

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS MEETING HELD AT SANTÉ MANITOUWADGE HEALTH  
ON Tuesday, Nov 26, 2024, 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
	Keisha Drapeau	Director
	John MacEachern	Director
	Louie Kannar	Director
	Reene Warren	Director
	Annie Janveau	CEO
	Megan Esarte	Director of Clinical Services, Chief Nursing Officer
<b>Staff</b>	Brendan O'Connell	Lead Hand – Maintenance
<b>Absent:</b>	Trena Roberts	Director of Community Programs and Services
	Stephanie Hardy	Interim Director of Finance
	Julie MacIntyre	Executive Assistant
	Dr. Cimona	Chief of Staff

**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**

Mrs. Janveau educated the Board of Directors on the Chief of Staff's position, job description and duties and SMH.

**5. Patient Story**

Mrs. Janveau shared a heartfelt patient story in regard to a locum and a kind full act that he did for a palliative patient.

**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. They have reviewed them and sent back any points that needed clarification.
- 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.

- Dr. Remillard, Dr. Johnston and Tadross are scheduled to provide locum coverage in December. We have successfully worked through the waitlist.
- The Family Health Team held several well attended Flu/COVID clinics.

**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.
- One RN will be starting with SMH December 6, 2024. This will fill the gaps in shifts for the part-time vacancy as well as coverage throughout the holidays.
- 1 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.
- BLS course for nursing, DI and Physio scheduled for November had to be rescheduled due to instructor and staff illness. The new date is to be determined.
- Our new BMD machine has been ordered and there is a slight delay to the installation. The new installation and staff training will occur on December 16 & 17, 2024.
- The Family Health Team RN and Dietitian attended training in Marathon for implementing cooking in the elementary schools, through TBDHU.
- 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. They will be installing this month and putting into operation.
- 
- The lab is also upgrading the Gem3500 for blood gases to the Gem5000 in the coming months as well.

**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.
- The \$70,100 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.
- Received confirmation at SMH will again receive \$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 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 Ministry is aware that we require the extension for the LTC construction funding subsidy. Approval of the subsidy comes much further in the process.
- 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 are reviewed twice a year, thus we haven't had a response as of yet.
- The RSVPs for the Christmas party were due Monday November 25. The numbers are not yet tallied. Planning work continues.
- MCC1 is installed and operational, this will ensure the circulation of heat in times of power outage which we did not have before.
- 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.

**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.
- There is a posting for the permanent part-time Maintenance Engineer has closed. We are seeking third party collaboration in the hiring process to demonstrate objectivity.
- Our temporary full-time RN, Lorie Farmer, has now accepted a permanent full-time position with SMH.
- We have conducted an interview for a temporary full-time RN and pending reference checks we may be offering the position.
- There is an interview scheduled for Nov 26<sup>th</sup>, 2024 for the full-time RPN role at SMH. We look forward to learning about the applicant and the potential of filling that vacancy.
- 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, will be starting his position with SMH on November 29, 2024. We look forward to him joining the SMH team.

**9. Committee Reports**

**9.1. Governance Committee**

No Report

**9.2. Finance and Audit Committee**

**9.2.1 August and September Report**

The following resolution was tabled for approval;

**MOVED BY:** J. MacEachern

**SECONDED BY:** J. Ward

**BE IT RESOLVED:** That the Santé Manitowadge Health Board of Directors approves the August and September 2024 Financial Statements as presented.

**CARRIED!**

**9.3. Executive Committee**

No Report

**9.4. Medical Advisory Committee**

**9.4.1. Locum Tenens Privileges**

The following resolution was tabled for approval;

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

**BE IT RESOLVED:** That as recommended by the MAC at their October 22<sup>nd</sup>, 2024, Meeting the following professionals be granted Locum Tenens Privileges up to December 31<sup>st</sup>, 2024.

See attached list.

**CARRIED!**

**9.4.2 Courtesy Privileges**

The following resolution was tabled for approval;

**MOVED BY:** L. Kannar  
**SECONDED BY:** K. Drapeau

**BE IT RESOLVED:** That as recommended by the MAC at their October 22<sup>nd</sup>, 2024, Meeting the following professionals be granted Courtesy Privileges up to December 31<sup>st</sup>, 2024.

See Attached List.

**CARRIED!**

**9.4.3 Regional Ordering Privileges**

The following resolution was tabled for approval;

**MOVED BY:** J. Kuczynski  
**SECONDED BY:** L. Kannar

**BE IT RESOLVED:** That as recommended by the MAC at their October 22<sup>nd</sup>, 2024, Meeting the following professionals be granted Regional Ordering Privileges up to December 31<sup>st</sup>, 2024.

See Attached List.

**CARRIED!**

**10. Fundraising – Update**

**11 New Business**

**11.1 Board Appointment**

The following resolution was tabled for approval;

**MOVED BY:** J. MacEachern  
**SECONDED BY:** J. Kuczynski

**BE IT RESOLVED:** That Reene Warren be appointed as a Director to the Board of Santé Manitowadge Health for a term of 3 years ending June of 2027 in accordance with Corporate bylaws.

**CARRIED!**

**11.2 One-Time Funding ALC and Patient Flow - reviewed by Board**

**12 Other Business**

**12.1 Conference Reports** – 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:**

a. Minutes of Board of Directors Meeting held: Oct 29, 2024

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

**BE IT RESOLVED:** That the following Consent Agenda items, be approved: Minutes of Board of Directors Meeting held Oct 29, 2024.

**CARRIED!**

**17. In Camera**

**17. Place and Time of Next Meeting** – Dec 10, 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 Manitouswage Health be held on Tuesday, Dec 10, 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!**

Mr. Smith thanked everyone for attending and the meeting adjourned at 2011 hours.

**19 For the Good of the Board**

  
Annie Janveau, CEO

  
Rolly Smith, Board Chair