

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS MEETING HELD AT SANTÉ MANITOUWADGE HEALTH  
ON Tuesday, June 25, 2024, AT 1933 HOURS IN THE JUDITH C. HARRIS BOARDROOM**

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

**1. Call to Order**

Ms. Charrly Maynard, Vice Chair, called the meeting to order at 1933.

**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**

Mrs. Janveau educated the Board of Directors on OCInet which is a service provider for our PACS system which is used at SMH.

**5. Patient Story**

Mrs. Janveau shared a story of an SMH patient who came to the emergency room several times with a complicated health issue. She discussed the challenges that arise in the emergency department for doctors and patients and how each situation is unique.

**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, he stated that everything is operating successfully and that there is abundant coverage of locums over the summer months.

**8. Administration Report**

**Strategic Directive #1**

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

- Expression of interest letters for donations have been sent. Potential donors have been asked to reply by the end of June. This is for submission to the Ministry of Health for the financial viability statement.
- We have submitted an Action Plan for 2024-25 Emergency Department Pay 4 Results Funding. The action plan is to direct the funds towards efficiencies and improvements within our Health Records and Emergency Departments. Most recent meeting was attended by Teresa April 29. The purpose of the meeting was to review the current state in the program and offer support if needed. It was noted that we are on track with the program development at this time.
- Dr. Churman and Dr. Johnston, locum physicians, have been secured to provide support for Dr. Cimona for the month of June. Dr. Dalcin will also join us for the first week of July. Several other locum physicians are currently in discussions to provide support in the coming months.
- The next COVID 19 vaccination clinic is scheduled for June 27<sup>th</sup> from 3:00pm -4:30pm at the Family Health Team.

**Strategic Directive #2:**

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

- Our two RNs Cathy and Taylor are working out beautifully.
- Our temporary war clerk position has been filled by Emma. Applications for a permanent war clerk close on June 17<sup>th</sup> at 4pm and interviews are underway.
- We have a temporary full time RN starting July 2, 2024, with a strong work experience history inclusive of hospital, transitional care, ER and educator. She will be covering a maternity leave, and she does plan to sign on permanently whether it be permanent, part time or casual.
- There is a potential interest in a part time RN as well. Should this work out, our agency staffing for RNs will be complete as of the end of August 2024 as we will have a full SMH nursing staff.
- An agency RPN nurse will be starting with the team June 24, 2024
- Auditors were on site testing the week of April 29<sup>th</sup>. We are anticipating receiving draft financial statements soon.
- SMH is still recruiting a FT MLT in the lab. Warren (an MLT in Marathon) is willing to work casually at SMH. Susan is working closely with him to track his availability and offer him shifts in that time period.
- Micheal Gillman has signed on as a part time MLT and will be coming to provide some coverage and relief for the lab department. He will be joining us July 22 to August 16, 2024. He does plan to return frequently.
- The new air conditioning was completed in December, we are required to submit an audited report, and this will conclude our ICIP funding.
- 3 individuals from the Health and Safety committee are signed up to complete the level 1 certification. Once started they have 30 days to complete the course.
- The latest education that was provided to the staff is the Pediatric Advanced Life Support (PALS).
- The approved HIRF budget from the Ministry was received in the amount of \$560,725
- The RNs have all completed TNCC (Trauma Nursing Critical Care Training) as of June 18, 2024. The last course before their summer break will be CTAS. In early fall we will be looking at focusing learning on long-term care areas such as dementia and behaviors.
- We will be having our routine MDRD equipment inspection in July.
- June 1<sup>st</sup>, we expect a visit from pest control. We are seeing the resurgence of the ants. Along with pest control, Brendan plans to revamp our greenspaces and landscaping in a natural way that will help with pest control.
- The old x-ray processing unit was sold, and we will recover \$1,000.00 in the sale.
- At this time, the first round of outstanding debt recovery has earned us a return of \$650.00. This is the value before calculating the fees we will have to deduct to compensate the collector.

**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 confirmed to continue in the 2024/25 Fiscal. The funds can be allocated towards social work services, coordination of clinical delivery, medical supplies and equipment, training, homemaking services, or IPAC expenditures. We are working towards developing a plan to utilize this in a meaningful and impactful manner-social worker/grief counsellor etc.
- The students in the Confederation College RPN program have completed their first year of education. This is a two-year program which will have the students returning to clinical in September. We are eager and open to their return for placement and eventually employment.
- The new payroll platform is ready. We will have training sessions for all staff and our transition will have a 2-step approach. The pay received June 19 will be available strictly by accessing the on-line portal.

#### **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 Manitowadge Physicians Group. The staff that applied for the NP program was unsuccessful but ongoing efforts for future enrollment are anticipated.
- Our dietitian is soon to return to work from her mat leave; her anticipated return date is the end of August. Justine is continuing to provide support in the interim.
- A request to realign the physiotherapist funding for the FHT has been submitted to the MOH. We are hoping to get approval to change the position to an Adult Mental Health Counsellor as this has been recognized as a priority need for our community.
- Discussions are occurring to temporarily under fill the NP position with an RN to help support the physicians.
- Stephanie has been spending valuable time alongside Amy to make the transition of fulfilling the new role as seamless as possible.
- Paula Proulx moved into the temp role of employee services but has since moved into a permanent role in purchasing and accounts payable. She has been working long hours to maintain the role of employee services during the day while training with Reene in the evenings.
- Glenn Keenan has retired from SMH. Chad Stevens has completed his orientation and training form maintenance and now working on tasks independently.
- Ginette Bedard moved into her temporary role in Accounts Receivable. Trena Roberts has accepted the Director of Community Programs and Services position. She starts effective June 17, 2024. There will be a transition period for training as well as offloading her previous role as social worker.
- There is a high probability that we have a social worker to fill the social worker role for the FHT. The team has a strong candidate and is working toward finalizing the offer.
- Courtney and Amanda have done well in their temporary positions. We thank them for all of their hard work and dedication during their temporary positions. They have now resumed their previous permanent roles at the FHT. Carly Campbell's temporary term as reception for the FHT is complete and she has expressed interest in other areas for growth at SMH.
- 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 a reconciliation process will take place which will

- provide guidance to the ministry.
- The new ONA and Unifor contracts were signed off as well as the renewal of the Public Health Contract.
- We just paid out our agency penalty for ONA=4000. This is based on agency hrs. and so it is anticipated to continually decrease and optimistically cease.
- We continue to put out postings for Physicians on Cherry Health (subscription service for health care services), HFO, Facebook group and other sites.
- Another round of Unifor negotiations will take place Tuesday June 25, 2025.

**9. Committee Reports**

**9.1. Governance Committee**

No Report

**9.2. Finance and Audit Committee**

**9.2.1 GIC**

The following resolution was tabled for approval;

**MOVED BY:** J. MacEachern

**SECONDED BY:** M. DeMars

**BE IT RESOLVED:** That the Santé Manitouwadge Health Board of Directors approves option 1 – the 1-year Flexible Term at 3.50%.

**CARRIED!**

**9.3. Executive Committee**

No Report

**9.4. Medical Advisory Committee**

**9.4.1 Regional Staff Privileges**

The following resolution was tabled for approval;

**MOVED BY:** J. Kuczynski

**SECONDED BY:** J. Ward

**BE IT RESOLVED:** That as recommended by the MAC at their May 16<sup>th</sup> and June 20<sup>th</sup>, 2024, meetings the following professionals be granted Regional Ordering Privileges up to December 31<sup>st</sup>, 2024.

See Attached List.

**CARRIED!**

The following resolution was tabled for approval;

**MOVED BY:** M. DeMars

**SECONDED BY:** J. Ward

**BE IT RESOLVED:** That as recommended by the MAC at their May 16<sup>th</sup> and June 20<sup>th</sup>, 2024, Meetings the following professionals be granted Locum Privileges up to December 31<sup>st</sup>, 2024.

See Attached List.

**CARRIED!**

The following resolution was tabled for approval;

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

BE IT RESOLVED: That as recommended by the MAC at their May 16<sup>th</sup> and June 20<sup>th</sup>, 2024, meetings the following professionals be granted Courtesy Privileges up to December 31st, 2024.

See Attached List.

CARRIED!

10. Fundraising – June Report – Reviewed by Board members.

#### 11 New Business

##### 11.1 HSAA Declaration of Compliance

The following resolution was tabled for approval;

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

BE IT RESOLVED: That the Santé Manitowadge Health Board of Directors approves the 2023-2024 HSAA Declaration of Compliance.

CARRIED!

##### 11.2 MSAA Declaration of Compliance

The following resolution was tabled for approval;

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

BE IT RESOLVED: That the Santé Manitowadge Health Board of Directors approves the 2023-2024 MSAA Declaration of Compliance.

CARRIED!

##### 11.3 BPSAA

The following resolution was tabled for approval;

MOVED BY: J. Ward  
SECONDED BY: J. MacEachern

BE IT RESOLVED: That the Santé Manitowadge Health Board of Directors approves the Broader Public Sector Accountability Act 2023-2024 Attestation Compliance as submitted.

CARRIED!

##### 11.4 Boiler Upgrade

The following resolution was tabled for approval;

MOVED BY: J. Ward  
SECONDED BY: J. MacEachern

**BE IT RESOLVED:** That the Santé Manitouwadge Health Board of Directors approves the Boiler Upgrade quotation from Clow Darling Limited Option #1 in the amount of \$146,022.00 plus HST and that the CEO be able to execute any related documents.

**CARRIED!**

The following resolution was tabled for approval;

**MOVED BY:** L. Kannar  
**SECONDED BY:** M. DeMars

**BE IT RESOLVED:** That the Santé Manitouwadge Health Board of Directors approves \$560,725.00 to be allocated to HIRF projects, as per HIRF guidelines and that the CEO be able to execute all documents.

**CARRIED!**

**11.5 JCH Bursary**

The following resolution was tabled for approval;

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

**BE IT RESOLVED:** That the Santé Manitouwadge Health Board of Directors selects Angel Aguiar as the 2024 recipient for the Judith C. Harris Bursary.

**CARRIED!**

**12 Other Business**

**12.1 Conference Reports** - reviewed by board members

**12.2 Dental Lease** – reviewed by board members

**12.3 Line Painting Estimate** – reviewed by board members

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

**14. Correspondence**

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

**16. Consent Agenda Items Approval:**

a. Minutes of Board of Directors Meeting held: April 23, 2024

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

**BE IT RESOLVED:** That the following Consent Agenda items, be approved: Minutes of Board of Directors Meeting held April 23, 2024.

**CARRIED!**

**17. 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 2042.

CARRIED!

The following resolution was tabled for approval;

MOVED BY: M. DeMars  
SECONDED BY: L. Kannar

BE IT RESOLVED: That we move out of In-Camera session at 2101.

CARRIED!

17. Place and Time of Next Meeting – Sept 24, 2024, at 1900.

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

BE IT RESOLVED: That the next meeting of the Board of Directors of Santé Manitouswadge Health be held on Tuesday, Sept 24, 2024, in the Judith C. Harris Boardroom.

CARRIED!

18. Adjournment

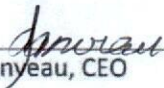
There being no further business to conduct. The following resolution was submitted for consideration.

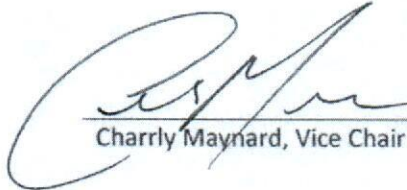
MOVED BY: J. Ward  
BE IT RESOLVED: That this meeting be adjourned.

CARRIED!

Ms. Maynard thanked everyone for attending and the meeting adjourned at 2101 hours.

19 For the Good of the Board

  
Annie Janyeau, CEO

  
Charrly Maynard, Vice Chair