



SUMMARY MINUTES OF THE BOARD OF DIRECTORS Monday, January 27, 2014

ATTENDANCE

Present:

Collin Bourgeois
Léo Malette
Janet Parsons
Charles Goulard
Daniel Richard
Howard Longfellow
Sylvie Bélanger
* Cynthia Désormiers
* Dr. Klère Bourgault
Julie Duhaime
Jo-Anne Beninger (at 19:05)

Regrets

Priscille Desjardins
* Dr. Richard Katsuno
* Dr A. Béhamdouni
Eric Stevens
* Jo-Ann Lennon-Murphy

* Non-voting Board members

Participant: Ryan Jeffers, Chief Financial Officer

1. **Call to Order & Welcome**

The Chair, Collin Bourgeois confirmed quorum and called the meeting to order at 18:35 hours.

2. **Approval of the Agenda & Declaration of pecuniary interest**

Moved by Janet Parsons, seconded by Léo Malette

« THAT THE AGENDA OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS HELD MONDAY, JANUARY 27, 2014, BE ACCEPTED AS PRESENTED. »

Carried. M. 14-01

- No conflict of interest or pecuniary interest declared.

3. **Presentation : NIL**

4. **Chief Executive Officer's Report**

The CEO's January report was available on the portal for everyone's review. Mrs. Désormiers added :

- A new family physician will be joining the team at WNGH. Dr. Vincenzo Susini will be working in the ER, working with inpatients and taking over Dr. Jean Anawati's office practise upon retirement

5. **Approval of Previous Minutes of the Board (2013 12 09)**

Moved by Léo Malette, seconded by Daniel Richard

« THAT THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS HELD MONDAY, DECEMBER 9th, 2013 BE ACCEPTED AS PRESENTED. »

Carried. M.14-02

6. **Medical Staff**

.1 Medical Advisory Committee Minutes (2013 11 28)

Moved by Charles Goulard, seconded by Janet Parsons

« THAT THE MINUTES OF THE MEDICAL ADVISORY COMMITTEE MEETING HELD NOVEMBER 28th, 2013 BE ACCEPTED AS PRESENTED».

Carried. M.14-03

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.2 Approval of recommendations arising of MAC Minutes

Moved by Charles Goulard, seconded by Janet Parsons

«THAT THE FOLLOWING CREDENTIAL COMMITTEE RECOMMENDATIONS ARISING FROM THE SEPTEMBER 19TH, 2013 MEETING BE APPROVED (IN BLOCK)...

Carried. M.14-04

.3 Chief of Staff Report (verbal)

A copy of the draft physician report card was distributed to members for review. Dr. Bourgault informed the group that the physician report card or evaluation will become standard for hospital and NOSM accreditation. The draft physician report card will be used on a trial basis and may become policy in the future.

7. Risk Management & Quality Assurance

.1 Mandatory Reporting According to the Regulated Health Professions Act (RHPA) – Revised Hospital Policy #100.100

The revised policy #100.100 'Mandatory Reporting According to the Regulated Health Professions Act (RHPA)' Policy was provided as information; copies of which were included with the Agenda. Moved by Daniel Richard, seconded by Sylvie Bélanger

« THAT THE BOARD OF DIRECTORS APPROVES THE REVISIONS TO THE POLICY #100.100 'MANDATORY REPORTING ACCORDING TO THE REGULATED HEALTH PROFESSIONS ACT (RHPA), AS PRESENTED. »

Carried. M.14-05

.2 Strategic Planning Directions Progress to Date – Action/Strategy

Cynthia Désormiers reviewed the strategic planning progress to date. The members agreed that WNGH is on target in all four pillars: capital planning, invest in the organization and its people, enhance quality of work life and patient experience and partnership for excellent patient-customer-client experience.

.3 Review 2013-2014 Hospital Goals & Objectives to Draft New 2014-2015

Cynthia Désormiers reviewed the hospital goals/objectives which include:

1. Enhance organizational effectiveness
2. Develop a culture of quality
3. Provide quality services to the patients and residents of West Nipissing.
4. WNGH will become a workplace of choice
5. Promote information technology enhancement and system integration
6. Develop the Volunteer program
7. Foster a culture of mutual respect and safety at WNGH
8. Professional development for WNGH Board of Directors

The board agreed that WNGH is well on its way to accomplishing the 2013-2014 goals. A proposal for 2014-2015 hospital goals will be brought to the April Board meeting for review.

.4 Briefing Note: Governing for Quality and Patient Safety Unit 2

Cynthia Désormiers provided a briefing note about an education session she attended called Governing for Quality and Patient Safety. A copy of the briefing note was provided as information; copies of which were included with the Agenda. The session explained the role of governance in promoting quality within the health care organization. The session noted the importance of Performance Accountability, Board Structure, Competence and Knowledge, the hospital's Quality and Safety Plan and the board and hospital spending enough time on Quality.

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.5 Briefing Note: Governance 2 – Board Models

Cynthia Désormiers provided a briefing note regarding an education session she attended called Governance – Board Models. A copy of the briefing note was provided as information; copies of which were included with the Agenda.

.6 Patient Satisfaction Survey 2013

Cynthia Désormiers provided the 2013 Patient Satisfaction Survey results; copies were included with the Agenda. Cynthia Désormiers highlighted the response to question 25: 90.5% of respondents would recommend this hospital to friends and family.

8. Human Resources –NIL-

9. Finance

.1 BDO Letter

Ryan Jeffers provided a copy of a letter from BDO regarding the audit plan for the audit of the financial statements for the year ending March 31st, 2014 as information. Ryan Jeffers noted that the audit plan is very similar to audit plans from previous years.

.2 Policy #734.20 – Trust Funds – Receipts and Disbursements

Ryan Jeffers informed the Board that the BDO auditors indicated that a Trust Fund policy is required under the Long-Term Care Homes Act. Ryan Jeffers provided a copy of the new policy #734.20 – Trust Funds – Receipts and Disbursements; copies were included with the Agenda.

.3 December Financial Statements

Moved by Sylvie Bélanger, seconded by Daniel Richard

« THE FINANCE AND AUDIT COMMITTEE RECOMMEND THAT THE BOARD OF DIRECTORS APPROVE THE DECEMBER 2013 FINANCIAL STATEMENTS AS PRESENTED. »

Carried. M. 14-06

10. Ethics Committee Minutes

- NIL -

11. Alliance Centre Advisory Committee

Moved by Sylvie Bélanger, seconded by Howard Longfellow

« THAT THE MINUTES OF THE MEETING OF THE WEST NIPISSING GENERAL HOSPITAL ALLIANCE CENTRE ADVISORY COMMITTEE HELD DECEMBER 3RD, 2013 BE ACCEPTED AS PRESENTED.»

Carried. M. 14-07

12. Foundation

- NIL -

13. Board Chair

.1 Canadian Forces Guided Tour – North Bay – Confirm Attendance

An email will be send to board members to confirm attendance to the Canadian Forces guided tour in North Bay.

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.2 Meeting Effectiveness Survey Results (December 2013)

We received an 80% response rate from last month's "Board Effectiveness Survey" and results were all positive.

14. Correspondence

Collin Bourgeois informed the board that Anthony Dale was named OHA President and CEO.

15. Adjournment

Moved by Howard Longfellow, seconded by Sylvie Bélanger

«THAT THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF MONDAY, JANUARY 27th, 2014 BE ADJOURN AT 20:15 HOURS. »

Carried. M.14-08

«ORIGINAL SIGNED»

Collin Bourgeois, Chair

«ORIGINAL SIGNED»

Cynthia Désormiers, Secretary
President and CEO