

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS MEETING HELD AT SANTÉ MANITOUWADGE HEALTH
ON Monday, Oct 30, 2023, AT 1900 HOURS IN THE JUDITH C. HARRIS BOARDROOM**

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

None to Report

4. Trustee Education

Mr. Brenden O'Connell, Maintenance Lead, gave a presentation on the new software that he is interested in purchasing for Santé Manitowadge Health.

The following resolution was tabled for approval;

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

BE IT RESOLVED: That the Santé Manitowadge Health Board of Directors approves the purchase of The WorxHub-QuickStart by Brightly Software Canada Inc. with the cost of year 1 \$7,236.00 + HST, year 2 \$4,015.28 + HST and year 3 \$4,256.20 +HST and that the CEO be approved to execute any related documents.

CARRIED!

5. Patient Story

Mrs. Janveau explained to the Board of Directors how a patient was transferred back to SMH under the assumption that the patient was ready for discharge but upon arrival the RN's preformed an assessment to

find that the patient was in need of physician care. Mrs. Janveau expressed to the Board that not every patient returning from large centers are necessarily ready for discharge upon arrival.

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 – We had a phone call with a consultant company for the MOH and identified the barriers we are experiencing. They will pass our questions on and hopefully someone will be in touch. Megan is returning part time from her leave and will attempt to move the project further. We are moving forward with creating a capital and operational budget for the project.
- We received 1 Time Funding for our Co-Located Hospice Bed amounting in \$70,100. The funding is to be used to meet the needs of Clients and Caregivers in the Hospice Bed in areas such as social work services, clinical delivery, supplies and equipment, training homemaking services, or IPAC expenditures.
- We have submitted an action plan for Emergency Department Pay 4 Results funding. This one-time funding opened to small hospitals this year that will have payment of 100k, if approved. The intent of our action plan is to provide additional support for health records digitalization and patient flow.
- Public Health recently held a COVID-19 immunization clinic on October 16th. We are waiting to hear from Public Health when the community vaccination clinics at the Family Health Team will resume. Flu, COVID-19, and Arexvy (RSV) vaccines have been offered to the LTC.

Strategic Directive #2:

SMH will sustain outstanding quality and operations.

- Accreditation Canada has provided us with on-site survey date visits 2026.
- We are still awaiting a contract from TBRHSC to restart the chemo program.
- The Digital Health Enhancement updates will be provided as the system evolves – there is talk of a soft launch starting between January and March 2024, but no date confirmed. ED Nurse Education Program now available, Annie trialing the ED trauma assessment course to explore the value of the educational opportunity. Longer list of courses available including obstetrical, neuro, cardiac and so on – follow up: the program is an excellent learning resource. Staff have been encouraged again to take part.
- The Canadian Mental Health Association has put out a 12-week series “Workplace Mental Health Program” consisting of short weekly sessions covering topics such as psychological health and safety, flourishing and wellness, mindfulness, occupational stress, burnout, compassion fatigue, moral distress, and traumatic stress. This has been shared with staff, registration at minimum by on SMT – follow up: this is a very high-level overview program.
- While the nursing department is doing well it is short of staff. Vacancies include 1 – FT RPN, 1 FT PSW, as well as part-time and casual positions for all designations.
- The new co-op student for the fall 2023 school year has started.
- Ashley is doing well in the lab and is fitting in well.
- As a quality improvement initiative and to enhance accessibility for caregivers of SMH residents. SMH implemented online payment options, the transition went well, and caregivers have been pleased with the update.
- The new air conditioning project is anticipated to be completed by the end of September. It is operational currently. Once the project is completed it will conclude our ICIP funding.
- SMH was approved to receive \$335,345.00 in HIRF Infrastructure Capital Funding for the 2023-24 Fiscal Year. We have plans to allocate the funds towards the sprinkler system, heat tracing, a

backflow preventer, medical oxygen, and window replacements.

Strategic Directive #3:

SMH will be innovators in service and program delivery.

- Work on the OHT formation for Thunder Bay and district continues and updates will be provided as they become available. We have been chosen as one of the 12 OHT's for Accelerated growth. We will now be having meetings monthly in person to move this forward.
- SMH submitted a proposal to Ontario Health (Innovative Funding Program) for a one-time funding project for a CT scanner. The funding could provide up to \$2,000,000 in initial funding. We continue to await a response.
- SJCG Behavioral Support Program (BSO) program has been providing services to SMH for several years but now has temporary funding which will mean that they are now able to provide some in person support. They have drafted and provided a Service Agreement to the hospital for review. The service would include in-house pt/resident assessment as well as staff training.

Strategic Directive #4:

SMH will become a magnet workplace.

- Efforts continue to recruit a physiotherapist and nurse practitioner for the FHT as well as a third physician for the Manitouwadge Physicians Group. The hunt for a full-time replacement continues to fill the FHT Dietitians mat leave. In the interim, a Dietitian from neighboring community has been coming to Manitouwadge once a month to fulfill LTC requirements and see a few high-need patients. 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. Part time maintenance has retired but returned and planning to stay until the spring.
- Lab is currently down by 1 staff as Mike has relocated to Southern Ontario. MLT's are difficult to recruit as the education programs were cut a few years ago now leaving the province in a shortage. Confederation College is attempting to gain Accreditation to reinstate the program.
- The OTN program position was approved for change from RN to RPN. The change will allow for care needs to be met by the most appropriate provider.
- UNIFOR was awarded 4.75% effective October 11th, 2021, and 3.5% effective October 11th, 2022. Other changes include increases in premiums and health benefits. SMH is still in the process of implementing the retroactive award and will be releasing payment soon.
- The increases to union salaries initiates the conversation of pay equity for non-union employees. Our plan is to summarize a review of the awards for the Board and come to a decision to ensure there is equity across the organization.
- We have received \$30,000 in funding for PREP LTC funding from the Research Institute for Aging (RIA). The funding is intended to initiate student coordination and early orientation to the health care sector.
- Our Voluntary Life and Long-Term Benefits provider has initiated a dispute with OHA and provided notice of termination effective April 1st, 2024. This dispute results in the termination of all hospital plans that are OHA sponsored, including SMH. We are awaiting further communication regarding the next steps.

9. Committee Reports

9.1. Governance Committee

No Report

9.2. Finance and Audit Committee

9.2.1 The April financial statements were reviewed by Ms. Amy Gray. She advised that at the end of April there was a deficit of \$15,646.00.

The following resolution was tabled for approval;

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

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

CARRIED!

9.2.2 The May financial statements were reviewed by Ms. Amy Gray. She advised that at the end of May there was a deficit of \$30,439.00.

The following resolution was tabled for approval;

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

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

CARRIED!

9.2.3 The June financial statements were reviewed by Ms. Amy Gray. She advised that at the end of June there was a deficit of \$25,675.00.

The following resolution was tabled for approval;

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

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

CARRIED!

9.2.4 The July financial statements were reviewed by Ms. Amy Gray. She advised that at the end of July there was a deficit of \$107,308.00.

The following resolution was tabled for approval;

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

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

CARRIED!

9.2.5 The August financial statements were reviewed by Ms. Amy Gray. She advised that at the end of August there was a deficit of \$139,429.00.

The following resolution was tabled for approval;

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

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

CARRIED!

9.2.6 The following resolution was tabled for approval;

MOVED BY: M. DeMars

SECONDED BY: L. Kannar

BE IT RESOLVED: That the Santé Manitouwadge Health Board of Directors Approves the recommended wage adjustment on top of the 1% already granted April 1st of each year noted for non-union employees. And that the CEO be approved to execute any related documents.

	2020	2021	2022	2023
NON-Union	0.65%	2.00%	2.50%	2.00%

CARRIED!

The following resolution was tabled for approval;

MOVED BY: J. MacEachern

SECONDED BY: L. Kannar

BE IT RESOLVED: That the Santé Manitouwadge Health Board of Directors approves the recommended Call Back rate of pay for non-union to remain at 1.5 times their regular rate of pay

CARRIED!

9.3. Executive Committee
No Report

9.4. Medical Advisory Committee
9.4.1 Locum Privileges

The following resolution was tabled for approval;

MOVED BY: J. Ward

SECONDED BY: L. Kannar

BE IT RESOLVED: That as recommended by the MAC at their September 21st, 2023, meeting the following professionals be Locum Tenen privileges up to December 31st, 2023.

See Attached List

CARRIED!

9.4.2 Courtesy Privileges

The following resolution was tabled for approval;

MOVED BY: J. Ward

SECONDED BY: L. Kannar

BE IT RESOLVED: That as recommended by the MAC at their September 21st, 2023, meeting the following professionals be Courtesy privileges up to December 31st, 2023.

See Attached List

CARRIED!

9.4.3 Regional Ordering Privileges

The following resolution was tabled for approval;

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

BE IT RESOLVED: That as recommended by the MAC at their September 21st, 2023, meeting the following professionals be Regional Ordering privileges up to December 31st, 2023.

See Attached List

CARRIED!

10. Fundraising October Report – reviewed by Board members

11 New Business

11.1 Expense Policy – Reviewed by Board members.

12 Other Business

12.1 Maintenance Project Update – reviewed by Board members.

13. Quality – Highlighted from Admin Report

14. Correspondence

15. Consent Agenda Items Approval:

a. Minutes of Board of Directors Meeting held: Sept 26, 2023

MOVED BY: J. MacEachern
SECONDED BY: M. DeMars

BE IT RESOLVED: That the following Consent Agenda items, be approved: Minutes of Board of Directors Meeting held Sept 26, 2023, with amended changes.

CARRIED!

16. In Camera

17. Place and Time of Next Meeting – Nov 21, 2023, at 1900.

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

BE IT RESOLVED: That the next meeting of the Board of Directors of Santé Manitouswage Health be held on Tuesday, Nov 21, 2023, 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:
BE IT RESOLVED:**

**J. Ward
That this meeting be adjourned.**

CARRIED!

Mr. Smith thanked everyone for attending and the meeting adjourned at 2039 hours.

19 For the Good of the Board

Debbie Hardy, CEO

Rolly Smith, Board Chair