



SUMMARY OF MINUTES OF THE BOARD OF DIRECTORS Monday, February 9, 2015

ATTENDANCE

Present:

Jo-Anne Beninger
Dr. Klère Bourgault (18: 52 hours)
Collin Bourgeois
Cynthia Désormiers
Julie Duhaime
Howard Longfellow
Janet Parsons
Jamie Restoule
Daniel Richard
Eric Stevens

Regrets:

Sylvie Bélanger
Dr A. Béhamdouni
Dr. Richard Katsuno
Priscille Desjardins
Charles Goulard
Jo-Ann Lennon-Murphy

Ryan Jeffers, Chief Financial Officer

1. Call to Order & Welcome

Collin Bourgeois called the meeting to order and welcomed all in attendance with congratulations to Mr. Jamie Restoule on his appointment by the West Nipissing Council as the new Member of the West Nipissing General Hospital Board of Directors. Mr. Restoule expressed his appreciation and is looking forward to his new role.

2. Presentation : Environmental Services

Mr. Danny Putman, Manager of the Engineering and Environmental Services presented a PowerPoint Presentation on environmental services, providing an overview of the role, and responsibilities, its budget allocation, strengths and challenges, and activities moving forward.

3. Approval of the Consent Agenda

Moved by Eric Stevens, and seconded by Jamie Restoule

« THAT THE CONSENT AGENDA FOR THE BOARD OF DIRECTORS MEETING OF MONDAY, FEBRUARY 9TH, 2015, BE APPROVED AS PRESENTED »

Carried M-15-01

4. Approval of the Regular Agenda

Moved by Jo-Anne Beninger, and seconded by Julie Duhaime

« THAT THE REGULAR AGENDA FOR THE BOARD OF DIRECTORS MEETING OF MONDAY, FEBRUARY 9TH, 2015, BE APPROVED AS AMENDED : ITEM 8.3 «WELCOME NEW BOARD MEMBER» TO INCLUDE A RESOLUTION, AND WITH ITEM 9.5 «INFLUENZA A UPDATE » ADDED.

Carried M-15-02

5. Declaration of Pecuniary Interest

There is no disclosure of pecuniary interest.

6. Business/Committee Matters

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

One of the activities has been to review and revise the policies to tighten up the process for physicians to complete patients' charts within a timely manner for the Medical Records Department to collect information that must be reported to the Ministry as part of the hospital mandatory reporting requirements.

7. Consent Agenda Matters

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

Newsletter available on web portal for everyone's information.

.2 Board Minutes of Meeting of December 8, 2014

Moved by Howard Longfellow, and seconded by Jo-Anne Beninger

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

Carried M-15-03

.3 Medical Advisory Committee Minutes from the November 19 meeting & December 11, 2014 & recommendations arising

Moved by Daniel Richard, and seconded by Janet Parsons

« THAT THE MINUTES OF THE MEETING OF THE MEDICAL ADVISORY COMMITTEE HELD NOVEMBER 19TH, 2014 BE ACCEPTED AS PRESENTED. »

Carried M-15-04

Moved by Janet Parsons, and seconded by Daniel Richard

« THAT THE MINUTES OF THE MEETING OF THE MEDICAL ADVISORY COMMITTEE HELD DECEMBER 11TH, 2014 BE ACCEPTED AS PRESENTED. »

Carried M-15-05

Motion made by Howard Longfellow and seconded by Jo-Anne Beninger

THAT THE CREDENTIAL COMMITTEE RECOMMENDATIONS ARISING FROM THE MINUTES OF THE MEDICAL ADVISORY COMMITTEE HELD DECEMBER 11TH, 2014 MEETING BE APPROVED (IN BLOCK). »

Carried M-15-06

Motion made by Jo-Anne Beninger and seconded by Julie Duhaime

THAT THE CREDENTIAL COMMITTEE RECOMMENDATIONS ARISING FROM THE MINUTES OF THE MEDICAL ADVISORY COMMITTEE HELD JANUARY 15TH, 2015 MEETING BE APPROVED (IN BLOCK). »

Carried M-15-07

.4 Finance and Audit Committee Minutes of Meeting of November 26, 2014 & Recommendations Arising from the Meeting of January 28, 2015

Ryan Jeffers, Chief Financial Officer provided the Board with information on the financial statements as at December 31st 2014. The last updated financial information indicates the hospital remains in a positive financial position. The pending announcement on hospital funding allocation may impact the hospital financial position and budgeting

Moved by Jo-Anne Beninger, and seconded by Julie Duhaime

« THAT THE MINUTES OF THE MEETING OF THE FINANCE AND AUDIT COMMITTEE HELD NOVEMBER 26TH, 2014 BE ACCEPTED AS PRESENTED. »

Carried M-15-08

December 2014 Financial Statements

Moved by Eric Stevens, and seconded by Jamie Restoule

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

Carried M-15-09

.5 Sentinel Events, Near Misses & Adverse Events Q4 Report
Documentation available on web portal for everyone's review.

.6 Cumulative Complaints Investigation Report for 2014
Documentation available on web portal for everyone's review

.7 Board Meeting Effectiveness Survey – December 2014
Documentation available on web portal for everyone's review

.8 Health Care Quality Committee Minutes of October 10, 2014
Moved by Janet Parsons, and seconded by Daniel Richard
« THAT THE MINUTES OF THE HEALTH CARE QUALITY COMMITTEE MEETING OF OCTOBER 10TH, 2014 BE ACCEPTED AS PRESENTED. »

Carried M-15-10

.9 Ethics Committee Minutes of Meeting of November 10, 2014
Moved by Howard Longfellow, and seconded by Jo-Anne Beninger
« THAT THE MINUTES OF THE ETHICS COMMITTEE MEETING OF NOVEMBER 10TH, 2014 BE ACCEPTED AS PRESENTED. »

Carried M-15-11

.10 Hospital Foundation Board Minutes of Meetings of December 2, 2014
Moved by Eric Stevens, and seconded by Julie Duhaime
« THAT THE MINUTES OF THE HOSPITAL FOUNDATION BOARD MEETING HELD DECEMBER 2ND, 2014 BE ACCEPTED AS PRESENTED. »

Carried M-15-12

.11 Correspondence

a) Thank You

Cynthia Desormiers shared that a thank you note was posted in a recent edition of our local newspaper. A copy of the thank you note is to be posted on the web portal for everyone's review.

8. Regular Agenda Matters

.1 Board of Directors Goals & Objectives 2015-16 DRAFT

The Board Goals and objectives were presented for approval noting that the senior management met earlier in the month to review the goals and objectives for 2015-2016 and continue with areas of improvements. Moved by Daniel Richard, and seconded by Howard Longfellow

« **WHEREAS** THE WEST NIPISSING GENERAL HOSPITAL STRIVES TO MEET THE NEEDS OF THE COMMUNITY AND OBSERVE HEALTH CARE TRENDS,

WHEREAS THE WEST NIPISSING GENERAL HOSPITAL COMPLIES WITH LEGISLATIVE REQUIREMENTS AS WELL AS WITH INDICATORS

BE IT RESOLVED THAT THE BOARD OF DIRECTORS GOALS AND OBJECTIVES FOR THE UPCOMING 2015-2016 FISCAL YEAR BE ACCEPTED AS PRESENTED».

Carried M-15-13

.2 Proposed Revisions to Policies

a) Board Policy 730.51 – Relationship with Municipality

Documentation available on web portal for everyone's review.

b) Board Policy 730.60 - Nipissing First Nation

Documentation available on web portal for everyone's review.

The policy on the Board's relationship with Nipissing First Nation is amended to coordinate with the term in office of the Nipissing First Nation councillor appointed by Council.

c) Hospital Policy 100.102 – Disclosure of Wrongdoing

The disclosure of wrongdoing under this policy refers to the previously used term 'whistleblower'. The policy set out the procedure in the disclosure of wrongdoing or complaint in good faith and action in dealing with deliberate false and/or malicious allegations of wrongdoing.

Moved by Janet Parsons, and seconded by Howard Longfellow

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

- 730.51 <RELATIONSHIP WITH THE MUNICIPALITY OF WEST NIPISSING>, AS PRESENTED
- 730.60 <RELATIONSHIP WITH NIPISSING FIRST NATION> », AS AMENDED.
- 730.102 <DISCLOSURE OF WRONGDOING>, AS PRESENTED »

Carried M-15-14

.3 Welcome New Board Member

Collin Bourgeois presented the resolution for appointment of Jamie Restoule to the Board.

Moved by Julie Duhaime, and seconded by Jo-Anne Beninger

«**WHEREAS** THE APPOINTMENT OF COUNCILLOR JAMIE RESTOULE TO THE WEST NIPISSING GENERAL HOSPITAL BOARD OF DIRECTORS IS IN ORDER BY RESOLUTION OF THE COUNCIL FOR THE MUNICIPALITY OF WEST NIPISSING, AND AS PRESCRIBED BY THE WEST NIPISSING GENERAL HOSPITAL BY-LAW

BE IT RESOLVED THAT JAMIE RESTOULE BE APPOINTED TO THE WEST NIPISSING GENERAL HOSPITAL BOARD AS THE MEMBER REPRESENTATIVE OF COUNCIL OF THE MUNICIPALITY OF WEST NIPISSING. »

Carried M-15-15

.4 Stale Dated OHIP Billings

Ryan Jeffers reported that he is addressing an outstanding staled dated OHIP claims that have rejected. Ryan Jeffers shared information with the Board regarding an appeal for review of these outstanding OHIP accounts

.5 Compliance Reports Pursuant to BPSAA – Attestation 2013-2014

Board members were asked to provide their approval in substantiating the Appendix C Attestation form set out for the BPSAA for Q3 Expenses. Cynthia explained that the Hospital has complied with the completion of all reports in respect of the use of consultants (Appendix A) and posting of expenses (Appendix B). Moved by Julie Duhaime, and seconded by Jo-Anne Beninger

«THAT THE BOARD OF DIRECTORS AUTHORIZES THE PRESIDENT AND CEO TO EXECUTE THE ATTESTATION CERIFICATE FOR 2013-2014 IN ACCORDANCE WITH SECTION 15 OF THE BROADER PUBLIC SECTOR ACCOUNTABILITY ACT, 2010 (BPSAA) FOR THE APRIL 1, 2013 TO MARCH 31, 2014 PERIOD, AS PRESENTED.»

Carried M-15-16

9. Quality Assurance & Risk Management

.1 Strategic Plan 2013-2018 Update

Cynthia Désormiers provided a progress update on the completed 5-year Strategic Plan, which is reviewed and updated twice a year to ensure the implementation of the Plan based on the four pillars. Cynthia Désormiers will align a governance professional development «Think Strategy» session to be scheduled at the September Board meeting for board members with respect to the Investment in the organization and people with the establishment a governance training plan for the board.

.2 Ebola Virus Update

Cynthia updated the Board with a progress update on the latest Ebola virus disease planning. The hospital is tracking the Ebola-related expenditures in the event the Ministry defrays costs associated with planning, preparation and coordination activities related to Ebola.

.3 Transforming Health Care in NE Ontario - NE LHIN Engagement

To be brought back at the next regular Board meeting.

.4 Dashboard Indicator Report

To be brought back at the next regular Board meeting.

.5 Influenza Outbreak Update

Cynthia Désormiers provided an update on the Influenza A Outbreak in our CCC that was declared on Friday, February 6, 2015. There is no new cases as of today thus we are hopeful to have it declared over by late Friday or Saturday Feb 14, 2015. Follow our blogs and Facebook update.

10. In-Camera (Closed) Session – Separate Agenda

Motion made by Eric Stevens and seconded by Janet Parsons

«THAT THE BOARD OF DIRECTORS ADJOURN THE OPEN SESSION FOR FEBRUARY 9TH, 2015 AND MOVE INTO A CLOSED SESSION AT 20:02 HOURS. »

Carried M-15-17

11. Adjournment and Completion of Meeting Effectiveness Survey

Motion made by Jo-Anne Beninger and seconded by Julie Duhaime

« THAT THE BOARD OF DIRECTORS RECONVENE THE OPEN SESSION FOR FEBRUARY 9TH, 2015 AND ADJOURN THE MEETING AT 20:16 HOURS. »

Carried M-15-21

« ORIGINAL SIGNED »

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Collin Bourgeois, Chair

Cynthia Désormiers, Secretary
President & CEO