

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS MEETING HELD AT SANTÉ MANITOUWADGE HEALTH  
ON Thursday, Jan 25, 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
	Keisha Drapeau	Director
	Annie Janveau	Interim CEO
	Amy Gray	Director of Finance
	Megan Esarte	Director of Community Programs and Services
	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
	John MacEachern	Director
	Dr. Cimona	Chief of Staff

**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**

K. Drapeau declared conflict for agenda item 11.2.

**4. Trustee Education**

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

**5. Patient Story**

Mrs. Janveau updated the Board on a past patient's story and their recent health situation.

**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 15<sup>th</sup>. 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.

- The Manitouwadge Family Health Team continues to supply COVID-19 vaccination clinics to the community. The next clinic is planned for February 8.

**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.
- 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. We have received resumes from within the region for the FT RN position, both being new grads who are completing their program in February. As of recently we have been receiving an influx of resumes for the FT PSW position.
- SMH is still recruiting a FT MLT in the lab; in the meantime, it has been underfilled by a MLA however she has provided notice as of January 30<sup>th</sup>.
- 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.
- We received our first large donation from the efforts that Jordan has been putting in. A \$32,000 cheque was received for 2 beds.
- Martha Ladouceur has been in the role of Nurse Manager since November 12. She has been doing very well and has taken on the challenge with gumption. Her positive presence is most evident in her contagious laughter.

**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.
- We have received \$10,000 in One-Time Funding for Alternate 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.
- We have signed a second agreement with Confederation College. Erika Robert will be providing clinical instruction to two local students enrolled in the PN (practical nurse also known as RPN) program.
- Initial conversation has been had with NOSH exploring the opportunity to have John Olivera (certified in NVCI) to provide on-site training to Marathon and Terrace Bay sites.

**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.
- We are anticipating a maternity leave commencing in June 2024 for Employee Services Coordinator position, we will begin recruitment efforts for the leave soon.

- 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.
- Our Voluntary Life and Long-Term Benefits provider has initiated a dispute with OHA and provided notice of termination effective April 1<sup>st</sup>, 2024. This dispute has been forwarded to mediation and plan members will not be affected during mediation. In the meantime, SMH will be reviewing the Provincial Benefits Program sponsored by OHA and HIROC for Ontario Hospitals.
- One of our local nurses is undergoing the application process to the NP program.
- The two PN students are on trajectory to complete their program in spring of 2025.

## 9. Committee Reports

### 9.1. Governance Committee

No Report

### 9.2. Finance and Audit Committee

**9.2.1** The October financial statements were reviewed by Ms. Amy Gray. She advised that at the end of October there was a deficit of \$229,647.

The following resolution was tabled for approval;

**MOVED BY:** M. DeMars

**SECONDED BY:** J. Ward

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

**CARRIED!**

**9.2.2** The November financial statements were reviewed by Ms. Amy Gray. She advised that at the end of November there was a deficit of \$305,397.

The following resolution was tabled for approval;

**MOVED BY:** C. Maynard

**SECONDED BY:** K. Drapeau

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

**CARRIED!**

### 9.3. Executive Committee

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 The Executive Committee minutes from the meeting held on December 4, 2023

**CARRIED!**

**9.4. Medical Advisory Committee**  
No Report

**10. Fundraising January Report** – reviewed by Board members

**11 New Business**

**11.1 Electronic Health Record Renewal** – reviewed by Board members.

**11.2 Clean Sweep/SMH Housekeeping Quotation**

The following resolution was tabled for approval;

**MOVED BY: J. MacEachern**

**SECONDED BY: J. Kuczynski**

**BE IT RESOLVED: That the Santé Manitouwadge Health Board of Directors approves the Santé Manitouwadge Health’s Housekeeping Staff Janitorial Services at Manitouwadge Community Health Centre commencing March 1, 2024.**

**CARRIED!**

**11.3 ED Nursing, Retention and Workforce Strategy Funding Support Agreement** – reviewed by Board members.

**11.4 2023/24 Municipal Tax Grant** – reviewed by Board members.

**11.5 Amending Agreement 21 Rate Increases** – reviewed by Board members.

**11.6 One-Time Funding Q3 Temporary Locum Program** – reviewed by Board members.

**12 Other Business**

**12.1 Conference Reports** – reviewed by Board members.

**13. Quality – Summary Report**

**14. Correspondence**

**14.1 Minister Announces New LTC Home Investigations Unit** – reviewed by Board members.

**14.2 OHA Ontario Hospital Deficits** – reviewed by Board members.

**15. Consent Agenda Items Approval:**

a. Minutes of Board of Directors Meeting held: Dec 13, 2023

**MOVED BY: C. Maynard**

**SECONDED BY: K. Drapeau**

**BE IT RESOLVED: That the following Consent Agenda items, be approved: Minutes of Board of Directors Meeting held Dec 13, 2023.**

**CARRIED!**

**16. In Camera**

The following resolution was tabled for approval;

**MOVED BY: M. DeMars**

**SECONDED BY: D. Maynard**

**BE IT RESOLVED: That we move into an In-Camera session at 2048.**

**CARRIED!**

The following resolution was tabled for approval;

**MOVED BY:** M. DeMars  
**SECONDED BY:** C. Maynard

**BE IT RESOLVED:** That we move out of In-Camera session at 2146.

**CARRIED!**

**17. Place and Time of Next Meeting – Feb 20, 2024, at 1900.**

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

**BE IT RESOLVED:** That the next meeting of the Board of Directors of Santé Manitouswadge Health be held on Tuesday, Feb 20, 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:** C. Maynard  
**BE IT RESOLVED:** That this meeting be adjourned.

**CARRIED!**

Mr. Smith thanked everyone for attending and the meeting adjourned at 2150 hours.

**19 For the Good of the Board**

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Annie Janveau, Interim CEO

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Rolly Smith, Board Chair