



## SUMMARY MINUTES OF THE BOARD OF DIRECTORS Monday, June 16, 2014 (17:30 hours) Board Room

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### ATTENDANCE

Present:

Sylvie Bélanger  
\* Dr. Klère Bourgault  
Collin Bourgeois  
\* Cynthia Désormiers  
Charles Goulard  
Howard Longfellow  
Léo Malette  
Janet Parsons  
Daniel Richard

Regrets:

\* Dr A. Béhamdouni  
Jo-Anne Beninger  
Priscille Desjardins  
Julie Duhaime  
\* Jo-Ann Lennon-Murphy  
\* Dr. Richard Katsuno  
Eric Stevens  
\* Non-voting Board members

Participant: Ryan Jeffers, Chief Financial Officer  
Marthe Levac, Recorder

#### 1. Call to Order & Welcome

The regular meeting of the West Nipissing General Hospital's Board of Directors on June 16, 2014 was called to order by Chair, C. Bourgeois, at 17:32 hours.

#### 2. Presentation : Human Resources

C. Galarnau, Human Resources Coordinator, provided the Board with an overview of the department.  
C. Galarnau provided details on the Human Resources staff, services, utilization, 2013/2014 budget and the departmental needs.

#### 3. Approval of the Consent Agenda

Moved by Sylvie Bélanger, seconded by Daniel Richard

« THAT THE CONSENT AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS HELD MONDAY, JUNE 16<sup>TH</sup>, 2014, BE ACCEPTED AS PRESENTED. »

Carried M-14-59

#### 4. Approval of the Regular Agenda

Moved by Janet Parsons, seconded by Léo Malette

« THAT THE REGULAR AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS HELD MONDAY, JUNE 16<sup>TH</sup>, 2014, BE ACCEPTED AS PRESENTED. »

Carried M-14-60

#### 5. Declaration of Pecuniary Interest

No conflicts of interest were declared.

#### 6. Business/Committee Matters

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

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

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2. Recommendations of arising of the Finance & Audit Committee Meeting - May 2014

1. 2013-2014 Financial Year-end Report

Chief Financial Officer, R. Jeffers reported on the audited financial statements of the past fiscal year included in the Board meeting materials, and same as reviewed at the last meeting of the Finance and Audit Committee. Mr. Jeffers provided an explanation of all significant variances between comparative reporting periods 2013 and 2014, indicating a surplus financial position before amortization of building and deferred capital contributions as at March 31<sup>ST</sup>, 2014. The Board considered the Finance and Audit Committee recommendation arising from its last meeting held in May 2014; moved by Janet Parsons, seconded by Léo Malette

«THAT THE FINANCIAL STATEMENTS FOR THE PERIOD ENDING MARCH 31<sup>ST</sup>, 2014, BE ACCEPTED AS RPRESENTED. »

**Carried M-14-61**

2. Appointment of Auditors for the 2014-15 Fiscal Year

Treasurer, J. Parsons reported that the Finance and Audit Committee has reviewed the audited annual financial statements, in conjunction with the report of the external auditor and will be recommending at the annual meeting of the Corporation the re-appointment of the firm of Chartered Accountants BDO to hold office until the next annual meeting of the Corporation.

3. Admission in the Corporation – Recommendation arising of the Executive & Governance Committee Meeting – May 2014

The Board considered the membership in the Corporation of the West Nipissing General Hospital by recommendation of the Executive and Governance Committee.

Moved by Janet Parsons, seconded by Léo Malette

«THAT THE BOARD OF DIRECTORS APPROVE THE MEMBERSHIP OF THE WEST NIPISSING GENERAL HOSPITAL CORPORATION AS PRESENTED. »

**Carried M-14-62**

7. **Consent Agenda Matters**

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

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

2. Minutes of May 12, 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, MAY 12<sup>TH</sup>, 2014 BE ACCEPTED AS PRESENTED. »

**Carried M-14-63**

3. Medical Advisory Committee (MAC) Minutes of April 17, 2014

Moved by Howard Longfellow, seconded by Sylvie Bélanger

« THAT THE MINUTES OF THE MEDICAL ADVISORY COMMITTEE MEETING HELD APRIL 17<sup>TH</sup>, 2014 BE ACCEPTED AS PRESENTED»

**Carried M-14-64**

1. Credential Recommendations Arising from the Minutes

**Carried M-14-65**

**Carried M-14-66**

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4. Finance and Audit Committee Minutes of March 26, 2014

Moved by Daniel Richard, seconded by Howard Longfellow

« THAT THE MINUTES OF THE FINANCE AND AUDIT COMMITTEE MEETING HELD MARCH 26<sup>TH</sup>, 2014 BE ACCEPTED AS PRESENTED. »

**Carried M-14-67**

5. Foundation Board Minutes of May 21, 2014

Moved by Daniel Richard, seconded by Howard Longfellow

« THAT THE MINUTES OF THE MEETING OF THE WEST NIPISSING GENERAL HOSPITAL FOUNDATION BOARD HELD MAY 21, 2014 BE ACCEPTED AS PRESENTED.»

**Carried M-14-68**

6. Ethics Committee Previous Minutes (May 12, 2014) & Request from Laurentian University for Conducting Research Study

Moved by Sylvie Bélanger, seconded by Howard Longfellow

«THAT THE MINUTES OF THE WEST NIPISSING GENERAL HOSPITAL ETHICS COMMITTEE HELD MAY 21<sup>ST</sup> BE ACCEPTED AS PRESENTED. »

**Carried M-14-69**

Moved by Daniel Richard, seconded by Sylvie Bélanger

«THAT THE BOARD OF DIRECTORS ENDORSE THE RECOMMENDATION OF THE ETHICS COMMITTEE THAT THE RESEACH PROJECT REGARDING TITLED “NEUROLOGICAL ASSESSMENT IN THE ACUTE CARE PRACTICE ENVIRONMENT OF NORTHERN ONTARIO HOSPITALS” TO BE CONDUCTED BY THE LAURENTIAN UNIVERSITY INVOLVING HUMAN SUBJECTS BE APPROVED. »

**Carried M-14-70**

7. Alliance Centre Advisory Committee Minutes of May 13, 2014

Moved by Léo Malette, seconded by Janet Parsons

« THAT THE MINUTES OF THE MEETING OF THE WEST NIPISSING GENERAL HOSPITAL ALLIANCE CENTRE ADVISORY COMMITTEE HELD MAY 13<sup>TH</sup>, 2014 BE ACCEPTED AS PRESENTED.»

**Carried M-14-71**

8. Review Change to Borrowing Board Policy #730-01

9. Review Change to Code of Conduct Board Policy #730-05

10. Review Change to Board Work Plan Policy #730-08

11. Review Change to Media Board Policy #730-09

12. Review Change to Board Evaluation Policy #730-12

Moved by Léo Malette, seconded by Janet Parsons

«THAT THE PROPOSED **REVISIONS** TO THE FOLLOWING BOARD OF DIRECTORS POLICIES BE ACCEPTED AS PRESENTED

- # 730.01 «Borrowing
- # 730.05 «Code of Conduct
- # 730.08 «Board Work Plan
- # 730.09 «Media Policy

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- # 730.12 «Board Evaluation »

**Carried M-14-72**

13. Correspondence OHA Health Policy Recommendations

The OHA provided board members with a paper to advance the conversation about health system priorities, the OHA's Health policy recommendations and health-related highlights and key messages for the 2014 Ontario Election Party Platforms, and a media release about hospitals facing growing service pressures, copies of which were posted on the Board web portal.

14. Meeting Effectiveness Survey Results (May 2014)

Chair Collin Bourgeois reported on the effectiveness evaluation results of the Board meeting held last month. He asked Directors to complete their Board Meeting Effectiveness evaluation survey.

8. **Quality Assurance & Risk Management**

1. New Board of Directors Agenda Policy #730-59

C. Désormiers provided background information on the proposed new policy.  
Moved by Janet Parsons, seconded by Léo Malette

«THAT THE PROPOSED NEW BOARD OF DIRECTORS' POLICY #730.59 «AGENDA», BE ACCEPTED AS PRESENTED. »

**Carried M-14-73**

2. Review Change to Open Meetings of the Board Policy #730-06

3. Review Change to Board Orientation Policy #730-07

C. Désormiers reported that over the summer, she will be working to provide the Board an orientation refresher.

4. Review Change to Closed Session of the Board Policy #730-11

C. Désormiers reported the «in-camera» legal definition is being a «closed» session conducted in private at which time the public and select staffs are excused for that portion of the meeting.

5. Review Change to Board of Directors Role Policy #730-34

6. Review Change to Chair Role Board Policy #730-22

7. Review Change to Roles & Responsibilities of Individual Directors Board Policy #730-29

Moved by Janet Parsons, seconded by Léo Malette

«THAT THE PROPOSED **REVISIONS** TO THE FOLLOWING BOARD OF DIRECTORS POLICIES BE ACCEPTED AS PRESENTED.

- ..... # 730.06 Open Meetings of the Board
- ..... # 730.07 Board Orientation
- ..... # 730.11 Closed Session of the Board
- ..... # 730.22 Board Chair Role
- ..... # 730.29 Roles & Responsibilities of Individual directors
- ..... # 730.34 Board of Directors' Role»

**Carried M-14-74**

8. Q1 2014 Report – Sentinel Events, Near Misses & .... Events

The members reviewed the report Q1 2014 of sentinel events, near misses and adverse events, copies of which were distributed at the meeting rather than being posted on the Board web portal. The Chair directed to collect the confidential report, as part of the privacy and confidentiality of the information.

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9. Ethics –Request from NBRHC REB for Conducting Research

The Board is being asked to consider this application for Flu Shot and Risk Research project submitted by the North Bay Regional Health Centre that requires an expedited, delegated review and approval to commence the research.

Given that the Ethics Committee will not be meeting until September, and that the North Bay Regional Health Centre Research Ethics Board (REB) has already approved of the project, it is moved by Daniel Richard, seconded by Howard Longfellow

«THAT THE BOARD OF DIRECTORS APPROVE THE ENDORSMENT OF THE NORTH BAY REGIONAL HEALTH CENTRE RESEARCH ETHICS BOARD (REB) IN CONDUCTING THE RESEACH PROJECT AT THE WEST NIPISSING GENERAL HSOPITAL INVOLVING HUMANS TITLED “EVALUATIVE RISK TAKING BEHAVIOUR AND DECISION MAKING IN HEALTH CARE PROFESSIONALS: THE CASE OF MANDATORY FLU SHOT VACCINE”. »

**Carried M-14-75**

9. **Closed Session**

Moved by Howard Longfellow, seconded by Daniel Richard

« THAT THE BOARD OF DIRECTORS MOVES TO THE CLOSED SESSION ON MONDAY, JUNE 16, 2014, AT 18:55 HOURS. »

**Carried M-14-76**

Moved by Léo Malette, seconded by Janet Parsons

« THAT THE BOARD OF DIRECTORS RECONVENES THE GENERAL BOARD MEETING OF MONDAY, JUNE 16, 2014, AT 19:12 HOURS. »

**Carried M-14-81**

10. **Auditor’s Financial Report**

Mr. Dean Decaire of BDO Canada LLP presented the Board with the external Auditor’s Financial Statements Report for the year ended March 31, 2014.

D. Decaire described the Management and Auditor’s responsibilities for the financial statements, in addition to communicating that this year’s audit detected no unadjusted misstatements. He referred to the auditor’s letter related to disclosure, satisfying the independence of the external auditor and relationship with the West Nipissing General Hospital. He also provided a broad overview of information notes listed in the report related to issues affecting the results operations and cash flows, and changes in net assets between the fiscal-year end 2013 and 2014. Moved by Howard Longfellow, seconded by Sylvie Bélanger

« THAT THE BOARD OF DIRECTORS APPROVES BDO CANADA LLP AUDIT REPORT OF THE FINANCIAL STATEMENTS OF THE WEST NIPISSING GENERAL HSOPITAL FOR THE YEAR ENDED MARCH 31, 2014, AS PRESENTED. »

**Carried M-14-82**

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

Moved by Howard Longfellow, seconded by Daniel Richard

«THAT THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF MONDAY, JUNE 16<sup>TH</sup>, 2014 BE ADJOURNED AT 19: 13 HOURS.

**Carried M-14-83**

<ORIGINAL SIGNED>

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Collin Bourgeois, Chair  
Board of Directors

<ORIGINAL SIGNED>

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Cynthia Désormiers  
President and Chief Executive Officer