

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS MEETING HELD AT SANTÉ MANITOUWADGE HEALTH
ON Tuesday, February 20, 2024, AT 1900 HOURS IN THE JUDITH C. HARRIS BOARDROOM**

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

Brendan O'Connell gave the Board of Directors a briefing on the Maintenance Monthly Report.

5. Patient Story

Mrs. Janveau briefed the Board of Directors on information that she learned from a recent meeting she attended. She was informed that there were available LTC beds at TBRHS. It was determined that an SMH patient would like to transfer. The patient will follow the process in hopes that they qualify.

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 have finally received the Comfort letter from the CRA which is a requirement for the expansion. Megan has returned part-time from her leave and has started working on footage, space and we are moving forward with creating a capital and operational budget for the project. We have received notice from the Ministry that they are putting out standardization information for new builds.
- We have been approved for Emergency Department Pay 4 Results Funding; however, we are still

required to submit a Site Readiness Assessment by December 15th. The total funding for the 2023/24 Fiscal Year amounts to \$100,000 in one-time funding. The action plan is to direct the funds towards efficiencies and improvements within our Health Records and Emergency Departments. We have assigned 0.30FTE from admitting to Health Records to implement the program.

Strategic Directive #2:

SMH will sustain outstanding quality and operations.

- The Northwestern Ontario Health Record Business Case Master Project Agreement has been signed; this is a regional shared agreement to govern the HIS. The Financing Agreement with TBRHSC has also been signed. The construction loan for the project has been secured. We are anticipating a March 2025 kick off for the Northwest region.
- The nursing department is doing well. We have a Mat leave returning March 1st, Taylor (a new grad) has accepted a FT position with a pending start date in March, a well-seasoned nurse is expected to join us in April. We have been fortunate in finding a strong candidate for the temp ward clerk position, we are hopeful that she will accept the offer and will be joining us in June and most recently a FT PSW joined us Feb 12 (previously from Manitouwadge – Brendan Scharf). This brings our vacancies down to 1 FT RPN, as well as part-time and casual positions for all designations.
- SMH is still recruiting a FT MLT in the lab. We have received recent interest from an individual MLT in Marathon inquiring as to the option of casual wknd work which we are exploring.
- The new air conditioning remains incomplete. We are working with MET Engineering to have All North Plumbing & Heating complete the project as soon as possible. Once the project is complete will conclude our ICIP funding.
- SMH will be assuming the cleaning of the rental space across the road. Meetings with the dental office were had to discuss the service and Melanie from DSSAB is aware.
- February 22 2 RNs will travel to Nipigon to receive training in ultrasound guided IV insertions.

Strategic Directive #3:

SMH will be innovators in service and program delivery.

- The formation and maturation of the OHT is happening quickly. With the funding received so far, an Administrative Lead has been hired.
- No further response from OH re: 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.
- The particular items have been determined and costed out for the \$10,000 in One-Time Funding for Alternative Level of Care (ALC) and Patient Flow Initiatives. The purpose is to resolve discharge barriers patients face that are not addressed through pre-existing programs or funded supports.
- SMH received a donation of \$1,500 from Manroc for Palliative Care bags. These will be prepared by the palliative care committee for the families of palliative patients.
- A \$15,000 donation was received from a donor who chose to remain anonymous. The donation was received for the memorial hockey tournament, the funds will be directed towards the purchase of a BMD.
- The clinical agreement with Confederation College is working well.
- The Family Health Team has submitted a proposal to Ontario Health requesting funding for a Palliative Clinical Coach.

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.

- A maternity leave is anticipated for the Director of Finance position commencing in July 2024.
- We have met with employees within the department to canvas for interest and we are exploring what supports will be required for the position.
- The upcoming maternity for the Employee Services Coordinator position will be filled by an internal applicant; Paula Proulx has started orientation, by assisting with annual duties such as T4s and Pension Reconciliations.
- Succession planning has begun for key positions over the next five years.
- A report has been submitted for reimbursement of \$296,000 for the Bill 124 Unifor Retroactive payment. We have not received confirmation of the recovery.
- The Bill 124 Retroactive payment for Non-Union reimbursement has not been submitted for recovery yet. The OHA has issued guidance that Phase 2 templates for reimbursement will be issued soon.
- One of our local nurses is undergoing the application process to the NP program, no update available at this time.
- The two RPN students are working well on the unit working towards the completion of their program in spring of 2025.
- Annie, Amy and Megan will be participating in a virtual Rural and Northern Healthcare Leadership Conference
- Courtney and others in the management team will participate in a virtual Healthcare Administration Conference.

9. Committee Reports

9.1. Governance Committee

No Report

9.2. Finance and Audit Committee

9.2.1 The December financial statements were reviewed by Ms. Amy Gray. She advised that at the end of October there was a deficit of \$346,770.

The following resolution was tabled for approval;

MOVED BY: J. MacEachern

SECONDED BY: J. Kuczynski

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

CARRIED!

9.3. Executive Committee

The following resolution was tabled for approval;

MOVED BY: L. Kannar

SECONDED BY: J. Ward

BE IT RESOLVED: That the Santé Manitouwadge Health Board of Directors approves The Executive Committee minutes from the meeting held on January 30, 2024

CARRIED!

9.4. Medical Advisory Committee

The following resolution was tabled for approval;

MOVED BY: J. Kuczynski

SECONDED BY: M. DeMars

BE IT RESOLVED: That the Santé Manitowadge Health Board of Directors approves The Medical Advisory Committee minutes from the meeting held on September 21, 2023.

CARRIED!

10. Fundraising – J. Britt presented a Fundraising Business Case

11 New Business

12 Other Business

12.1 CSS 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: Jan 25, 2024

MOVED BY: J. Kuczynski

SECONDED BY: J. Ward

BE IT RESOLVED: That the following Consent Agenda items, be approved: Minutes of Board of Directors Meeting held Jan 25, 2024.

CARRIED!

16. In Camera

17. Place and Time of Next Meeting – Mar 26, 2024, at 1900.

MOVED BY: M. DeMars

SECONDED BY: J. Ward

BE IT RESOLVED: That the next meeting of the Board of Directors of Santé Manitowadge Health be held on Tuesday, Mar 26, 2024, 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 2153 hours.

19 For the Good of the Board

Annie Janveau, CEO

Rolly Smith, Board Chair