

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS MEETING HELD AT SANTÉ MANITOUWADGE HEALTH  
ON Tuesday, December 16, 2025, AT 1900 HOURS IN THE JUDITH C. HARRIS BOARDROOM**

<b>PRESENT:</b>	Rolly Smith	Board of Directors Chair
	Marcel DeMars	Director
	Jody Kuczynski	Director
	Jim Ward	Director
	Reene Warren	Director
	Dr. Cimona	Chief of Staff
	Megan Esarte	Director of Clinical Services, Chief Nursing Officer
	Trena Roberts	Director of Community Programs and Services
	Annie Janveau	CEO
Amy Gray	Director of Finance	
<b>Absent:</b>	Louie Kannar	Director
	John MacEachern	Director

**1. Call to Order**

Mr. Rolly Smith, Board Chair, called the meeting to order at 1913

**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**

A. Janveau briefed the BOD on a patient story.

**6. Board Chair Report**

No Report

**7. Chief of Staff Report**

Dr. Cimona briefed the Board of Directors on the status of the Family Health Team.

**8. Administration Report**

**Strategic Directive #1**

**SMH will be proactive to individual and community needs.**

- LBCG was on site November 4<sup>th</sup> and 5<sup>th</sup> regarding the LTC Gap Analysis. Recent communications indicate they should have the report done by Dec 12. From there they would like to go over it with us before the holidays for completion in January.
- We have not had a response from the Ministry regarding the pre-capital submission; this is to address the conversion of ELDCAP beds to LTC beds. The document has been submitted to MLTC, MOH and OH.
- A meeting was held with James Stewart, ADM MLTC and other representatives of MTLC December 5<sup>th</sup>, where we ascertained our position to continue in the process for bed approval.
- The Action Plan for 2025-26 Emergency Department Pay 4 Results Funding has been approved. The action plan is to direct funds towards efficiencies and improvements within our Health Records and Emergency Departments.
- Locum coverage continues to be consistent with Dr. Remillard and Dr. Marshall and Dr. Johnston booked for December. Continuing to book locums for the new year to fill our vacant positions.
- Practice Ready Ontario next cohort has started, there has been six applicants to date, with two

interviews, and two others being scheduled.

**Strategic Directive #2:**

**SMH will sustain outstanding quality and operations.**

- We continue to have one agency RN on site at this time.
- There is a conditional offer of employment for a permanent full-time RN pending successful completion of the NCLEX and a clear vulnerable sector check. They are anticipated to write the NCLEX Nov 12, 2025.
- Megan, Martha, and Erika have been working to transition from RAI-MDS to interrail which is a Ministry of Long-Term Care requirement. The Bridge team (for Meditech Expanse) is funding the interface with PointClickCare to still be able to use our MedeCare Software. These systems are used to perform quarterly, and as needed, assessments on our LTC residents. All the data is submitted to CIHI. This charting system is also being developed and will be embedded in MediTech Expanse.
- Staff have started their Point Click Care training for the new software.
- We received our HIRF funding letter, SMH's 2025/26 allocation is 465,200. The contract to upgrade SMH's plumbing, hot water tanks, and replace boilers (2) has been awarded to Thermal Mechanical Systems Ltd.
- Ministry of Long-Term Care inspection compliance issues have been resolved and the reports are posted.
- The new Gem5000 analyzer for blood gases is out for repair. Unfortunately, the machine did not finish its validation process to go live before it errored. The Gem3500 will be used to continue patient care services while the new equipment is being repaired.
- XN550 is now live for hematology in the lab. The hematology XS (the old one equipment) will be decommissioned this month.
- The lab is operating with two full-time staff. Michael Gilman is not currently scheduled to return in the New Year. There may be reduced out-patient hours when staffing is down to one member. These will be posted. Emergency services and urgent needs will continue to be provided.

**Strategic Directive #3:**

**SMH will be innovators in service and program delivery.**

- The Older Adult Exercise program has restarted with good participation. We had 17 sign up with 12 active participants. We will be conducting feedback surveys for all registrants for feedback and any barriers that we may be able to address to increase attendance for all registrants.
- Many of the staff are participating in the MediTech Expanse project by being Subject Matter Experts (SMEs) and participating in biweekly meetings, with homework, to establish local workflows and what needs to be considered for the Expanse rollout in Fall/Winter 2027.
- Hemlo Mining Corporation will be on site December 18, 2025, to engage with our residents and present the residents with a holiday gift. Hemlo reached out to SMH and this visit is being arranged through Valerie, our BSO staff.
- French Language Services (FLS) Projects is making good ground. The signs are now in the building phase.
- FHT had an additional flu/COVID clinic on Dec 4<sup>th</sup>, 2025, with 45 people receiving the vaccine. Between the three clinics there was a total of 265 within the community.
- The existing myRide contract with the Township expires March 31<sup>st</sup>, 2026. At this time, we do not believe it will continue beyond this date. SMH is doing a cost analysis to determine if we are able to absorb the program. We met with the township on December 10<sup>th</sup> for further conversation and collaboration. We shared a funding application with them that if successful would provide them with \$25, 000 of funding.

**Strategic Directive #4:**

**SMH will become a magnet workplace.**

- FHT Executive Director continues to make efforts to try to recruit second and third physicians for the Manitouwadge Physicians Group.
- Succession planning has begun for key positions over the next five years.
- We continue to put out postings for Physicians on Cherry Health (subscription service for health care services), HFO, Facebook group and other sites.
- The final component of the Advanced Leadership Program is due at the end of the week. Successful completion will not be announced for approx. 2 months.
- We are continuing our efforts for recruitment of RNs, part-time RPNs and an MLT.
- We plan to have full complement of full time RNs in January 2026.
- We recently hired a permanent part-time PSW – Emily. She started with SMH on December 11, 2025. We welcome her to the SMH team!
- Marcia Newton will be retiring from SMH effective April 1, 2026. Her knowledge and skill will be missed, and we wish her well on this very exciting new chapter come April. We have current postings out for DI to ensure appropriate staffing level.

**9. Committee Reports**

**9.1. Governance Committee**

No Report

**9.2. Finance and Audit Committee**

No Report

**Executive Committee**

No Report

**9.3. Medical Advisory Committee**

No Report

**10. Fundraising – November Update**

**11 New Business**

**11.1 COS Stipend** – reviewed by Board members.

**11.2 Strategic Plan** – reviewed by Board members.

**11.3 Policy III-20.1 Approval Authority, Procurement Method & Segregation of Duties**

The following resolution was tabled for approval;

**MOVED BY:** J. Kuczynski

**SECONDED BY:** M. DeMars

**BE IT RESOLVED:** That the following policy be approved and amended as presented;

**Policy III-20.1 Approval Authority, Procurement Method & Segregation of Duties**

**CARRIED!**

**12 Other Business**

**12.1 Meditech Expense Update** – A. Janveau updated the Board members

**12.2 Regional Pharmacy Update** – A. Janveau updated the Board members

**12.3 HIROC's Risk Register** – reviewed by Board members

**12.4 The Rubik's Cube of CEO Search** – reviewed by Board members

**12.5 BridgeNW Summary Status Report** – reviewed by Board members

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

**14. Correspondence**

**15. Consent Agenda Items Approval:**

- a. Minutes of Board of Directors Meeting held: Nov 25, 2025

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

**BE IT RESOLVED:** That the following Consent Agenda items, be approved: Revised Minutes of Board of Directors Meeting held Nov 25, 2025.

**CARRIED!**

**16. In Camera**

The following resolution was tabled for approval;

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

**BE IT RESOLVED:** That we move into an In-Camera session at 2000.

**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 2019

**CARRIED!**

**17. Place and Time of Next Meeting – Jan 27, 2026, at 1900.**

**MOVED BY:** R. Warren  
**SECONDED BY:** J. Ward

**BE IT RESOLVED:** That the next meeting of the Board of Directors of Santé Manitouswadge Health be held on Tuesday, Jan 27, 2026, 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. Ward  
**BE IT RESOLVED:** That this meeting be adjourned.

**CARRIED!**

Mr. Smith thanked everyone for attending and the meeting adjourned at 2020 hours.

**19 For the Good of the Board**

  
Annie Janveau, CEO

  
Rolly Smith, Board Chair