



SUMMARY MINUTES OF THE BOARD OF DIRECTORS

Monday, December 8, 2014

ATTENDANCE

Present:

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

Regret:

Julie Duhaime
* Dr. Richard Katsuno
* Dr A. Béhamdouni
* Dr. Klère Bourgault

* Non-voting Board members

Participant: Ryan Jeffers, Chief Financial Officer

1. Call to Order & Welcome

The meeting was called to order by the Chair Collin Bourgeois, at 18: 40 hours.

2. Presentation : West Nipissing Suicide Prevention Strategy Task Force

The moderators advised the cancellation of the presentation after the agenda was printed. However, the information package of the presentation was provided in everyone's meeting packages for information purposes.

3. Approval of the Consent Agenda

Moved by Janet Parsons, seconded by Charles Goulard

«THAT THE CONSENT AGENDA FOR THE DECEMBER 8, 2014 BOARD OF DIRECTORS MEETING, BE APPROVED»

Carried M-14-121

4. Approval of the Regular Agenda

Moved by Charles Goulard, seconded by Janet Parsons

«THAT THE REGULAR AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS HELD MONDAY, DECEMBER 8TH, 2014, BE ACCEPTED AS PRESENTED. »

Carried M-14-122

5. Declaration of Pecuniary Interest

There was no pecuniary interest declared.

6. Business/Committee Matters

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

There was no report from the Chief of Staff.

7. Consent Agenda Matters

Any board member who wishes to ask a question, discuss, or oppose an item that is listed below may have it removed from the Consent Agenda by contacting Cynthia Désormiers prior to the meeting, **or** by asking that it be removed or moved to the regular agenda when the Chair reads item 3 Approval of the Consent Agenda.

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

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

.2 Board Minutes of Meeting of November 10, 2014

Moved by Dan Richard, seconded by Howard Longfellow

« THAT THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS HELD MONDAY, NOVEMBER 10TH, 2014 BE ACCEPTED AS PRESENTED. »

Carried M-14-123

.3 Medical Advisory Committee Minutes of Meeting of October 2014 & recommendations arising from the November meeting

Moved by Jo-Anne Beninger, seconded by Howard Longfellow

« THAT THE MINUTES OF THE MEETING OF THE MEDICAL ADVISORY COMMITTEE HELD OCTOBER 16TH, 2014 BE ACCEPTED AS PRESENTED. »

Carried M-14-124

Moved by Howard Longfellow, seconded by Priscille Desjardins

« THAT THE FOLLOWING CREDENTIAL COMMITTEE RECOMMENDATIONS ARISING FROM THE SEPTEMBER 18TH, 2014 MEETING BE APPROVED (IN BLOCK) ...

Carried M-14-125

.4 Finance and Audit Committee Minutes of Meeting of Oct. 22, 2014 & Recommendations Arising from the November Meeting

Moved by Sylvie Bélanger, seconded by Charles Goulard

« THAT THE MINUTES OF THE MEETING OF THE FINANCE AND AUDIT COMMITTEE HELD OCTOBER 22ND, 2014 BE ACCEPTED AS PRESENTED. »

Carried M-14-126

a) October 2014 Financial Statements

Moved by Sylvie Bélanger, seconded by Charles Goulard

« THAT ON THE RECOMMENDATION OF THE FINANCE AND AUDIT COMMITTEE, THE BOARD OF DIRECTORS APPROVES THE OCTOBER 2014 FINANCIAL STATEMENTS AS PRESENTED. »

Carried M-14-127

b) Revision of Finance Policy 734-05 – Bank Accounts

c) Revision of Finance Policy 734-08 – Cheque Issuance/Electronic Funds Transfer Payments

d) Revision of Finance Policy 734-18 – Petty Cash

Moved by Janet Parsons, seconded by Charles Goulard

« THAT THE PROPOSED REVISIONS TO THE FOLLOWING POLICIES AS RECOMMENDED BY THE FINANCE AND AUDIT COMMITTEE BE ACCEPTED AS INFORMATION:

- 734.05 <BANK ACCOUNTS>
- 734.08 < CHEQUE ISSUANCE/ELECTRONIC FUNDS TRANSFER PAYMENTS >
- 734.18 <PETTY CASH>

Carried M-14-128

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.5 Proposed Revisions to Board Policies

a) Policy 730.49 – WNGH Foundation

b) Policy 730.50 - Volunteer

Moved by Daniel Richard, seconded by Sylvie Bélanger

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

- 730.49 <WNGH FOUNDATION>
- 730.50 <VOLUNTEER> »

Carried M-14-129

.6 Board Meeting Effectiveness Survey – November 2014

The November's board meeting effectiveness survey was included in everyone's meeting package for information purposes.

.7 Ethics Committee Minutes of Meetings of May and September and Recommendation Arising of November Meeting

Moved by Daniel Richard, seconded by Howard Longfellow

« THAT THE MINUTES OF THE MEETING OF THE WEST NIPISSING GENERAL HOSPITAL ETHICS COMMITTEE HELD MAY 12TH, 2014, BE ACCEPTED AS PRESENTED. »

Carried M-14-130

Moved by Charles Goulard, seconded by Daniel Richard

« THAT THE MINUTES OF THE MEETING OF THE WEST NIPISSING GENERAL HOSPITAL ETHICS COMMITTEE HELD SEPTEMBER 8TH, 2014, BE ACCEPTED AS PRESENTED. »

Carried M-14-131

The members reviewed the following Ethics Committee recommendations arising from the November 10th, 2014 meeting to be approved.

Moved by Jo-Anne Beninger, seconded by Priscille Desjardins

«THAT ON THE RECOMMENDATION OF THE ETHICS COMMITTEE, THE BOARD APPROVES THE REVISED MEMBERSHIP OF THE ETHICS COMMITTEE TO INCLUDE UP TO TWO MEMBERS OF THE FAITH COMMUNITIES. »

Carried M-14-132

Moved by Sylvie Bélanger, seconded by Daniel Richard

«THAT THE RESEARCH PROJECT BEING CONDUCTED AT THE WEST NIPISSING GENERAL HOSPITAL TITLED 'NEW OR MISSED COLORECTAL CANCER AFTER COLONOSCOPY' CONTINUES FOR A ONE YEAR PERIOD SUBJECT TO FOLLOWING PROTOCOL SPECIFIED.»

Carried M-14-133

.8 Alliance Centre Advisory Committee Minutes of Meeting of October 2014

Moved by Daniel Richard, seconded by Sylvie Bélanger

« THAT THE MINUTES OF THE ALLIANCE CENTRE ADVISORY COMMITTEE HELD OCTOBER 21TH, 2014 BE ACCEPTED AS PRESENTED. »

Carried M-14-134

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.9 Hospital Foundation Board Minutes of Meetings of October & November 2014

Moved by Charles Goulard, seconded by Sylvie Bélanger

« THAT THE MINUTES OF THE MEETING OF THE WEST NIPISSING GENERAL HOSPITAL FOUNDATION BOARD HELD OCTOBER 7TH, 2014 BE ACCEPTED AS PRESENTED. »

Carried M-14-135

Moved by Daniel Richard, seconded by Charles Goulard

« THAT THE MINUTES OF THE MEETING OF THE WEST NIPISSING GENERAL HOSPITAL FOUNDATION BOARD HELD NOVEMBER 4, 2014 BE ACCEPTED AS PRESENTED. »

Carried M-14-136

8. Regular Agenda Matters

.1 2014-17 CAPS-Community Accountability Planning Submission Refresh

Ryan Jeffers provided the members an explanation with regards to an issue clearly brought forth to the Finance and Audit Committee concerning the 2014-15 Crisis Intervention program funding that had not been included in previous CAPS submissions.

Moved by Daniel Richard, seconded by Howard Longfellow

«**WHEREAS** THE 2014-17 COMMUNITY ACCOUNTABILITY PLANNING SUBMISSION ('CAPS') WAS PREPARED AND THE MULTI-SECTOR SERVICE ACCOUNTABILITY AGREEMENT ('MSAA') WAS SIGNED BETWEEN THE WEST NIPISSING GENERAL HOSPITAL ('WNGH') AND THE NORTH EAST LOCAL HEALTH INTEGRATED NETWORK ('NE LHIN'), THE BUDGETED FINANCIAL DATA, SERVICE ACTIVITIES AND PERFORMANCE INDICATORS FOR THE SECOND AND THIRD YEAR OF THE AGREEMENT (FISCAL YEARS 2015/16 AND 2016/17) WERE REPLICATED BASED ON 2014/15 PLANNING;

HEREBY LET IT BE RESOLVED THAT THE BOARD OF DIRECTORS APPROVES THE 2015/16 COMMUNITY ACCOUNTABILITY PLANNING SUBMISSION (CAPS) REFRESH, TO BE SUBMITTED TO THE LHIN BY JANUARY 9, 2015.»

Carried M-14-137

.2 Proposed Revisions to Board Policies

a) Policy 730-48 – Asset Protection

Cynthia Désormiers explained to the members that the "Asset Protection" policy has been revised to better protect the hospital against any type of risk. In addition, property damages and crime were added to the policy. Moved by Janet Parsons, seconded by Charles Goulard

«THAT THE PROPOSED REVISIONS TO THE FOLLOWING BOARD OF DIRECTORS POLICY NO 730.48 <ASSET PROTECTION BE ACCEPTED AS PRESENTED. »

Carried M-14-138

b) Policy 730.51 – Relationship with Municipality & Nipissing First Nation

Cynthia provided the following update: West Nipissing Mayor Savage has appointed a new councillor to the WNGH Board of Directors.

Cynthia will further discuss with Mayor Savage to ascertain the appointee of the West Nipissing Municipal Council meets the qualifications and criteria required and subject to the West Nipissing General Hospital Bylaws for appointment to the WNGH Board of Directors; the resolution appointing the West Nipissing Councillor as representative to the Board, to be considered by the Board at its next regular meeting.

Cynthia Désormiers will consider the feedback and revisit the policy no. 730.51 <Relationship with Municipality & Nipissing First Nation> that had been revised and it is suggested, therefore, to defer this matter until the next meeting.

.3 Welcome New Board Member

The matter is deferred.

.4 Appointment of Vice-Chair

C. Bourgeois asked if there were any nominations for the position of vice-chair. Sylvie Bélanger graciously accepted the appointment as Vice-Chair until the next Annual General Meeting. Since there were no other nominations for the positions, the motion moved forward.

Moved by Janet Parsons, seconded by Charles Goulard

«TO APPOINT SYLVIE BÉLANGER AS VICE-CHAIR FOR THE WEST NIPISSING GENERAL HOSPITAL BOARD OF DIRECTORS TO HOLD OFFICE UNTIL THE NEXT ANNUAL GENERAL MEETING. »

Carried M-14-139

9. Quality Assurance & Risk Management

.1 Ebola Virus Update

Cynthia Désormiers/Jo-Ann Lennon-Murphy provided members with the particulars of additional updates on Ebola Virus Disease (EVD) activities within the province and our hospital.

Jo-Ann Lennon-Murphy advised the members that the staff underwent a mock exercise, which led to great training opportunities and identifying areas of improvement. She added that WNGH is well prepared given our size and location. Cynthia Désormiers advised the members that she is attending weekly meetings through the LHIN with other hospital CEOs for additional updates on EVD preparedness.

10. Adjournment and Completion of Meeting Effectiveness Survey

Moved by Jo-Anne Beninger, seconded by Sylvie Bélanger

«THAT THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF MONDAY, DECEMBER 8TH, 2014 BE ADJOURN AT 19:50 HOURS. »

Carried M-14-140

« ORIGINAL SIGNED »

« ORIGINAL SIGNED »

Collin Bourgeois, Chair

Cynthia Désormiers, President and Chief Executive Officer

11. Holiday Social