

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS MEETING HELD AT SANTÉ MANITOUWADGE HEALTH  
ON Tuesday, March 28, 2023 AT 1900 HOURS IN THE JUDITH C. HARRIS BOARDROOM**

<b>PRESENT:</b>	Rolly Smith	Board of Directors Chair
	Charrly Maynard	Vice-Chair
	Marcel DeMars	Director
	John MacEachern	Director
	Jody Kuczynski	Director
	Jim Ward	Director
	Keisha Drapeau	Director
	Debbie Hardy	CEO
	Amy Gray	Director of Finance
	C. Atkins	Interim. Director of Community Programs and Services
<b>Absent:</b>	Julie MacIntyre	Executive Assistant
	Annie Janveau	Chief Nursing Officer
	Louie Kannar	Director
	Dr. Cimona	Chief of Staff
	Isabelle Ouellet	Director

**1. Call to Order**

Mr. Rolly Smith, Board Chair called the meeting to order at 1901.

**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**

Mrs. Hardy reviewed the annual policies with the Board members.

**5. Patient Story**

Mrs. Hardy informed the Board of a patient who was not satisfied with his care in the emergency department which led to a code white. The code also led to the OPP being called; Mrs. Hardy explained this was an excellent learning experience for SMH staff and management.

**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**

- The LTC expansion – Initial documents submitted however we are still awaiting the Comfort Letter from CRA for submission.
- There has been a spike in staff positive COVID tests.
- The next Public Health COVID-19 vaccination clinic will take place at the Family Health Team on

March 28, 2023 from 11:00 am – 1:00 pm.

- COVID swabs are now sent to Public Health for testing due to the expiry of the kits, the Biofire no longer being supported in case of failure – we would need to purchase a service agreement on our own and there is no funding to continue purchasing kits from MOH
- Assessment Centre funding will continue through 2023/24 – we are still awaiting details as it was set to expire March 31, 2023.

**Strategic Directive #2:**

**SMH will sustain outstanding quality and operations**

- One of our local nurses has completed their onsite chemotherapy training at TBRHSC. We are still awaiting a contract from TBRHSC in order to restart the program.
- The Digital Health is preparing to submit the business plan for the new Medi Tech expense which will replace our current Medi Tech Electronic Medical Record. SMH and 2 others (NOSH and Geraldton were holdouts due to funding). Lead person – Cindy Fedell asked to prepare a board presentation on this matter.
- We continue to work down a staff member with the vacant Employee Services person still on Maternity leave and our team looks forward to their return in June.
- TBRHSC has realized the need for education in the district and is working on a plan to meet the needs.

**Strategic Directive #3:**

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

- Work on the OHT formation for Thunder Bay and district continues to move forward – A special meeting has been called for March 29, 2023
- We are still awaiting a meeting with TBRHSC is scheduled to review the chemo service delivery contract.

**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 as 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
- Efforts continue to recruit a physiotherapist and nurse practitioner for the FHT as well as a third physician for the Manitouwadge Physicians Group. Discussions are occurring to temporarily under fill the NP position with an RN to help support the physicians.
- Succession planning has begun for key positions over the next five years.
- WE continue to work with agencies and have created a recruitment and retention package hoping to entice permanent workers.
- A meeting is set up for Wednesday with the RNIP (Rural and Northern Immigration) people to discuss 2 IEN resumes received, on RN and one PSW
- The offer for the position of Nurse Manager has not yet received a response.
- Courtney Atkins will be attending a recruitment event in an attempt to attract a third physician to the community at the end of April.
- The Lakehead job fair was attended by Annie and Julie March 7. This event did not yield any prospective hires. Feedback was provided to the University in hopes of more fruitful outcome in the future.

**9. Committee Reports**

**9.1. Governance Committee**

No Report

**9.2. Finance and Audit Committee**

The January financial statements were reviewed by Ms. Amy Gray. She advised that at the end of the January there was a surplus of \$31,410.00

The following resolution was tabled for approval;

**MOVED BY:** J. MacEachern

**SECONDED BY:** C. Maynard

**BE IT RESOLVED:** That the Financial Statement for January 2023, be approved as presented.

**CARRIED!**

**9.3. Executive Committee**

No Report

**9.4. Medical Advisory Committee**

The following resolution was tabled for approval;

**MOVED BY:** C. Maynard

**SECONDED BY:** M. DeMars

**BE IT RESOLVED:** That as recommended by the MAC at their March 16<sup>th</sup>, 2023 meeting the following professionals be granted Regional Ordering privileges up to December 31<sup>st</sup>, 2023.

See Attached List

**CARRIED!**

**10. New Business**

**10.1 Mother's Day Patio Package Raffle** – reviewed by Board members

**10.2 Ascend Fundraising Solutions Lottery Proposal**

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 purchase of Ascend Fundraising Solutions lottery for \$20,000 and an additional \$5,000 for fundraising expenses.

**CARRIED!**

**11. Other Business**

- 11.1 DM Memo Hospital Board Chairs** – reviewed by Board members
- 11.2 Proposed Regulatory Amendments to Regulation** – reviewed by Board members
- 11.3 Staffing Qualification Addendum** – reviewed by Board members
- 11.4 Insight Sonic Wall 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 purchase of cyber security from Insight for \$6,496.28.

**CARRIED!**

**12. Quality** – as highlighted in Admin Report

**13 Correspondence**

- 13.1 FW OHA B** – reviewed by Board members
- 13.2 Call For Interest CDTB OHT People – Centered Advisory Board** – reviewed by Board members

**14 Consent Agenda Items Approval:**

- a. Minutes of Board of Directors Meeting held: March 28, 2022

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

**BE IT RESOLVED:** That the following Consent Agenda items, be approved: Minutes of Board of Directors Meeting held: March 28, 2022 with amended changes.

**CARRIED!**

**15 In Camera**

**16. Place and Time of Next Meeting** – April 25, 2023 at 1900.

**MOVED BY:** C. Maynard  
**SECONDED BY:** J. Ward

**BE IT RESOLVED:** That the next meeting of the Board of Directors of Santé Manitowadge Health be held on Tuesday, April 25, 2023 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:** M. DeMars  
**BE IT RESOLVED:** That this meeting be adjourned.

**CARRIED!**

Mr. Smith thanked everyone for attending and the meeting adjourned at 2036 hours.

**17 For the Good of the Board**

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Debbie Hardy, CEO

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Rolly Smith , Board Chair