwadge Physicians Group. The hunt for a full-time replacement continues to fill the FHT Dietitians mat leave. In the interim, a Dietitian from neighboring community has been coming to Manitouwadge once a month to fulfill LTC requirements and see a few high-need patients. Discussions are occurring to temporarily under fill the NP position with an RN to help support the physicians.
- A maternity leave is anticipated for the Director of Finance position commencing in July 2024. We have met with employees within the department to canvas for interest and have offered the position to Stephanie Hardy, she has been in the finance department for 5 years now and has been working towards achieving her accounting degree.
- The upcoming maternity for the Employee Services Coordinator position will be filled by an internal applicant; Paula Proulx has started orientation, by assisting with annual duties such as T4s and Pension Reconciliations.
- Resumes were reviewed and interviews are scheduled to take place through the week of March 25th for the position of Part-time Manit. Engineer, Chief Officer/Director of Clinical Services, and Accounts Receivable.
- Succession planning has begun for key positions over the next five years.
- The Bill 124 Retroactive payment for Non-Union reimbursement has not been submitted for recovery yet. The OHA has issued guidance that Phase 2 templates for reimbursement will be issued soon.
- One of our local nurses is undergoing the application process to the NP program, no update available at this time.
- The two RPN students are working well on the unit working towards the completion of their program in spring of 2025.
- Courtney and others in the management team will participate in a virtual Healthcare Administration Conference.
- Courtney and Annie will be attending a recruitment event in April in an effort to attract locums and a permanent third physician.

9. Committee Reports

9.1. Governance Committee

No Report

9.2. Finance and Audit Committee

9.2.1 The February financial statements were reviewed by Ms. Amy Gray. She advised that at the

end of January there was a deficit of \$34,406.00.

The following resolution was tabled for approval;

MOVED BY: J. Kuczynski
SECONDED BY: I. Ouellet

BE IT RESOLVED: That the Financial Statement for February 2024, be approved as presented.

CARRIED!

The following resolution was tabled for approval;

MOVED BY: C. Maynard
SECONDED BY: L. Kannar

BE IT RESOLVED: That the Santé Manitouswadge Health Board of Directors hereby approves the 2024 2025 Operating Budget as presented.

CARRIED!

9.3. **Executive Committee**
No Report

9.4. **Medical Advisory Committee**
No Report

10. **Fundraising – April Report** – Reviewed by Board members.

11 **New Business**

11.1 **OHA Member Call 2024 2025 Ontario Budget** – reviewed by Board members.

11.2 **OHA Board Self-Assessment** – reviewed by Board members.

11.3 **2024 2025 QIP**

The following resolution was tabled for approval;

MOVED BY: J. Ward
SECONDED BY: M. DeMars

BE IT RESOLVED: That the Santé Manitouswadge Health Board of Directors approves the Quality Improvement Plan (QIP) 2024 2025 as presented and Release the Pay at Risk for Senior Management.

CARRIED!

12 **Other Business**

13. **Quality – Highlighted from Admin Report**

14. **Correspondence**

15. **Maintenance – April Report** – Presented by Brendan O’Connell

16. **Consent Agenda Items Approval:**

a. Minutes of Board of Directors Meeting held: Mar 26, 2024

MOVED BY: C. Maynard
SECONDED BY: L. Kannar

BE IT RESOLVED: That the following Consent Agenda items, be approved: Minutes of Board of Directors Meeting held Mar 26, 2024.

CARRIED!

17. In Camera

The following resolution was tabled for approval;

MOVED BY: C. Maynard
SECONDED BY: I. Ouellet

BE IT RESOLVED: That we move into an In-Camera session at 2104.

CARRIED!

The following resolution was tabled for approval;

MOVED BY: J. Ward
SECONDED BY: J. Kuczynski

BE IT RESOLVED: That we move out of In-Camera session at 213.

21:30 (RS)

CARRIED!

17. Place and Time of Next Meeting – May 22, 2024, at 1900.

MOVED BY: M. DeMars
SECONDED BY: J. Ward

BE IT RESOLVED: That the next meeting of the Board of Directors of Santé Manitouswage Health be held on Wednesday, May 22, 2024, in the Judith C. Harris Boardroom.

CARRIED!

18. Adjournment

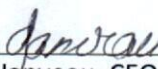
There being no further business to conduct. The following resolution was submitted for consideration.


MOVED BY: I. Ouellet
BE IT RESOLVED: That this meeting be adjourned.

CARRIED!

Mr. Smith thanked everyone for attending and the meeting adjourned at 2142 hours.

19 For the Good of the Board


Annie Janveau, CEO


Rolly Smith, Board Chair

