



## SUMMARY MINUTES OF THE BOARD OF DIRECTORS

### Monday, April 14, 2014 (18:30 hours) Board Room

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#### ATTENDANCE

##### Present:

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

##### Regrets:

\* Dr A. Béhamdouni  
\* Dr. Klère Bourgault  
\* Dr. Richard Katsuno

\* Non-voting Board members

Participant: Ryan Jeffers, Chief Financial Officer

1. **Guest** - West Nipissing Police Chief Chuck Séguin was on hand to assist the Board members present to complete a Criminal Records Check (CRC) as per policy and best practice. The process was initiated with the written consent of the candidate being considered for a position of trust. All costs associated with the CRC will be covered by the West Nipissing General Hospital; no costs will be incurred by the board members.

2. **Presentation:** Deferred.

3. **Call to Order & Welcome**

Chair Collin Bourgeois called the meeting to order at 18:47 hours and welcomed members present.

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

Moved by Léo Malette, seconded by Janet Parsons

« THAT THE AGENDA OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS HELD MONDAY, APRIL 14, 2014, BE ACCEPTED AS PRESENTED. »

**Carried M-14-31**

5. **Business/Committee Matters**

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

Cynthia Désormiers added the highlight of the Community Living Gala she and board members attended last weekend. Cynthia reported that the CEO's Newsletter will, be assigned to the consent agenda in the future.

2. Chief of Staff Report

In the absence of the Chief of Staff, Cynthia Désormiers shared with members that new physicians are joining the medical staff group:

- Dr. Mark Guttman is a neurology specialist at a clinic in Markham, who will visit and provide consultation and specialized care for people with Huntington's and Parkinson's in our district; the funding is being provided under the Ministry of Health Underserved Area Funding Program.
- The first sleep apnea assessment clinic that is part of the Ambulatory Care Unit is directed by Dr. Stephen Glazer and will be held on April 23<sup>rd</sup> and April 24<sup>th</sup>, 2014.

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More information for the sleep lab services and referral is available on the West Nipissing General Hospital Facebook site.

- Dr. Abramson is looking to set up a methadone clinic in Dr. Wadhwa's pod of the medical clinic. Dr. Abramson will not be dispensing any methadone from this clinic, these drugs will be dispensed through the local Pharmacy. Dr. Abramson is also available to extend his practice to take on orphan family members of methadone patients.

### 3. Multi-Sector Service Accountability Agreement (2014-2017)

Moved by Jo-Anne Beninger, seconded by Daniel Richard

« **WHEREAS** THE NORTH EAST LOCAL HEALTH INTEGRATED NETWORK (NE LHIN) PROVIDED THE WEST NIPISSING GENERAL HOSPITAL WITH THE MULTI-SECTORAL SERVICE ACCOUNTABILITY AGREEMENT (M-SAA) FOR THE PERIOD OF APRIL 1, 2014 TO MARCH 31, 2017;

**WHEREAS** ARTICLE 3.1 OF THE M-SAA STIPULATES THAT SERVICES MAY NOT BE REDUCED, STOPPED, STARTED, EXPANDED, CEASED OR TRANSFERRED WITHOUT NOTIFYING THE LHIN AND OBTAINING THE LHIN'S CONSENT WHEN REQUIRED;

**WHEREAS** THE WEST NIPISSING GENERAL HOSPITAL HAS OBLIGATIONS UNDER ARTICLE 9 OF THE M-SAA TO ACKNOWLEDGE IN BOTH WRITTEN AND VIRTUAL PUBLICATIONS, FUNDING PROVIDED BY THE LHIN AND THE GOVERNMENT OF ONTARIO AND OBTAIN THE LHIN'S FORM OF ACKNOWLEDGEMENT;

**WHEREAS** THE WEST NIPISSING GENERAL HOSPITAL HAD TO SIGN THE ABOVE AGREEMENT NO LATER THAN MARCH 31ST, 2014;

**LET IT BE RESOLVED THAT** THE BOARD OF DIRECTORS ENDORSES THE M-SAA 2014-2017 AS PRESENTED WITH THE ENGAGEMENT OF MAINTAINING AN ANNUAL BALANCED BUDGET. »

**Carried M-14-32**

### 4. New Board Policy #730.58 – Consent Agenda

Cynthia Désormiers reported that the rationale of a consent agenda is to liberate the board's time for productive and meaningful conversations and to focus its approach on priorities. Moved by Daniel Richard, seconded by Jo-Anne Beninger

« THAT THE NEW BOARD POLICY NO. 730-58 « CONSENT AGENDA » BE APPROVED AS PRESENTED. »

**Carried M-14-33**

## 6. **Consent Agenda Matters**

Board Chair Collin Bourgeois reminded the group that in accordance with the new Board policy on Consent Agenda, any Board member may request that any item be removed from the Consent Agenda and moved to the Regular Agenda.

### 1. Minutes of March 10, 2014 Board Meeting

Moved by Léo Malette, seconded by Janet Parsons

« THAT THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS HELD MONDAY, MARCH 10<sup>TH</sup>, 2014 BE ACCEPTED AS PRESENTED. »

**Carried M-14-34**

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2. Medical Advisory Committee (MAC)

1. Minutes of January 15, 2014 MAC Meeting

Documentation available on web portal for everyone's review

2. Credential Recommendations Arising from the Minutes

Moved by Sylvie Bélanger, seconded by Howard Longfellow

« THAT THE FOLLOWING CREDENTIAL COMMITTEE RECOMMENDATIONS ARISING FROM THE JANUARY 15TH, 2014 MAC MEETING BE APPROVED (IN BLOCK) ...

**Carried M-14-35**

3. Finance

1. Minutes of February 26th, 2014 Committee Meeting

Documentation available on web portal for everyone's review

2. Finance Policy #734.09 – Business Expenses Claim

Moved by Eric Stevens, seconded by Priscille Desjardins

« THAT THE AMENDED FINANCE POLICY NO. 734.09 "BUSINESS EXPENSE CLAIM ", BE ACCEPTED AS PRESENTED»

**Carried M-14-36**

3. Meditech Update

Documentation available on web portal for everyone's review

4. February 2014 Financial Statements

Documentation available on web portal for everyone's review

5. HIRF 2013/14 Hospital Infrastructure Renewal Fund

Documentation available on web portal for everyone's review.

4. Alliance Centre Advisory Committee No minutes to review.

5. Foundation - Minutes of January 15, 2014 Meeting

Documentation available on web portal for everyone's review

6. Ethics Committee – No minutes to review.

7. Correspondence

1. New OHA Vice President of Policy and Public Affairs

Documentation available on web portal for everyone's review.

2. CEO Presentation to the West Nipissing Municipal Council

Mrs. Désormiers shared with the group the letter of recognition she received from the West Nipissing Municipality for presenting before Council on April 1<sup>st</sup>, 2014.

8. Meeting Effectiveness Survey Results (March 2014)

Results shared from last month's "Board Effectiveness Survey" were positive and comments are always appreciated.

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### 7. Quality Assurance & Risk Management

#### 1. Patient Story

As part of the Board quality agenda, Cynthia Désormiers shared two notes of recognitions from people residing outside the area with respect to the excellent care received at the Emergency Department. The notes of recognition are also posted in the respective departments and shared with staff.

#### 2. Health Services Funding Reform (HSFR) CEO Briefing Note

CEO briefed members on the Ministry of Health and Long-Term Care (MoHLTC) HSFR and the NE LHIN establishment of the Nipissing Health Link. The West Nipissing General Hospital has been selected to lead this new model of care concept comprised of several healthcare community partners and organizations. The focus of Health Links is to create a sustainable healthcare system.

Cynthia Désormiers informed that case-costing analyses are underway to ensure efficient and effective approaches and processes for endoscopy. We are building capacity.

#### 3. Board Composition & Recruitment – CEO Briefing Note (Skills Matrix, Term and Renewal)

Cynthia Désormiers provided the group with a briefing on board recruitment that is a key component to board success. The skills matrix profiles the Board's diversity of expertise and experience that each member brings to the table and assists the Board to identify the gaps in succession planning. The Board members eligible for re-election for another 3-year term of office are Janet Parsons and Charles Goulard. In compliance with the Election and Term of Directors referred to in the Hospital Bylaw, Board Chair Mr. Bourgeois is also eligible for re-election for another term for the purpose of serving as Chair.

#### 4. Board of Directors Self-Performance Appraisal & Attendance 2013-2014

Board Chair Collin Bourgeois acknowledges the exercise of undertaking a board self-evaluation on an annual basis serves as one of the most beneficial exercise. As part of its own self-performance to enhance its accountability, members were provided with attendance at board/committee meetings.

#### 5. Board of Directors – Goals & Objectives 2014 - 2015

Cynthia Désormiers presented the Board with its goals and objectives for 2014-2015 for consideration. Cynthia Désormiers also reported that the Board ongoing commitment also includes some objectives set after the last assessment. A number of these goals and objectives are achieved through committees.

Moved by Julie Duhaime, seconded by Sylvie Bélanger

**WHEREAS**, THE WEST NIPISSING GENERAL HOSPITAL IS A HEALTH CARE LEADER IN OUR COMMUNITY AND WITHIN OUR DISTRICT;

**WHEREAS**, AS A SMALL HOSPITAL, WE ARE OPEN AND READY TO ASSESS AND CONFRONT THE CHALLENGES FOR TODAY AND TOMORROW;

**WHEREAS**, OUR OVERARCHING GOAL IS TO BE A HIGH PERFORMING HEALTH CARE SYSTEM MEETING THE NEEDS OF OUR PATIENTS IN A SAFE AND QUALITY FASHION WHILE REMAINING CONSCIOUS OF OUR EVER CHANGING FISCAL AND POLITICAL ENVIRONMENT;

**LET IT BE RESOLVE THAT** BOARD OF DIRECTORS APPROVES ITS GOALS AND OBJECTIVES FOR 2014-2015 AS PRESENTED. THEY INCLUDE:

1. REALIZING HIGH QUALITY CARE THROUGH STRATEGIC DIRECTION:
  1. CONTINUE TO SUPPORT THE 5 YEAR STRATEGIC PLAN (2013-2018)

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2. SUPPORT THE QUALITY HEALTH CARE COMMITTEE OF THE BOARD
  3. MONITOR COMPLIANCE WITH THE EXCELLENT CARE FOR ALL ACT (ECFFA) THROUGH QUALITY IMPROVEMENT PLAN (QIP)
  4. REVIEW, ANALYZE AND TREND BIG DOT INDICATORS THROUGH QUALITY COMMITTEE
  5. REVIEW AND DISCUSS PATIENT SATISFACTION SURVEY RESULTS
  6. REVIEW AND DISCUSS EMPLOYEE SATISFACTION SURVEY RESULTS
  7. DISCUSS COMPLAINTS AND PATIENT STORIES
  8. AIM FOR A GOLD QUALITY HEALTHCARE WORKPLACE AWARD, WHICH ACKNOWLEDGES THREE YEARS OF AWARDS (1 BRONZE, 2 SILVERS)
  9. SUPPORT ACCREDITATION CANADA AND SURVEYING PROCESS TO ACHIEVE 2014 ACCREDITATION AWARD
2. SUPPORT HEALTH AND SAFETY AT ALL LEVELS WITHIN THE ORGANIZATION:
    1. ENCOURAGE MEMBERSHIP AND PARTICIPATION ON THE OHA SAFETY GROUP
    2. SUPPORT MEETING MINISTRY OF LABOUR WORK ORDERS AS PER LEGISLATIVE MATTERS
  3. COMMITMENT TO PATIENT AND FAMILY CENTERED CARE WITH A POSITIVE PATIENT EXPERIENCE:
    1. PATIENTS AND FAMILY WILL BE TREATED WITH RESPECT AND DIGNITY
    2. WNGH WILL UNDERSTAND AND RESPECT THE DIVERSITY AMONG ITS PATIENT POPULATION (RACE/ETHNICITY/LANGUAGE)
    3. SUPPORT CHANGES IMPLEMENTED BY MANAGEMENT THAT FOSTER PATIENT AND FAMILY CENTERED CARE
    4. INCORPORATE PATIENT AND FAMILY PERSPECTIVES INTO QUALITY
    5. REVIEW AND DISCUSS PATIENT SURVEY RESULTS ANNUALLY
    6. PATIENT STORIES WILL BE SHARED AT THE BOARD LEVEL REGULARLY
    7. CRITICAL INCIDENTS WILL BE SHARED AT THE BOARD LEVEL QUARTERLY OR AS NEEDED
  4. SUPPORT INTEGRATION OPPORTUNITIES:
    1. SUPPORT WNGH AS THE LEAD AGENCY FOR HEALTH LINKS IN NIPISSING
    2. OPTIMIZING HEALTH HUMAN RESOURCES WHILE ADDRESSING HIGH PRIORITY NEEDS IN OUR COMMUNITY
    3. SUPPORT COLLABORATION BETWEEN HEALTH CARE PROVIDERS, PATIENTS, FAMILIES, LTC HOMES, HOME CARE AND COMMUNITY SUPPORTS
    4. SUPPORT AND ENCOURAGE A COLLABORATIVE MODEL OF CARE. »

**Carried M-14-37**

6. Accreditation- Governance Survey

Accreditation Leader, Jo-Ann Lennon-Murphy provided a reminder to members that the Accreditation governance survey is open until April 18<sup>th</sup> in order to gather enough data to create a roadmap which provides the Board with strategic directions.

8. **In-Camera Session without Management** (separate Agenda)

Moved by Howard Longfellow, seconded by Sylvie Bélanger

«THAT THE BOARD OF DIRECTORS MOVE TO THE CLOSED SESSION PORTION OF THE MEETING AT 19:50 HOURS. »

**Carried M-14-38**

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

Moved by Charles Goulard, seconded by Janet Parsons

«THAT THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF MONDAY, APRIL 14<sup>TH</sup>, 2014 ADJOURN AT 21: 25 HOURS. »

**Carried M-14-44**

«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