

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS MEETING HELD AT SANTÉ MANITOUWADGE HEALTH
ON Tuesday, September 27, 2022 AT 1900 HOURS IN THE JUDITH C. HARRIS BOARDROOM**

PRESENT:

Charrly Maynard	Director
Keisha Drapeau	Director
John MacEachern	Director
Louis Kannar	Director
Jody Kuczynski	Director
Debbie Hardy	CEO
Annie Janveau	Chief Nursing Officer
M. Esarte	Director of Community Programs and Services
Amy Gray	Director of Finance

Staff: Julie MacIntyre Executive Assistant

Absent:

Rolly Smith	Board of Directors Vice-Chair
Marcel DeMars	Director
Isabelle Ouellet	Director
Dr. Cimona	Chief of Staff

1. Call to Order

Ms. Charrly Maynard, Director called the meeting to order at 1859.

2. Certificate of Notice Circulated to all Directors

The Notice of Meeting was as stated in the pre-meeting package.

3. Declaration of Conflict

None to Report

4. Trustee Education

MOVED BY: K. Drapeau

SECONDED BY: J. Kuczynski

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

Policy IV -15 Disconnection From Work

CARRIED!

MOVED BY: J. MacEachern

SECONDED BY: J. Kuczynski

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

Policy IX – 8 Board of Directors Position Description

CARRIED!

5. Patient Story

Mrs. Janveau discussed the homeless issue that SMH recently encountered and the challenges and learning experiences that came along with it.

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

- SMH continues to provide support at the TBDHU led vaccination clinics for COVID-19. The clinics have been moved back to the recreation center. The clinic held in July will be on October 4th, 2022. Surveys will be going out to get interest for vaccination for children aged 6 months to 4 years.
- SMH and all the Northshore Hospitals/facilities are staying the course of having 3rd dose vaccine as previously mandated.
- SMH has had an amazing compliance rate for vaccinations. Staff members have been offered booster doses or have been made aware of the new mandatory requirements for the MOHLTC.
- We continue to work with agencies and have created a recruitment and retention package hoping to entice permanent workers.
- The LTC expansion – Memo from MOH in August to confirm allotment and message...more info to come. No further communications despite emails being sent to them.
- There is a community member is undergoing her PSW certification who has expressed interest in working in the hospital upon completion of her program. A letter of intent to hire upon successful completion of the program will be provided to them.
- The Annual golf fundraiser was a success thanks to the hard work of Courtney and Donna along with others.

Strategic Directive #2:

SMH will sustain outstanding quality and operations

- Accreditation Canada – SMH received Accreditation with Commendation, although this is an excellent standing especially with the HHR shortages we have experienced and COVID-19, we have did appeal some of their findings with most of them being changed to met. In the end our award remained the same.
- We were approved for 2 of the Infection Prevention and Control funding applications to be used for education and well as N95 testing.
- Scheduling of on-site locums has posed a challenge over the summer and early fall. The Physicians Group had their first virtual locum join in July and have since had several successful virtual locum contracts. We hope to be able to schedule locums on-site for future locums but will continue with virtual as a last resort.
- New OTN equipment has arrived and is functioning well – funding received. The part needed for the wound care camera has arrived and it is working well.
- We now have a nurse who has successfully completed the theory component of the Chemotherapy course. Planning is underway for a practicum of 3-5 days in duration at the Northwest Cancer Center in Thunder Bay.
- The Manitowadge Physicians Group and the Manitowadge Family Health Team have signed contracts for Ocean e-referral . This system will allow for electronic submission and tracking of patient referrals to specialists both in and out of the Region. Patients will also receive updates regarding their referrals via email. Notice will go out to the community to provide email addresses should they wish to receive updates. We are still waiting for many organizations and specialists to on-board but they are slowly joining the portal with TBRHSC to fully launch their DI department in the New Year.
- Megan will be going on maternity leave in November 2022 from 12-18 months. Courtney Atkins is

the successful candidate for the Temporary Manager FHT for the duration of the maternity leave. Her anticipated start date is November 1, 2022.

- Discussions are being held with St. Joseph's Health Care/SMH to find and share a HR resource person to help with the WSIB, lengthy illness work plans – St Joes replied but are unable to take on extra workload due to HHR issues.

Strategic Directive #3:

SMH will be innovators in service and program delivery

- The TBDHU continues to work with SMH and the Township to ensure community need is being met for COVID vaccinations. The clinics have been low in numbers
- A review of the IT partnership is under review.
- The MOH approved reallocation of HR funding with the FHT to bring in an agency nurse to support the FHT nursing programs until staff on maternity leave return in January 2023 Rajvinder Kaur has joined the team as of July 7, 2022 for a term of 3 months and is willing to extend her contract until January 2023.
- FHT RN, Moh will be going on advanced wound care training with Wounds Canada in October. We look forward to bringing the extra knowledge back to the organization and to enhance patient care.
- As the OHT formation for Thunder Bay and district continues to move forward, progress is happening at a slow pace.

Strategic Directive #4:

SMH will become a magnet workplace

- A regional task force has been formed to address the HHR issues across NW Ontario – other than Agency staff there is no other short term fixes however we continue to lobby MOH for additional funding, Access to International staff through an easier process and working with colleges and Universities.
- SMH Mentorship for Internationally Educated Nurses – no change but we remain to be committed should a nurse request SMH
- We have gained staff as employees of SMH including RN from Texas, return of a maternity leave nurses and a Diagnostic Imaging staff to fill in for illness, vacation etc. We also have 2 Casual Rn's who travel from Hornepayne and SSM to assist us.
- NGI application has been submitted to 2 RN positions
- Recruited a casual employee for DI services (radiology only) – Vanessa Courtemanche who was a previous DI tech at SMH
- Efforts continue to recruit a physiotherapist and nurse practitioner for the FHT as well as a third physician for the Manitouwadge Physicians Group.
- We continue to strive to have a full complement of SMH nursing staff which ideally would include 2 part-time RN's.
- Succession planning has begun for key positions over the next five years.
- A proposal for funding has been submitted to the Northern Development and mines to hire a temporary person to develop a fundraising plan and to pursue fundraising opportunities – has been approved, the job has been posted with a closing date of Sept 30, 2022
- As we try to move forward in the constraints of COVID our staff has restarted the Wellness Committee and are planning upcoming activities. The committee is already looking into staff Christmas party.

9. Committee Reports

9.1. Governance Committee

No Report

9.2. Finance and Audit Committee

The April financial statements were reviewed by Ms. Amy Gray. She advised that at the end of the April

there was a deficit of \$28,368.00

The following resolution was tabled for approval;

MOVED BY: J. MacEachern
SECONDED BY: L. Kannar

BE IT RESOLVED: That the Financial Statement for April 2022, be approved as presented.

CARRIED!

The May financial statements were reviewed by Ms. Amy Gray. She advised that at the end of the May there was a deficit of \$59,411.00

The following resolution was tabled for approval;

MOVED BY: J. MacEachern
SECONDED BY: L. Kannar

BE IT RESOLVED: That the Financial Statement for May 2022, be approved as presented

CARRIED!

The June financial statements were reviewed by Ms. Amy Gray. She advised that at the end of the June there was a deficit of \$66,185.00

The following resolution was tabled for approval;

MOVED BY: J. MacEachern
SECONDED BY: K. Drapeau

BE IT RESOLVED: That the Financial Statement for June 2022, be approved as presented

CARRIED!

- 9.3. Executive Committee**
No Report
- 9.4. Medical Advisory Committee**
No Report

10. New Business

- 10.1 DM Memo** – reviewed by Board members
- 10.2 Surge Learning** – reviewed by Board members
- 10.3 NOHFC Funding Approval** – reviewed by Board members

11. Other Business

- 11.1 Accreditation Update** – reviewed by Board members
- 11.2 Board Structure** – reviewed by Board members

12. Quality – Q1 Report

13 Correspondence

13.1 CTSLPE - reviewed by Board members

14 Consent Agenda Items Approval:

a. Minutes of Board of Directors Meeting held: June 21, 2022

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

BE IT RESOLVED: That the following Consent Agenda items, be approved: Minutes of Board of Directors Meeting held: June 21, 2022 with amended changes.

CARRIED!

15 In Camera

The following resolution was tabled for approval;

MOVED BY: J. MacEachern
SECONDED BY: K. Drapeau

BE IT RESOLVED: That we move into an In-Camera session at 2011

CARRIED!

The following resolution was tabled for approval;

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

BE IT RESOLVED: That we move out of In-Camera session at 2039

CARRIED!

16. Place and Time of Next Meeting – October 25, 2022 at 1900.

MOVED BY: K. Drapeau
SECONDED BY: J. Kuczynski

BE IT RESOLVED: That the next meeting of the Board of Directors of Santé Manitouswage Health be held on Tuesday, October 25, 2022 in the Judith C. Harris Boardroom.

CARRIED!

17. Adjournment

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

MOVED BY: C. Maynard
BE IT RESOLVED: That this meeting be adjourned.

CARRIED!

Ms. Maynard thanked everyone for attending and the meeting adjourned at 2043 hours.

17 For the Good of the Board

Debbie Hardy, CEO

Charrly Maynard ,Director