



## SUMMARY MINUTES OF THE BOARD OF DIRECTORS Monday, September 14, 2015 at 6:30 pm (Board Room)

### Present

Sylvie Bélanger  
Jo-Anne Beninger  
Collin Bourgeois  
Cynthia Désormiers \*  
Julie Duhaime  
Howard Longfellow  
Janet Parsons  
Jamie Restoule  
Daniel Richard  
Michel Rochon  
Eric Stevens  
Jo-Ann Lennon-Murphy \*  
  
Ryan Jeffers, Chief Financial Officer

### Regrets:

Dr. André Béhamdouni \*  
Dr. Klère Bourgault \*  
Dr. Raymond Wiss \*  
Charles Goulard

\* Non-voting Board members

### 1. **Call to Order**

The Chair Collin Bourgeois called the meeting to order at 18:30 hours and welcomed Board members.

### 2. **Education Session/Presentation:**

Ryan Jeffers, Chief Financial Officer provided the Board with a PowerPoint presentation on the Finance and Materials Management Departments.

### 3. **Approval of Consent Agenda**

Motion made by Janet Parsons and seconded by Sylvie Bélanger

«THAT THE CONSENT AGENDA OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF MONDAY, SEPTEMBER 14, 2015, BE ACCEPTED AS PRESENTED.»

**Carried M-15-109**

### 4. **Approval of Regular Agenda**

Motion made by Jamie Restoule and seconded by Julie Duhaime

«THAT THE REGULAR AGENDA OF THE BOARD OF DIRECTORS MEEITNG MONDAY, SEPTEMBER 14, 2015, BE ACCEPTED AS PRESENTED.»

**Carried M-15-110**

### 5. **Declaration of Conflict of Interest**

There was no pecuniary interest declared or identified.

### 6. **Business/Committee Matters**

#### 1. Management Letter Issued by BDO (July 2015)

Ryan Jeffers provided the board with the management letter issued by our external auditor BDO Canada LLP dated July 7, 2015.

Motion made by Janet Parsons and seconded by Sylvie Bélanger

« THAT THE BOARD OF DIRECTORS ACCEPTS THE MANAGEMENT LETTER FOR THE YEAR ENDED MARCH 31, 2015, ISSUED BY BDO CANADA LLP ON JULY 7, 2015. »

**Carried M-15-111**

2. Chief of Staff Report

No report.

7. **Consent Agenda**

1. President and CEO Report

The President & CEO's September Newsletter was posted for their review.

2. Minutes of the Board Meetings of June 8, 2015 ( X 2)

Motion made by JoAnne Beninger and seconded by Daniel Richard

«THAT THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS HELD ON MONDAY, JUNE 8, 2015, BE ACCEPTED AS PRESENTED. »

**Carried M-15-112**

Motion made by Sylvie Bélanger and seconded by Julie Duhaime

«THAT THE MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS HELD ON MONDAY, JUNE 8, 2015, BE ACCEPTED AS PRESENTED. »

**Carried M-15-113**

3. Medical Advisory Committee

No minutes.

4. Minutes of the Finance and Audit Committee of May 26, 2015

Motion made by Janet Parsons and seconded by Howard Longfellow

«THAT THE MINUTES OF THE MEETING OF THE FINANCE AND AUDIT COMMITTEE HELD ON TUESDAY MAY 26, 2015 BE ACCEPTED AS PRESENTED. »

**Carried M-15-114**

5. Minutes of Ethics Committee of April 13, 2015

Motion made by Eric Stevens and seconded by Michel Rochon

«THAT THE MINUTES OF THE MEETING OF THE ETHICS COMMITTEE HELD ON MONDAY, APRIL 13, 2015 BE ACCEPTED AS PRESENTED. »

**Carried M-15-115**

6. Health Care Quality Committee

No minutes.

7. Alliance Centre Advisory Committee

No minutes.

8. Minutes of the WNGH Foundation Board of May 12, 2015

There was a discussion regarding the Foundation website.

Motion made by Howard Longfellow and seconded by Janet Parsons

«THAT THE MINUTES OF THE MEETING OF THE WEST NIPISSING GENERAL HOSPITAL FOUNDATION BOARD HELD ON TUESDAY MAY 12, 2015 BE ACCEPTED AS PRESENTED.»

**Carried M-15-116**

8. **Regular Agenda:**

1. New Family Physician

Cynthia Désormiers announced that Dr. Guy Labelle has re-opened his office in the Medical Clinic effective September 1, 2015.

2. Annual Declaration Form

Collin Bourgeois explained that it is a standard in hospitals today for the Board Directors to sign the declaration form in supporting the principles and expectations of Board members. The 'Annual Director's Declaration' form was signed by all members present.

3. Board Policies

3.1. Annual Operating Plan no. 730-47

Motion made by JoAnne Beninger and seconded by Jamie Restoule

«THAT THE REVISED BOARD POLICY # 730.47 «ANNUAL OPERATING PLAN » BE ACCEPTED AS PRESENTED. »

**Carried M-15-117**

3.2. Perquisites no. 730-55

Motion made by Michel Rochon and seconded by Howard Longfellow

«THAT REVISED BOARD POLICY # 730.55, «PERQUISITES» BE ACCEPTED AS PRESENTED. »

**Carried M-15-118**

4. Next Regular Board Meeting:

The next regular Board meeting will be held on Monday, October 19, 2015.

5. Health Achieve Conference & Exhibition of the OHA, Nov. 1-4, 2015

Members are asked to confirm their registration by Friday September 18, 2015.

9. **Quality Improvement and Risk Management:**

1. Board Meeting Evaluation Results – June 8, 2015

The Board Meeting Effectiveness Evaluation for the Board meeting held on June 8, 2015 was presented.

2. Sentinel Events / Near Misses & Adverse Events Report Q2 2015

The sentinel events report from April 1<sup>st</sup> to July 31<sup>st</sup>, 2015 was presented to Board members by Chief Nursing Officer Jo-Ann Lennon-Murphy.

3. Medication Improvement Report

The Medication Improvement Report from January 1<sup>st</sup> to August 31<sup>st</sup> 2015 was provided by Jo-Ann Lennon-Murphy.

4. Governance Goals & Objectives 2015-2016 and Update

Cynthia Désormiers provided members with an update on the Board goals and objectives for 2015/2016.

5. Health Infrastructure Renewal Fund (HIRF) and Capital Projects Update

Ryan Jeffers, Chief Financial Officer provided the HIRF and Capital Projects and Equipment Update Report as at August 31<sup>st</sup>, 2015 and noted the highlights for the members.

The members were provided with an update from Cynthia Désormiers regarding the WNGH's CT scanner proposal. The board was advised that no decision made at this time.

**10. Correspondence**

The following program brochures were provided within the Board Agenda Meeting package.

1. Upcoming Governance GCE Educational Offerings
2. GCE Advanced Certificate in Board Governance Course
3. GCE Leadership Certificate for Health Care Board and Committee Chairs
4. GCE Essentials Certificate in Hospital Governance for New Directors

**11. Closed Session of the Board of Directors**

Motion made by Sylvie Bélanger and seconded by Julie Duhaime

«THAT THE BOARD OF DIRECTORS ADJOURN THE OPEN SESSION FOR MONDAY, SEPTEMBER 14, 2015, AND MOVE INTO CLOSED SESSION AT 19:33 HOURS. »

**Carried M-15-119**

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

The Meeting Effectiveness questionnaire was provided to members to complete. Motion made by Sylvie Bélanger and seconded by Jamie Restoule

«THAT THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF MONDAY, SEPTEMBER 14, 2015, BE ADJOURNED AT 20:34 HOURS. »

**Carried M-15-124**

« ORIGINAL SIGNED »

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Collin Bourgeois, Chair

« ORIGINAL SIGNED »

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Cynthia Désormiers, President & CEO