

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS MEETING HELD AT SANTÉ MANITOUWADGE HEALTH  
ON Tuesday, Sept 24, 2024, AT 1900 HOURS IN THE JUDITH C. HARRIS BOARDROOM**

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

- 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 discussed courses that the OHA had to offer for the BOD.
- 5. Patient Story**  
Mrs. Roberts shared a complicated but successful patient story.
- 6. Board Chair Report**  
No Report
- 7. Chief of Staff Report**  
Dr. Cimona briefed the Board of Directors on strategies that they are working on to secure locums and permanent physicians.
- 8. Administration Report**  
**Strategic Directive #1**  
**SMH will be proactive to individual and community needs.**
  - Expression of interest letters for donations have been sent. We had one response from this mail out. We will be meeting with the MOH to discuss next steps to the LTC expansion in the near future.

- 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. Churman, Dr. Remillard and Dr. Johnston, locum physicians, have been secured to provide support for Dr. Cimona for the month of September. Dr. Dalcin will also join us for the first week of October. Dr. Johnston is scheduled to return in October, November and December. Dr. Ajisafe will be here for two weeks at the end of November. Several other locum physicians are currently in discussions to provide support in the coming months.
- The next COVID 19 vaccination clinic is scheduled at the Family Health Team for a further date in the fall once date given for the vaccines to arrive.

**Strategic Directive #2:**

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

- Our two RNs Cathy and Taylor are working out beautifully.
- One of our casual RNs has returned to part-time this month, Laurie Isaacs. We welcome her back and look forward to seeing more of her.
- As of right now, there are no agency RNs. Our staffing for registered nurses is status quo.
- There is an external posting for OTN/IPAC/Staff/Occ Health RN. The posting closes soon and we hope to have some interest. Louise Baran has been working on contract as our IPAC/Staff health nurse but is looking to leave the role in the Spring of 2025.
- We do still have two agency RPNs. We are anticipating two new RPN staff members next spring once they complete their studies.
- 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 again this month starting September 23, 2024 for three weeks.
- The new air conditioning was completed in December, all reporting/documents have been submitted and we are expecting to receive the remaining funds in September.
- 3 individuals from the Health and Safety committee are signed up to complete the level 2 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). We hope to have all staff certified by October 2024.
- We will be having our routine MDRD equipment inspection
- 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.
- Our new BMD machine has been ordered and is expected to be installed in October with a GoLive date of October 27, 2024.
- SMH had a LTC site visit and as a result they requested SMH to review and update policies and procedures.
- The Equity and Indigenous Health Service Accountability Agreement (SAA) has been given an extension to all hospitals.

**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 \$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 Live Line Medication Dispensers (5) which have been received. We are currently in the process of obtaining quotes for O2 Concentrators.
- 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 has launched. While there are learning curves, we are trying hard to make this transition as easy as possible.
- Family Health Team has a Social Service Worker student from Confederation College doing a placement from September to December 2024.
- Annie and Megan are attending the Advantage Region 9 General Meeting taking place Oct 24 & 25 in Thunder Bay.
- OHA Bulletin: Services, Resources, Guidance: is this something we as a Board should do together? Cost?

#### **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.
- Kiera Boyd, Dietitian returned to work from maternity leave on Sept 5, 2024.
- Diane Calback, Social Worker started on August 8, 2024.
- 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.
- Linda Wieler, Temporary Employee Services Coordinator started June 24<sup>th</sup>, 2024, to cover Katie's maternity leave.
- Glenn Keenan has retired from SMH. Chad Stevens has completed his orientation and training form maintenance and now working on tasks independently.
- Celina MacKinnon is our new permanent full-time ward clerk. She started with us September 12, 2024. Tracy Moffat has been coming in to help train her in her new role.
- Trena Roberts has accepted the Director of Community Programs and Service position. She started June 17, 2024. There will be a transition period for training as well as offloading her previous role as a social worker.
- Succession planning has begun for key positions over the next five years.
- The Bill 124 Retroactive payment for Non-Union reimbursement have been issued. We have received new base funding from April – September to recover these additional compensation costs.
- A report has been submitted for further reimbursement for the Bill 124 Retroactive payment, which includes projected cost up to March 31<sup>st</sup>, 2025. We have not received confirmation of the recovery.
- The new ONA and Unifor contracts were signed off as well as the renewal of the Public Health Contract.
- We continue to put out postings for Physicians on Cherry Health (subscription service for health

care services), HFO, Facebook group and other sites.

**9. Committee Reports**

**9.1. Governance Committee**

No Report

**9.2. Finance and Audit Committee**

**9.2.1 – 9.2.4 April – July Reports**

The following resolution was tabled for approval;

**MOVED BY: J. MacEachern**

**SECONDED BY: J. Ward**

**BE IT RESOLVED: That the Santé Manitouwadge Health Board of Directors approves the April, May, June and July 2024 Financial Statements as presented.**

**CARRIED!**

**9.2.5 Budget Review**

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 the updated 2024-2025 Budget as presented.**

**CARRIED!**

**9.3. Executive Committee**

No Report

**9.4. Medical Advisory Committee**

No Report

**10. Fundraising – Update in Camera**

**11 New Business**

**11.1 TAC Letter of Support** – reviewed by Board

**11.2 2024/25 One -Time Funding Q1 TLP** - reviewed by Board

**11.3 2024/25 FHT Schedule A** – reviewed by Board

**11.4 TPL Program** – reviewed by Board

**11.5 2023/24 VSCP Reconciliation** – reviewed by Board

**11.6 LTC Update** – Update presented by A. Janveau, J. Bourgoïn and R. Smith

**12 Other Business**

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

**12.2 Board Self-Assessment Tool** – reviewed by board members

**12.3 OHA – ALPA Memo** – reviewed by board members

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

**14. Correspondence**

**15. Maintenance – Sept Report – Presented by Brendan O’Connell**  
The following resolution was tabled for approval;

**MOVED BY:** J. Ward  
**SECONDED BY:** K. Drapeau

**BE IT RESOLVED:** That the Santé Manitowadge Health Board of Directors approves the All North Electric quote of \$11,074.00 and that the CEO be able to execute any related documents.

**CARRIED!**

**16. Consent Agenda Items Approval:**

- a. Minutes of Board of Directors Meeting held: June 25, 2024

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

**BE IT RESOLVED:** That the following Consent Agenda items, be approved: Minutes of Board of Directors Meeting held June 25, 2024 with amended changes.

**CARRIED!**

**17. In Camera**

The following resolution was tabled for approval;

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

**BE IT RESOLVED:** That we move into an In-Camera session at 2051.

**CARRIED!**

The following resolution was tabled for approval;

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

**BE IT RESOLVED:** That we move out of In-Camera session at 2111.

**CARRIED!**

**17. Place and Time of Next Meeting – Oct 29, 2024, at 1900.**

**MOVED BY:** J. Ward  
**SECONDED BY:** K. Drapeau

**BE IT RESOLVED:** That the next meeting of the Board of Directors of Santé Manitowadge Health be held on Tuesday, Oct 29, 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 2114 hours.

**19 For the Good of the Board**

  
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Annie Janveau, CEO

  
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Rolly Smith, Board Chair