

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS MEETING HELD AT SANTÉ MANITOUWADGE HEALTH  
ON Tuesday, March 26, 2024, 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
	Jim Ward	Director
	Jody Kuczynski	Director
	John MacEachern	Director
	Keisha Drapeau	Director
	Annie Janveau	CEO
	Amy Gray	Director of Finance
	C. Atkins	Interim. Director of Community Programs and Services
<b>Staff</b>	Julie MacIntyre	Executive Assistant
	Brendan O’Connell	Lead Hand – Maintenance
<b>Absent:</b>	Isabelle Ouellet	Director
	Louie Kannar	Director
	Megan Esarte	Director of Community Programs and Services
	Dr. Cimona	Chief of Staff

**1. Call to Order**

Mr. Rolly Smith, Board Chair, called the meeting to order at 1908.

**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**

Mrs. Janveau briefed the Board of Directors on the OHT update.

**5. Patient Story**

Patient story - in-camera.

**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 had 2 recent meetings with Bennedict from the Ministry to understand our steps going forward.

- We have been approved for Emergency Department Pay 4 Results Funding; and we have submitted the required Sire Readiness Assessment. The total funding for the 2023/24 Fiscal efficiencies and improvements within our Health Records and Emergency Departments. WE have assigned 0.30 FTE from admitting to Health Records to implement the program.
- The next COVID-19 vaccination clinic will be held on April 4, 2024, from 1:30 – 3:30 pm at the Family Health Team.

### **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 1<sup>st</sup>, 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. The newly added duties to the housekeeping department have gone smoothly.
- Two RNs travelled to Nipigon in February to receive training in ultrasound guided IV insertions.
- A new group of Health and Safety members will be obtaining their level 1 certification.
- The latest education that was provided to the staff is the Pediatric Advanced Life Support (PALS).
- Organization and scheduling of further upcoming education include Trauma Nursing Critical Care (TNCC) as well as Canadian Triage and Acuity Scale (CTAS).

### **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 one-time funding. We continue to await a response. The last request for up to \$2,000,000 in initial funding. We continue to await a response. The last request for update from the Ministry was 18/03/24. The response then was that there were 700 applications, and they are still under review.
- The items for the \$10,000 in One-Time Funding for Alternate Level of Care (ALC) and Patient Flow Initiatives have been purchased. The purpose is to resolve discharge barriers patients face that are not addressed through pre-existing programs or funded supports. SMH directed the funds towards the purchase of a transfer disc, various transfer devices, and a commode.
- The \$70,000 in one time funding received for the Community Hospice Bed has been spent. The funds allowed us to purchase a new bed, bladder scanner, ceiling lift, furniture, and other various items. A new one-time funding of \$70,000 for the palliative room has been received for the coming fiscal year which we are already working hard to fund useful ways to spend.
- 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 have offered the position to Stephanie Hardy, she has been in the finance department for 5 years now and has been working towards achieving her accounting degree.
- 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.
- Resumes were reviewed and interviews are scheduled to take place through the wk of March 25<sup>th</sup> for the position of Part-time Manit. Engineer, Chief Officer/Director of Clinical Services, and Accounts Receivable.
- Succession planning has begun for key positions over the next five years.
- 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.
- Courtney and Annie will be attending a recruitment event in April in an effort to attract locums and a permanent third physician.

**9. Committee Reports**

**9.1. Governance Committee**

No Report

**9.2. Finance and Audit Committee**

**9.2.1** The January financial statements were reviewed by Ms. Amy Gray. She advised that at the end of January there was a deficit of \$475,512.

The following resolution was tabled for approval;

**MOVED BY:** J. MacEachern

**SECONDED BY:** M. DeMars

**BE IT RESOLVED:** That the Financial Statement for January 2024, be approved as presented.

**CARRIED!**

The following resolution was tabled for approval;

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

**BE IT RESOLVED:** That the Santé Manitouwadge Health Board of Directors hereby Approves the bad debt write off for 2023 2024 in the amount of \$9,484.57.

**CARRIED!**

**9.3. Executive Committee**  
No Report

**9.4. Medical Advisory Committee**  
The following resolution was tabled for approval;

**MOVED BY:** J. Kuczynski  
**SECONDED BY:** J. Ward

**BE IT RESOLVED:** That as recommended by the MAC at their March 21<sup>st</sup>, 2024, Meeting the following professionals be granted Regional Ordering Privileges up to December 31<sup>st</sup>, 2024.

See Attached List.

**CARRIED!**

The following resolution was tabled for approval;

**MOVED BY:** J. Kuczynski  
**SECONDED BY:** J. Ward

**BE IT RESOLVED:** That as recommended by the MAC at their March 21<sup>st</sup>, 2024, Meeting the following professionals be granted Courtesy Privileges up to December 31<sup>st</sup>, 2024.

See Attached List.

**CARRIED!**

The following resolution was tabled for approval;

**MOVED BY:** J. Kuczynski  
**SECONDED BY:** J. Ward

**BE IT RESOLVED:** That as recommended by the MAC at their March 21<sup>st</sup>, 2024, Meeting the following professionals be granted Active Privileges up to December 31<sup>st</sup>, 2024.

Dr. Catherine Nowierski  
Dr. Camille Cimona-Malua

**CARRIED!**

The following resolution was tabled for approval;

**MOVED BY:** J. Kuczynski  
**SECONDED BY:** J. Ward

**BE IT RESOLVED:** That as recommended by the MAC at their March 21<sup>st</sup>, 2024, Meeting the following professionals be granted Locum Tenens Privileges up to December 31<sup>st</sup>, 2024.

Dr. Nicholas Potvin

**CARRIED!**

**10. Fundraising – March Report** – Reviewed by Board members.

**11 New Business**

**11.1 MSAA Extension Letter**

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 signing of the MSAA 2024/2025 Extension Letter and that the CEO be able to execute any related documents.

**CARRIED!**

**11.2 HSAA Extension Letter**

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 signing of the HSAA 2024/2025 Extension Letter and that the CEO be able to execute any related documents.

**CARRIED!**

**11.3 NOW Collections Services Agreement** – reviewed by Board members.

**11.4 Troy Quotation**

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 the install and maintain to the monitoring panel in the Ambulance Base up to \$8,000.00 and that the CEO be able to execute any related documents.

**CARRIED!**

**11.5 Career Fair** – reviewed by Board members.

**12 Other Business**

**12.1 Public Relations/Fundraising Intern Position**

The following resolution was tabled for approval;

**MOVED BY:** J. Kuczynski

**SECONDED BY:** J. Ward

**BE IT RESOLVED:** That the Santé Manitouwadge Health Board of Directors approves Public Relations/Fundraising Intern position as a 0.6 FTE.

**CARRIED!**

**12.2 Conference Report** – reviewed by Board members.

**12.3 Letter to Close Acs** – reviewed by Board members.

**12.4 P4R Expansion Project Kick-Off Call** – reviewed by Board members.

**12.5 Meal Allowance**

The following resolution was tabled for approval;

**MOVED BY:** J. MacEachern

**SECONDED BY:** K. Drapeau

**BE IT RESOLVED:** That the Santé Manitouwadge Health Board of Directors approves the meal allowance south of Sudbury in the amount of \$100.00 per day without receipts and not to exceed \$150.00 with receipts.

**CARRIED!**

**13. Quality – Highlighted from Admin Report**

**14. Correspondence**

**15. Maintenance – March Report** – Presented by Brendan O’Connell

**16. Consent Agenda Items Approval:**

a. Minutes of Board of Directors Meeting held: Feb 20, 2024

**MOVED BY:** J. Ward

**SECONDED BY:** M. DeMars

**BE IT RESOLVED:** That the following Consent Agenda items, be approved: Minutes of Board of Directors Meeting held Feb 20, 2024.

**CARRIED!**

**17. In Camera**

The following resolution was tabled for approval;

**MOVED BY:** M. DeMars

**SECONDED BY:** J. Kuczynski

**BE IT RESOLVED:** That we move into an In-Camera session at 2118.

**CARRIED!**

The following resolution was tabled for approval;

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

**BE IT RESOLVED:** That we move out of In-Camera session at 2139.

**CARRIED!**

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

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

**BE IT RESOLVED:** That the next meeting of the Board of Directors of Santé Manitouswage Health be held on Tuesday, April 23, 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 2143 hours.

**19 For the Good of the Board**

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Annie Janveau, CEO

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Rolly Smith, Board Chair