



## SUMMARY MINUTES OF THE BOARD OF DIRECTORS Monday, May 12, 2014 (18:30 hours) Board Room

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### ATTENDANCE

#### Present:

Sylvie Bélanger  
Jo-Anne Beninger  
\* Dr. Klère Bourgault  
Collin Bourgeois  
\* Cynthia Désormiers  
Priscille Desjardins  
Julie Duhaime  
Charles Goulard  
Howard Longfellow  
Léo Malette  
Janet Parsons  
Eric Stevens  
\* Jo-Ann Lennon-Murphy

#### Regrets:

\* Dr A. Béhamdouni  
\* Dr. Richard Katsuno  
Daniel Richard

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Non-voting Board members

Participant: Ryan Jeffers, Chief Financial Officer  
Brenda Rochon, Recorder

### 1. Call to Order & Welcome

Collin Bourgeois called the meeting to order at 18:35 hours.

### 2. Presentation : Respiratory Therapy

Brenda Lennon, Respiratory Therapy Coordinator, provided the board with an overview of the Respiratory Therapy department at WNGH. B. Lennon provided details on the RT staff, in-patient and out-patient services, utilization, 2013/2014 budget and the departmental needs.

### 3. Approval of the Consent Agenda

Moved by Eric Stevens, seconded by Priscille Desjardins

« THAT THE CONSENT AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS HELD MONDAY, MAY 12TH, 2014, BE ACCEPTED AS PRESENTED . »

**Carried M-14-45**

### 4. Approval of the Regular Agenda & Declaration of Pecuniary Interest

Moved by Janet Parsons, seconded by Priscille Desjardins

« THAT THE REGULAR AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS HELD MONDAY, MAY 12TH, 2014, BE ACCEPTED AS PRESENTED. »

**Carried M-14-46**

- **Declaration of any conflict of interest** – No conflicts were declared.

### 5. Business/Committee Matters

#### 1. Chief of Staff Report (Dr. K. Bourgault)

Dr. Klère Bourgault, Chief of Staff, invited the board members to Dr. Jean Anawati and Dr. Atma Wadhwa's retirement celebration on Saturday, June 21<sup>st</sup>, 2014. Tickets are available in the hospital administration.

## 6. Consent Agenda Matters

.1 Chief Executive Officer's Report (C. Désormiers)

The May CEO's Newsletter was included in everyone's meeting package for information purposes.

.2 Minutes of April 14, 2014 Board Meeting

Moved by Janet Parsons, seconded by Priscille Desjardins

« THAT THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS HELD MONDAY, APRIL 14<sup>TH</sup>, 2014 BE ACCEPTED AS PRESENTED. »

**Carried M-14-47**

.3 Medical Advisory Committee (MAC) Minutes of March 20th 2014

The minutes from the March MAC meeting was provided in everyone's meeting package for reference purposes.

Moved by Léo Malette, seconded by Jo-Ann Beninger

« THAT THE MINUTES OF THE MEDICAL ADVISORY COMMITTEE MEETING HELD MARCH 20<sup>TH</sup>, 2014 BE ACCEPTED AS PRESENTED»

**Carried M-14-48**

a) Credential Recommendations Arising from the Minutes

Moved by Jo-Ann Beninger, seconded by Léo Malette

THAT THE FOLLOWING MEDICAL ADVISORY COMMITTEE RECOMMENDATIONS ARISING FROM THE CREDENTIAL COMMITTEE DECEMBER 19<sup>TH</sup>, 2013 MEETING BE APPROVED (IN BLOCK) ...

**Carried M-14-49**

.4 Finance (No report). Ryan Jeffers noted that the next Finance and Audit Committee meeting will be held Thursday, May 29<sup>th</sup>, 2014. BDO Dean Decaire will be presenting the draft audit report after the on-site audit visit from May 12<sup>th</sup>, 2014 to May 16<sup>th</sup>, 2014.

.5 Human Resources –Q1 2014 Grievances Report

The grievance report as at April 23, 2014 was shared with Board.

.6 Foundation (No report)

.7 Ethics Committee – Minutes of March 2014

Moved by Sylvie Bélanger, seconded by Howard Longfellow

« THAT THE MINUTES OF THE MEETING OF THE WEST NIPISSING GENERAL HOSPITAL ETHICS COMMITTEE HELD MARCH 10<sup>TH</sup>, 2014, BE ACCEPTED AS PRESENTED.»

**Carried M-14-50**

.8 Correspondence

A summary report from the LHIN and a poster were shared with the Board

1. A summary Report of the LHIN Patient Engagement Session
2. The Five Fundamentals of Civility – Raising the Bar

## 7. Quality Assurance & Risk Management

### .1 Bylaw Review and Amendments

A guide was provided to outline the current and the proposed changes to the WNGH By-law for members' consideration. Cynthia Désormiers highlighted the proposed amendment to parts of our current Hospital bylaws, as it will read if the amendments are adopted and their impact once these are passed at the WNGH's Annual Meeting on June 16<sup>th</sup>, 2014.

Moved by Howard Longfellow, seconded by Sylvie Bélanger

THAT THE WEST NIPISSING GENERAL HOSPITAL CURRENT BY-LAW NO. 1 «PREAMBLE» BE AMENDED AS FOLLOWS:

#### **PREAMBLE**

**WHEREAS** it is the intent of the **West Nipissing General Hospital** to serve the Community,

**WHEREAS** through its mission the **West Nipissing General Hospital** is committed to improve the health and wellness of our culturally diverse community and,

**WHEREAS** through its vision the **West Nipissing General Hospital** will endeavour to improve the delivery of quality primary healthcare to the population of West Nipissing and surrounding areas and,

**WHEREAS** the **West Nipissing General Hospital** values

- Respect and Dignity
- Patients First
- Communication
- Compassion
- Team Work
- Safe Environment
- Accountability

and,

**WHEREAS** the governing body of the **West Nipissing General Hospital** deems it expedient that By-law No.1 relating to the transaction of the business and affairs of The West Nipissing General Hospital Corporation heretofore enacted be amended for regulating the affairs of the Hospital

**THEREFORE** be it enacted that the By-law of the Corporation be substituted in lieu thereof as follows:

**Carried M-14-51**

Moved by Sylvie Bélanger, seconded by Howard Longfellow

THAT THE WEST NIPISSING GENERAL HOSPITAL CURRENT CORPORATE BY-LAW UNDER SECTION 2.3. «MEMBERSHIP CATEGORIES» BE AMENDED AS FOLLOWS:

#### **2.3 MEMBERSHIP CATEGORIES**

The Corporation shall have the following categories of membership:

- a) Annual membership (corporate);
- b) Annual membership (individual); and
- c) Honorary membership.

##### **2.3.1 Annual Membership – Corporate**

- a) An association or corporation is eligible to be an annual member where the association or the corporation pays to the Corporation the annual membership fee for

corporations, an amount to be determined from time to time by resolution of the Board and has been established in the municipality of West Nipissing for a continuous period of at least three (3) months immediately prior thereto.

- b) Any annual membership in the Corporation shall be effective only [from the 1<sup>st</sup> day of April in one year to the 31<sup>st</sup> day of March](#) in the following year.
- c) Where the association or corporation is accepted as an annual member, the Board Chair or President and Chief Executive Officer of the association or corporation shall be entitled to vote on behalf of the corporation subject to clause 2.3.1(d).
- d) The Board Chair or President and Chief Executive Officer of the association or corporation shall not be entitled to vote at any meetings of the Corporation unless the association or corporation has paid the membership fee in full at least Thirty (30) days prior to the date of the meeting.

### **2.3.2 Annual Membership – Individual**

- a) Subject to clause 2.3.2 (b), an individual is eligible to be an annual member where he or she pays to the Corporation the annual membership fee for individuals, an amount to be determined from time to time by resolution of the Board.
- b) At the time of the payment of the fee referred to in clause 2.3.2 (a), the individual must,
  - (i) have been a resident of the municipality of West Nipissing for a continuous period of at least three (3) months immediately prior thereto; or
  - (ii) be employed or carry on business in the said municipality,
- c) Any annual membership in the Corporation shall be effective only [from the 1<sup>st</sup> day of April in one year to the 31<sup>st</sup> day of March](#) in the following year.
- d) An individual's annual membership in the Corporation is automatically terminated in the event that the individual ceases to be a resident of, or ceases to be employed or to carry on business in the Municipality of West Nipissing.
- e) An annual member shall be entitled to vote, subject to clause 2.3.2 (a).
- f) An annual member shall not be entitled to vote at any meetings of the Corporation unless the membership fee was paid in full at least thirty (30) days prior to the date of the meeting.

**Carried M-14-52**

Moved by Howard Longfellow, seconded by Sylvie Bélanger

THAT THE WEST NIPISSING GENERAL HOSPITAL BOARD-APPOINTED PROFESSIONAL STAFF BY-LAW, SECTION 8.9.5 «LOCUM TENENS» BE AMENDED AS FOLLOWS:

#### **8.9.5 Locum Tenens**

- .1 The Medical Advisory Committee upon the request of a member of the Professional Staff may recommend the appointment of a locum tenens as:
  - i) [a planned replacement for the physician for a specified period of time; or](#)
  - ii) [to provide episodic or limited surgical or consulting services.](#)
- .2 [The appointment of the Locum Tenens Staff may be for up to one \(1\) year subject to renewal for a further period of up to one \(1\) additional year. The Board, having considered the recommendation of the Medical Advisory Committee may permit renewal beyond two \(2\) year in exceptional circumstances.](#)
- .3 A locum tenens shall:
  - (a) have admitting privileges unless otherwise specified;

- (b) work under the counsel and supervision of a member of the active Professional Staff who has been assigned this responsibility by the Chief of Staff or delegate;
- (c) attend patients assigned to his or her care by the active Professional Staff member by whom he or she is supervised, and shall treat them within the professional privileges granted by the Board on the recommendation of the Medical Advisory Committee;
- (d) undertake such duties in respect of those patients classed as emergency cases as may be specified by the Chief of Staff;
- (e) be able to work in the Emergency Room Department as scheduled.

.4 Locum Tenens Staff shall not, subject to determination by the Board in each individual case attend or vote at Professional Staff meetings or be elected or appointed to any office of the Professional Staff.

**Carried M-14-53**

Moved by Howard Longfellow, seconded by Sylvie Bélanger

THAT THE WEST NIPISSING GENERAL HOSPITAL BYLAW, SECTION 16. «RECORDS» BE AMENDED AS FOLLOWS:

**ARTICLE 16 - RECORDS**

**16.1 Retention of Written Statements**

The President and Chief Executive Officer shall ensure retention of all written statements, medical records, notes, charts and other material relating to patient care and photographs thereof in accordance with applicable legislations and the Public Hospitals Act.

**Carried M-14-54**

.2 Conflict of Interest – Revision of Board Policy 730-26

The Board reviewed the revised Board policy #730.26 and agreed to amend to include:

«Board members with a conflict of interest must leave meeting room for discussion of the matter in which the member has a conflict. » Moved by Howard Longfellow, seconded by Sylvie Bélanger

«THAT THE AMENDED BOARD POLICY NO. 730.26 "CONFLICT OF INTEREST", BE ACCEPTED AS AMENDED»

**Carried M-14-55**

.3 Annual Board Planning Cycle – Revision of Board Policy 730-23

Cynthia Désormiers highlighted some of the following changes:

- Deleted CEO will determine CNO and CFO compensation in accordance with legislation
- Moved auditors present financial report to the month of June

Moved by Jo-Anne Beninger, seconded by Howard Longfellow

«THAT THE AMENDED BOARD POLICY NO. 730.23 "ANNUAL BOARD PLANNING CYCLE ", BE ACCEPTED AS PRESENTED»

**Carried M-14-56**

.4 Closed Sessions of the Board – Revision of Board Policy 730-11

Moved by Jo-Anne Beninger, seconded by Howard Longfellow

«THAT THE AMENDED BOARD POLICY NO. 730.11 "CLOSED SESSIONS OF THE BOARD ", BE DEFERRED UNTIL NEXT MEETING PENDING FURTHER RESEARCH. »

**Carried M-14-57**

.5 OHA-GCE (Governance Centre of Excellence) Board Self-Assessment Results and Action Plan

Cynthia Désormiers informed the members that WNGH received excellent results on the OHA-GCE Board Self-Assessment Survey. Cynthia Désormiers noted the following which had slightly lower results:

- The board regularly monitors and evaluates progress towards strategic goals and direction.
- The board provides meaningful direction to program/service quality in its Strategic Plan and annual goals and priorities.
- The performance measures and other information received by the board permit directors to monitor results and identify areas of concern
- The board understands and performs its governance role and does not become overly involved in operational issues.
- The board uses a consent agenda practice that conserves board time without compromising board oversight.

.6 Annual Board's Evaluation and Director's Self-assessment of Performance

Board members are asked to complete the annual survey to evaluate the performance of the Board measured against criteria defined in the board goals and objectives set for 2013-2014 evaluation cycle and each director's roles and responsibilities, as defined in the Corporate By-law.

.7 Board Chair's Performance Review

Members are asked to complete the confidential peer-review survey to evaluate the performance of the chair against the role and responsibilities as defined in the Corporate By-law.

.8 Chief of Staff Performance Review

Board members are asked to evaluate the performance of the Chief of Staff annually through the confidential peer-review survey and submit to the Board Chair. Members were provided with the Chief of Staff goals, objectives and performance targets set for the 2013-2014 evaluation cycle.

.9 Application for Appointment to be Officer of the Corporation

Members are reminded that annually the Board of Directors meets after the Annual General Meeting to appoint officers (Chair, Vice-Chair, and Treasurer) of the Corporation for the upcoming year. The Board also appoints a Board member at large for the Executive and Governance Committee. Members are asked to consider an officer position and to inform the CEO-Secretary of the Board.

.10 Patient Story

"A Tribute to All Nurses" written by a patient was shared with the Board. The poem will be posted in the Nursing Care Unit.

.11 Accreditation- Governance Survey

Jo-Ann Lennon-Murphy reported on the WNGH Board had great results on the Governance Accreditation pre-survey.

.12 Meeting Effectiveness Survey Results (April 2014)

Chair Collin Bourgeois reported on the effectiveness evaluation results of the Board meeting held last month, noting the comment provided to improve the Consent Agenda.

He asked Directors to complete their Board Meeting Effectiveness evaluation survey.

**8. Adjournment and Completion of Meeting Effectiveness Survey**

Moved by Jo-Anne Beninger, seconded by Howard Longfellow

«THAT THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF MONDAY, MAY 12<sup>th</sup>, 2014 BE  
ADJOURN AT 20:20 HOURS. »

**Carried M-14-58**

«ORIGINAL SIGNED»

«ORIGINAL SIGNED»

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Collin Bourgeois, Chair  
Board of Directors

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Cynthia Désormiers  
President and Chief Executive Officer