

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS MEETING HELD AT SANTÉ MANITOUWADGE HEALTH
ON Tuesday, Dec 10, 2024, AT 1900 HOURS IN THE JUDITH C. HARRIS BOARDROOM**

PRESENT:	Rolly Smith	Board of Directors Chair
	Jody Kuczynski	Director
	John MacEachern	Director
	Reene Warren	Director
	Annie Janveau	CEO
	Megan Esarte	Director of Clinical Services, Chief Nursing Officer
	Trena Roberts	Director of Community Programs and Services
	Stephanie Hardy	Interim Director of Finance
	Dr. Cimona	Chief of Staff
Staff	Julie MacIntyre	Executive Assistant
Absent:	Marcel DeMars	Director
	Jim Ward	Director
	Keisha Drapeau	Director
	Louie Kannar	Director

1. Call to Order

Mr. Rolly Smith, Board Chair, called the meeting to order at 1915. No quorum

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

5. Patient Story

6. Board Chair Report

No Report

7. Chief of Staff Report

No Report

8. Administration Report

Strategic Directive #1

SMH will be proactive to individual and community needs.

- We are continuing to progress with the LTC expansion project. As of the last meeting we submitted the financial viability statements to the ministry. A meeting was held with Dave Schaffer and Wendy McAllistar on December 6th and the updated financials were sent to them as well as Benedict.
- We have been approved for the 2024-25 Emergency Department Pay 4 Results Funding and have had funding come through. The total funding for the 2024/25 Fiscal Year amounts to \$100,000 in one-time funding. The action plan is to direct the funds towards efficiencies and improvements within our Health Records and Emergency Departments. We are actively looking for ways to spend the funds.
- Dr. Remillard, Dr. Johnston and Tadross are scheduled to provide locum coverage in December. There is no longer a waitlist, and appointments are being scheduled within the month currently. January locum is filed for January 2025.

- The Family Health Team flu/COVID clinic was a great success, community members can now call to schedule an appointment if needing flu/COVID shot.

Strategic Directive #2:

SMH will sustain outstanding quality and operations.

- Catherine Canales has accepted the permanent full time IPAC/OTN/Staff/Occ Health position. She will be starting her training with Louise on January 2, 2025.
- We do still have two agency RPNs. We are anticipating two new RPN staff members next spring once they complete their studies. We are exploring other options for filling in the RPN role with one agency RPN and using our internal RN staff and this may come to fruition in January 2025 until the RPN students complete their studies and NCLEX. Anticipated completion May-June 2025.
- We did have one permanent part-time RN resign at the end of November.
- One individual from the Health and Safety committee signed up to complete the level 1 certification. Once started they have 30 days to complete the course.
- One agency RN has started with SMH as of December 6, 2024. This will fill the gaps in shifts for the part-time vacancy as well as coverage throughout the holidays. They will move into a full-time line in the New Year covering a maternity leave.
- BLS course for nursing, DI and Physio is scheduled for January 11th and 12th, 2025.
- Our new BMD machine is now on site. The room prep has been completed. The new installation and staff training will occur on December 16 & 17, 2024.
- The Family Health Team RN Michella Newton attended Well Women's Conference in Thunder Bay and RN, Moh Murad attended Diabetes Conference in Halifax. Both came back with great information.
- Budget season is approaching fast. Amy came to review the budget planning process.
- The HIRF platform has changed from Nadine to Roth IAMS. Training was provided to users for smooth transition.
- The lab has received a new hematology machine, Sysmex. Installation is now complete, and training will be occurring on December 9th and 10th. Lab services will only be open to the public in the morning on December 9th and the afternoon on December 10th. Stat and urgent needs will be available during the closure.
- The lab is also upgrading the Gem3500 for blood gases to the Gem5000 in the coming months as well.
- Due to the Canada Post disruption, Paula has been working with vendors to have them set up for EFT payments to ensure vendors receive their payments.

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.
- The CT scanner proposal was resubmitted to the Northern HHR Strategy/Network funding in late October. Unfortunately, SMH was not selected for funding.
- Finally received a funding letter for \$10,000 in One-time funding for Alternate Level of Care (ALC) and Patient Flow. The purpose is to resolve discharge barriers patients face that are not addressed through pre-existing programs or funded supports. To date, SMH has directed the funds towards the purchase of a standing transfer aid and 10 Live Line Medication Dispensers. We reached out to the community engagement to guide our spending in an effort to ensure that the spending was meaningful.
- The funding for Assisted Living for this fiscal year will be reallocated to other communities to optimize the funding usage. Trena and Megan are going to drill down to see if this program is feasible to put into operation before the end of this fiscal to secure the funding and launch the program in early 2025-206 fiscal.
- A proposal intake form was sent to OH requesting funding for the BMD. These ae reviewed twice a year, thus we haven't had a response as of yet.
- We are expecting 50 staff to attend the Christmas party.

- The second phase of the sprinkler system upgrade is currently underway.
- SMH has purchased a laptop and located it in the family counselling room. The intent is that it can be used to facilitate virtual mental health services for the public. This was purchased with P4R Funding.
- Greenshield is now our new EAP provider effective December 1st. We are waiting for enrollment information to provide to the employees.

Strategic Directive #4:

SMH will become a magnet workplace.

- Efforts continue to recruit a nurse practitioner for the FHT as well as a second and third physician for the Manitouwadge Physicians Group.
- There is a posting for the permanent part-time Maintenance Engineer that has closed. We are seeking third party collaboration in the hiring process to demonstrate objectivity.
- Succession planning has begun for key positions over the next five years.
- Funding letter received for second base installment of the 124 Arbitration Awards Funding. We will be receiving \$161,300 for October-March 2025.
- We continue to put out postings for Physicians on Cherry Health (subscription service for health care services), HFO, Facebook group and other sites.
- Kevin Nold, MLT, has started with SMH. The laboratory staff is currently providing orientation, and we wish him well in his role.
- The Mental Health and Addictions Worker interview was completed, waiting on reference checking.
- Trena and Megan attended a recruitment event in Thunder Bay on November 14, for NOSM medical students. There were several interested students. Two of the learners were open to full-time vacancy opportunities. Of note, SMH was the only organization offering rent free housing, which was attractive to many of the learners.
- Courtney Atkins has resigned her position as Family Health Team Office Administrator and has accepted the position of the Quality Improvement Decision Support Specialist through the Nipigon Family Health Team. Serving five FHT along the North Shore. Courtney will be housed out of the FHT.
- Family Health Team Office Administrator was posted and closed November 28, 2024. Interviews have been completed, and Katelyn Hynes was the successful applicant. She is scheduled to start December 19, 2024.
- The Canada Summer Jobs 2025 application is now open. We will be applying to receive wage subsidy for the 2025 summer student positions in Admitting and Maintenance.

9. Committee Reports

9.1. Governance Committee

No Report

9.2. Finance and Audit Committee

No Report

9.3. Executive Committee

No Report

9.4. Medical Advisory Committee

10. Fundraising – Update

11 New Business

12 Other Business

12.1 Conference Report – reviewed by board members

13. Quality – Highlighted from Admin Report

14. Correspondence

15. Maintenance – Nov Report – reviewed by board members

16. Consent Agenda Items Approval:

17. In Camera

17. Place and Time of Next Meeting – Jan 28, 2025, at 1900.

MOVED BY: R. Warren
SECONDED BY: J. Kuczynski

BE IT RESOLVED: That the next meeting of the Board of Directors of Santé
Manitouwadge Health be held on Tuesday, Jan 28, 2025, 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: J. Kuczynski
BE IT RESOLVED: That this meeting be adjourned.

CARRIED!

Mr. Smith thanked everyone for attending and the meeting adjourned at 1930 hours.

19 For the Good of the Board


Annie Janveau, CEO


Rolly Smith, Board Chair