

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS MEETING HELD AT SANTÉ MANITOUWADGE HEALTH
ON Tuesday, Sept 26, 2023, AT 1900 HOURS IN THE JUDITH C. HARRIS BOARDROOM**

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

1. Call to Order

Mr. Rolly Smith, Board Chair 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

Mrs. Hardy reviewed the Emergency Funding Opportunity – Pay for Results with the Board members.

5. Patient Story

Mrs. Atkins explained to the Board of Directors that the Family Health Team had an incident with patients' behavior which ended with the physicians deciding to dismiss this patient from their care. In doing so, the patient went to a neighboring community for care which ended with SMH having to meet with this Health Care facility to determine the future measures, and should this situation arise again.

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 – no new updates. We have received 1 Time Funding for our Co-Located Hospice Bed amounting to \$70,100.00. 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.
- Public Health paused monthly COVID-19 vaccination clinics over the summer. We are waiting to

hear from Public Health when the vaccination clinics at the Family Health Team will resume. No dates for vaccine availability as of yet.

Strategic Directive #2:

SMH will sustain outstanding quality and operations.

- Accreditation Canada has provided us with on-site survey date visits June 2024 – correspondence in package.
- 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 2023, 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.
- 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.
- Despite the FT PSW vacancy SMH is doing well on the staffing for front. All FT RN are currently filled. This hasn’t been realized since the end of 2020.
- SMH has accepted one co-op student for the fall of 2023 school year.
- While we lost a valuable team member in the Lab with Mike’s departure, we were successful in recruiting Ashley Reynolds, a lab technician. This is a temporary contract with a 6-month renewal period while we await a lab technologist. Ashley will be starting with us 28/09/2023. This will be a new position to the lab and will come with some practice changes, but the department is resilient and will transition into the new practice seamlessly.
- A new maintenance lead, Brendan O’Connell started with us in July. He fits in well and brings with him a fresh set of eyes and new perspective.
- 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.

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. The CNIB Mobile Eye Van made its annual visit September 11-15. The previous 2 annual visits serviced Manitouwadge and nearby communities, resulting in less appointments for Manitouwadge residents during its visit.
- There are many upcoming fundraising events, including a colour run which has been postponed to September 27th. Participants can register including the day of the event. SMH submitted a proposal to Ontario Health (Innovative Funding Program) for one time funding project for a CT scanner. The funding could provide up to \$2,000,000.00 in the initial funding.
- SMH applied to the DI and Surgical Innovation program which, if approved, can be used towards cost recoveries in the echo program as well as alleviate some the loan burden incurred by Cassie.
- Ontario Health contacted SMH to inquire as to what resources would be required to continue to operate the COVID Assessment Centre. OH, recognizes that the volumes are much lower than previously reported, however would like to sustain the program. SMH requested to receive funding for 0.50 FTE RN that will primarily be available for the assessment center however also serve as an IPAC lead, aid with staff health, and liaison with public health.

Strategic Directive #4:

SMH will become a magnet workplace.

- SMH was successful in its application to the CCPN program through Health Force Ontario a second time. This is the retention funding program of \$25,000.00 over 2-year span (per candidate).
- SMH Mentorship for Internationally Educated Nurses – no change but we remain 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. 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.
- SMH has initiated the process to change the OTN program position from RN to RPN. The process will include approval from Ontario Health to alter the funding agreement and consulting with ONA to remove the union position. The position requirements fall within the scope of an RPN and will serve as a cost saving measure for the hospital.
- ONA members have received retroactive payment for three awards: Stout 2020-21 -0.75%; Stout 2021-22 -1%; Gedolof 2022-23 – 2%. Since issuance MOH has issued funding letters and requested all public hospitals to report back on actual cost for reimbursement. We have submitted this report, the total amount was \$66,146.00. ONA has since introduced new wage grids with 3.5% increase effective April 1, 2023, and 3% effective April 1, 2024. Changes have also been made to premium payments and benefits. Retroactive payments have been issued for this. Unifor was awarded 4.75% effective October 11, 2021, and 3.5% effective October 11, 2022. Other changes include increases to premiums and health benefits. SMH is still in the process of reviewing the award and will be releasing retroactive 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 \$30,000.00 in funding for PREP LTC 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 have initiated a dispute with ONA and provided notice of termination effective April 1, 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.
- For the first time in a long time, we do have any FT RN or RPN lines vacant. Currently, we have a return of a casual RN and come mid-October a PT RN will be returning to us. If everything works out as projected, we can anticipate an internal RN application in the spring, and 2 internal RPN applications in two years' time.

9. Committee Reports

9.1. Governance Committee

No Report

9.2. Finance and Audit Committee

No Report

9.3. Executive Committee

No Report

9.4. Medical Advisory Committee
No Report

10. Fundraising Summer Report – reviewed by Board members

11 New Business

11.1 Medi Solution – Employee Self-Service Module

The following resolution was tabled for approval;

MOVED BY: J. Kuczynski
SECONDED BY: C. Maynard

BE IT RESOLVED: That the Santé Manitowadge Health Board of Directors approves the Medi Solution – Employee Self Service Module Proposal for the amount of \$14, 056.00 plus HST and that the CEO be approved to execute any related documents.

CARRIED!

11.2 Henderson Heating & Cooling Quotation

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, after the Executive Committee approved by email, the Henderson Heating & Cooling quotation for the amount of \$18,500.00 plus HST and that the CEO be approved to execute any related documents.

CARRIED!

11.3 Dafco Filtration Group Corporation Quotation – reviewed by Board members.

11.4 Monitoring Services Proposal

The following resolution was tabled for approval;

MOVED BY: I. Ouellet
SECONDED BY: L. Kannar

BE IT RESOLVED: That the Santé Manitowadge Health Board of Directors approves, after the Executive Committee approved by email, the Monitoring Services Proposal quotation for the amount of \$4,192.00 and the electrician fee of \$1,450.00 plus HST and that the CEO be approved to execute any related documents.

CARRIED!

11.5 HIRF Funding – reviewed by Board members.

11.6 Rite Price Electrical Quotation

The following resolution was tabled for approval;

MOVED BY: C. Maynard
SECONDED BY: J. MacEachern

BE IT RESOLVED: That the Santé Manitowadge Health Board of Directors approves the Rite Price Electrical quotation for the amount of \$38,500.00

plus HST and that the CEO be approved to execute any related documents.

CARRIED!

11.7 MET Energy Systems Quotation

The following resolution was tabled for approval;

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

BE IT RESOLVED: That the Santé Manitouwadge Health Board of Directors approves the MET Energy Systems quotation for the amount of \$27,600.00 plus HST and that the CEO be approved to execute any related documents.

CARRIED!

11.8 Class1 Inc Quotation

The following resolution was tabled for approval;

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

BE IT RESOLVED: That the Santé Manitouwadge Health Board of Directors approves the Class1 Inc quotation for the amount of \$52,825.00 plus HST and \$5,000.00 contingency for electrician fees and that the CEO be approved to execute any related documents.

CARRIED!

12 Other Business

12.1 Hospice Accountability Agreement – reviewed by Board members.

12.2 PREP LTC Funding – reviewed by Board members.

12.3 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: June 27, 2022

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

BE IT RESOLVED: That the following Consent Agenda items, be approved: Minutes of Board of Directors Meeting held June 27, 2023, with amended changes.

CARRIED!

16. In Camera

The following resolution was tabled for approval;

MOVED BY: J. MacEachern
SECONDED BY: I. Ouellet

BE IT RESOLVED: That we move into an In-Camera session at 2026.

CARRIED!

The following resolution was tabled for approval;

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

BE IT RESOLVED: That we move out of In-Camera session at 2055.

CARRIED!

17. Place and Time of Next Meeting – Oct 24, 2023, at 1900.

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

BE IT RESOLVED: That the next meeting of the Board of Directors of Santé Manitouswadge Health be held on Tuesday, Oct 24, 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: M. DeMars
BE IT RESOLVED: That this meeting be adjourned.

CARRIED!

Mr. Smith thanked everyone for attending and the meeting adjourned at 2110 hours.

19 For the Good of the Board

Debbie Hardy, CEO

Rolly Smith, Board Chair