

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS MEETING HELD AT SANTÉ MANITOUWADGE HEALTH  
ON Tuesday, September 23, 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
	John MacEachern	Director
	Reene Warren	Director
	Dr. Cimona	Chief of Staff
	Megan Esarte	Director of Clinical Services, Chief Nursing Officer
	Annie Janveau	CEO
Amy Gray	Director of Finance	
<b>Absent:</b>	Trena Roberts	Director of Community Programs and Services
	Ayad Sbeyti	Director
	Louie Kannar	Director

**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**

No Report

**5. Patient Story**

Mrs. Esarte 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.**

- The Board has met to determine the Gap Analysis Proposal, and we are now proceeding with the next steps for the LTC expansion. 807 Management is aware and there is a tentative meeting scheduled with them on September 23<sup>rd</sup>; if that meeting does not happen, we will meet on October 7<sup>th</sup>.
- We have submitted an action plan for the 2025-26 Emergency Department Pay 4 Results Funding. The action plan is to direct funds towards efficiencies and improvements within our Health Records and Emergency Departments.
- Locum coverage throughout the summer has been consistent with Dr. Johnston, Dr. Remillard, Dr. Marshall and Dr. Han. Continuing to book locums throughout the rest of the year to fill our vacant positions.
- FHT Director had applied for Cohort 4 for Practice Ready Ontario, received four applications, interviewed two, and out of the two, one came to the community for site visit. However, accepted

her three years of return of service in Fort Frances. Recruitment will continue.

### **Strategic Directive #2:**

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

- We currently have 3 agency RNs for the month of September. Two of them, Megan and Louise, will not be able to stay for October. We will need to source one agency RN for October.
- eCTAS has come live at SMH the first week of September. This is the system used to triage patients presenting to the ER department. Our district is the last to onboard. There have been some challenges in implementation that are being mitigated, and we hope it becomes a seamless workflow in the coming months.
- 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.
- Diane Calback, Social Worker has Kayleen Harrison, Social Worker student, completing her placement with the FHT for the next 7 weeks starting September 8<sup>th</sup>.
- Amanda Held resigned her position at the FHT to return to school as a paramedic.
- The HIRF platform has changed from Nadine to Roth IAMS. Training was provided for users for smooth transition.
- We have submitted our application for Prep LTC Funding for the 2023/2024 fiscal year for one of our RNs that provided clinical teachings to two RPNs students from January 2024-April 2024. We plan to utilize funding in the coming fiscal as well. The program is anticipated to continue for two more years.
- We will be receiving \$1,000/month from Lifelabs for collection subsidy.
- We are working in collaboration with the CNIB eye van to relocate the electrical connection for the mobile bus to the old clinic parking lot.
- Long-Term Care inspectors were onsite August 26<sup>th</sup> for the week. Their inspection continued off-site into the second week of September. We are awaiting their report and will implement any changes. We are aware of some changes that will be required and are already working toward those changes while awaiting the formal report.

### **Strategic Directive #3:**

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

- The Older Adult Exercise program is set to restart this fall. This part of our ALC strategies.
- A meeting is set in October with NOSH to brainstorm Chemotherapy service delivery for our Manitouwadge residents with the end goal finding a way for our residents to have their chemotherapy administered in Marathon.
- 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 2026.
- We believe we finally have the AC system operating as it should. We also replaced a cylinder in the freezer. This repair should decrease maintenance call-ins by 1-2 a week.
- We have been notified by Ontario Health to anticipate \$50,000 in funding for the French Language Services (FLS) Projects. Our goal is to replace interior signage with bilingual signage throughout the facility.
- For Rendezvous Days, one of our PSWs, Brendan S., organized for our LTC residents to attend the community events. He recruited volunteer (many from SMH) to assist with bringing residents/patients to and from Rendezvous Days events. Positive comments and feedback were expressed by many community/family members in the weeks that followed. The residents/patients enjoyed it as well.

**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.
- Jason Fairbrother was the successful candidate for the FT maintenance position, he started orientation with SMH September 8<sup>th</sup>, 2025.
- We have successfully recruited a full-time RN, Jessica S. She will be relocating from the Sudbury area as she has family ties to the community. She is set to start orientation September 23, 2025. We welcome her to the SMH team!
- Succession planning has begun for key positions over the next five years.
- Funding for the third instalment of the Bill 124 Arbitration Awards has flowed through.
- We continue to put out postings for Physicians on Cherry Health (subscription service for health care services), HFO, Facebook group and other sites.
- Annie has been pre-approved for the October Advanced Leadership Program in Toronto as required by the Fixing Long-Term Care Act. The next step requires her to participate in a screening interview.
- Director of Family Health Team, Trena Roberts completed the Rotman Health Care Leadership and the OHIP Billing course.
- The Metabolic Program, for the first time since COVID, will be starting again on October 1, 2025. It is great to see programs starting again.
- Valerie G. has joined the SMH team as our part-time BSO (Behavior Supports Ontario) Champion/Recreationist and the residents in LTC are providing us with very positive feedback. She has been a fantastic addition to the organization!
- We are continuing our efforts to recruit RNs, part-time RPNs and MLT.

**9. Committee Reports**

**9.1. Governance Committee**

No Report

**9.2. Finance and Audit Committee**

**9.2.1 April to July Financial Reports**

The following resolution was tabled for approval;

**MOVED BY: J. MacEachern**

**SECONDED BY: R. Warren**

**BE IT RESOLVED: That the Financial Statements from April to July 2025, be approved as presented.**

**CARRIED!**

**Executive Committee**

No Report

**9.3. Medical Advisory Committee**

No Report

**10. Fundraising – Jan to Sept Update**

**11 New Business**

**11.1 LTC Gap Analysis Tender** – reviewed by board members

**11.2 ITM Instrument Inc.**

The following resolution was tabled for approval;

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

**BE IT RESOLVED:** That Santé Manitowadge Health Board of Directors hereby approves the Purchase of the Dry Ice Make from ITM Instruments Inc. for \$2,062.44 Plus HST.

**CARRIED!**

12 Other Business

13. Quality – Q4 Summary Report

14. Correspondence

15. Maintenance – Update

16. Consent Agenda Items Approval:

a. Minutes of Board of Directors Meeting held: June 24, 2025

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

**BE IT RESOLVED:** That the following Consent Agenda items, be approved: Revised Minutes of Board of Directors Meeting held June 24, 2025.

**CARRIED!**

17. In Camera

The following resolution was tabled for approval;

**MOVED BY:** M. DeMars  
**SECONDED BY:** R. Warren

**BE IT RESOLVED:** That we move into an In-Camera session at 1957.

**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 2103

**CARRIED!**

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

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

**BE IT RESOLVED:** That the next meeting of the Board of Directors of Santé

**CARRIED!**

**18. Adjournment**

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

**MOVED BY:**

**R. Warren**

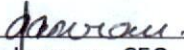
**BE IT RESOLVED:**

**That this meeting be adjourned.**

**CARRIED!**

Mr. Smith thanked everyone for attending and the meeting adjourned at 2104hours.

**19 For the Good of the Board**

  
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Annie Janveau, CEO

  
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Rolly Smith, Board Chair