



SUMMARY MINUTES OF THE BOARD OF DIRECTORS

Monday, December 14, 2015 at 6:30 pm (Board Room)

Present:

Sylvie Bélanger
Jo-Anne Beninger
Dr. Klère Bourgault *
Collin Bourgeois
Cynthia Désormiers *
Charles Goulard
Howard Longfellow
Jamie Restoule
Daniel Richard
Michel Rochon
Eric Stevens
Jo-Ann Labelle *

Regrets:

Dr. André Béhamdouni *
Julie Duhaime
Janet Parsons

* Non-voting Members

Ryan Jeffers, CFO
Mireille Mageau, Recorder

1. Call to Order

Meeting called to order at 6:36 hours.

2. Education Session/Presentations:

• **Human Resources, Students Program and Volunteer Program**

Carole Galarneau provided an educational presentation on the Human Resources Department, its functions, staff complements, statistics, challenges and future considerations.

• **Essentials in Hospital Governance for New Directors**

Michel Rochon provided a summary to the Board on a conference he attended on October 24th, 2015 regarding governance for new directors.

3. Approval of Consent Agenda

Moved by Sylvie Bélanger and seconded by Charles Goulard

«THAT THE CONSENT AGENDA FOR THE BOARD OF DIRECTORS MEETING OF MONDAY, DECEMBER 14TH 2015 BE APPROVED AS PRESENTED INCLUDING THE FOLLOWING ITEMS:

- .1 PRESIDENT AND CEO REPORT
- .2 MINUTES OF THE BOARD OF DIRECTORS MEETING OF OCTOBER 19, 2015
- .3 MINUTES OF THE MEDICAL ADVISORY COMMITTEE (MAC) OF SEPTEMBER 17TH AND OCTOBER 21ST 2015 & CREDENTIAL COMMITTEE RECOMMENDATIONS (SEPT 17TH MEETING) ARISING FROM THE MAC NOVEMBER 18TH MEETING
- .4 RECOMMENDATIONS ARISING FROM THE MINUTES OF FINANCE AND AUDIT COMMITTEE MEETING NOVEMBER 25, 2015:
 - .1 FINANCIAL STATEMENTS AS AT OCTOBER 31ST, 2015
 - .2 FINANCE POLICY #734.09 «BUSINESS EXPENSE CLAIM»
 - .3 BOARD & SENIOR MANAGEMENT EXPENSES Q1 2015-16 REPORT
- .5 MINUTES OF THE HEALTH CARE QUALITY COMMITTEE OF MAY 11, 2015
- .6 MINUTES OF THE ETHICS COMMITTEE OF SEPTEMBER 14, 2015

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- .7 ALLIANCE CENTRE ADVISORY COMMITTEE (NO MINUTES)
- .8 WNGH FOUNDATION BOARD OF SEPTEMBER 8, 2015 & OCTOBER 13, 2015
- .9 BOARD MEETING EVALUATION RESULTS – OCTOBER 19, 2015

Carried M-15-135

4. Approval of Regular Agenda- Resolution -Chair

Motion made by Dan Richard and seconded by Eric Stevens

«THAT THE AGENDA FOR THE BOARD OF DIRECTORS MEETING OF MONDAY, DECEMBER 14TH, 2015 BE APPROVED AS PRESENTED. »

Carried M-15-136

5. Declaration of Conflict of Interest- Chair

No conflicts of interest were declared or identified.

6. Business/Committee Matters

- Chief of Staff Report

The October and November report was included in the members' packages for information sharing purposes.

7. Consent Agenda

- .1 President and CEO Report

The December President and CEO Report was included in the members' package for information sharing purposes.

- .2 Board of Directors Meeting Minutes - October 19, 2015

Moved by Michel Rochon and seconded by Sylvie Belanger.

«THAT THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS HELD MONDAY, OCTOBER 19, 2015 BE ACCEPTED AS PRESENTED. »

Carried M-15-137

- .3 Medical Advisory Committee (MAC) Minutes - September 17TH and October 21ST 2015 & Credential Committee recommendations (Sept 17th) arising from the MAC November 18th Meeting:

Moved by Dan Richard and seconded by Howie Longfellow

«THAT THE MINUTES OF THE SEPTEMBER 17TH, 2015 MEETING OF THE MEDICAL ADVISORY COMMITTEE BE ACCEPTED AS PRESENTED AND THAT CREDENTIAL COMMITTEE RECOMMENDATIONS ARISING FROM THE MEETING BE APPROVED. »

Carried M-15-138

Moved by Jamie Restoule and seconded by JoAnne Beninger

«THAT THE MINUTES OF THE OCTOBER 21ST, 2015 MEETING OF THE MEDICAL ADVISORY COMMITTEE BE ACCEPTED AS PRESENTED AND THAT CREDENTIAL COMMITTEE RECOMMENDATIONS ARISING FROM THE MEETING BE APPROVED. »

Carried M-15-139

Moved by Dan Richard and seconded by Charles Goulard

«THAT CREDENTIAL COMMITTEE RECOMMENDATIONS ARISING FROM THE MEETING OF THE MEDICAL ADVISORY COMMITTEE HELD NOVEMBER 18TH 2015 BE APPROVED AS PRESENTED. »

Carried M-15-140

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.4 Recommendations arising from the Finance and Audit Committee Meeting Minutes - November 25, 2015:

.1 Financial Statements as at October 31st, 2015

Moved by JoAnne Beninger and seconded by Eric Stevens

«THAT ON THE RECOMMENDATION OF THE FINANCE AND AUDIT COMMITTEE, THE BOARD OF DIRECTORS ACCEPTS THE FINANCIAL STATEMENTS FOR THE WEST NIPISSING GENERAL HOSPITAL FOR THE MONTH ENDING OCTOBER 31ST, 2015, AS PRESENTED. »

Carried M-15-141

.2 Finance Policy #734.09 «Business Expense Claim»

The Finance and Audit Committee has approved the revised Finance Policy #734.09. This policy will serve as a reference for board members.

.3 Board & Senior Management Expenses Q1 2015-16 Report

The WNGH Executive and Board expense report for the period of April 1 to September, 30 2015 has been posted on the Hospital website as per BPSAA.

.5 Health Care Quality Committee Minutes - May 11, 2015

Moved by Dan Richard and seconded by Jamie Restoule

«THAT THE MINUTES OF THE HEALTH CARE QUALITY COMMITTEE MEETING OF MAY 11, 2015 BE ACCEPTED AS PRESENTED. »

Carried M-15-142

.6 Ethics Committee Minutes - September 14, 2015

Moved by Michel Rochon and seconded by Charles Goulard

«THAT THE MINUTES OF THE ETHICS COMMITTEE MEETING OF SEPTEMBER 14, 2015 BE ACCEPTED AS PRESENTED. »

Carried M-15-143

.7 Alliance Centre Advisory Committee

None

.8 WNGH Foundation Board Minutes - September 8 & October 13, 2015

Moved by Charles Goulard and seconded by Dan Richard

«THAT THE MINUTES OF THE WEST NIPISSING GENERAL HOSPITAL FOUNDATION BOARD MEETING HELD SEPTEMBER 8, 2015 BE ACCEPTED AS PRESENTED.»

Carried M-15-144

Moved by Eric Stevens and seconded by Jamie Restoule

«THAT THE MINUTES OF THE WEST NIPISSING GENERAL HOSPITAL FOUNDATION BOARD MEETING HELD OCTOBER 13, 2015 BE ACCEPTED AS PRESENTED.»

Carried M-15-145

.9 Board Meeting Evaluation Results – October 19, 2015

The Board Meeting Evaluation results from the previous meeting were included in the members' packages for review.

8. Regular Agenda:

.1 Grievances Update

Cynthia Désormiers provided the Board with a grievance report.

.2 Community Annual Planning Submission (CAPS) & Multi Sectoral Service Accountability Agreement (M-SAA)

Ryan Jeffers provided the Board with summary of the Community Annual Planning Submission (CAPS) & Multi Sectoral Service Accountability Agreement (M-SAA) submitted to the NELHIN.

.3 Hospital Annual Planning Submission Narrative (HAPS)

The 2016-17 Hospital Accountability Planning Submission (HAPS) Narrative and program/service change form has been submitted to the NELHIN. Although the WNGH has not yet entered into negotiations with the NELHIN regarding the HAPS, we do not anticipate significant changes.

Motion made by Eric Stevens and seconded by Sylvie Belanger.

WHEREAS THE WEST NIPISSING GENERAL HOSPITAL SUBMITTED THE 2016-17 HOSPITAL ACCOUNTABILITY PLANNING SUBMISSION (HAPS) NARRATIVE AND PROGRAM/SERVICES CHANGE FORM TO THE NELHIN,

AND WHEREAS THE WNGH SENIOR MANAGEMENT TEAM DOES NOT ANTICIPATE SIGNIFICANT CHANGES

AND WHEREAS THE WNGH IS REQUIRED TO SUBMIT THE BOARD APPROVED 2016-2017 HAPS TO THE NELHIN BY JANUARY 31, 2016

LET IT BE RESOLVED THAT THE BOARD OF DIRECTORS AUTHORIZES SENIOR MANAGEMENT TO FINALIZE THE 2016-2017 HAPS WITH THE BOARD CHAIR AND THE PRESIDENT AND CEO SIGNATURE.

Carried M-15-146

.4 OHA Health Achieve Briefing Note

Cynthia Désormiers provided the Board with a briefing note on Health Achieve.

.5 Quality Improvement and Risk Management:

.1 Accreditation Update

Jo-Ann Labelle provided an update on Accreditation activities.

.2 Q3 2015 Complaints Report Update

The Q3 Complaints Report was included in the meeting packages for review.

.3 Q3 2015 Fall Investigation Data Report

The Q3 Fall Investigation Report was included in the meeting packages for review.

.4 Medication Improvement Q3 2015 Report

The Medication Improvement Q3 Report is included in the meeting packages for review.

.5 Long-Term Care (LTC) Survey and Action Plan

Jo-Ann Labelle provided a report on the LTC survey and action plan.

.6 Ontario College of Pharmacist (OCP) Review

Jo-Ann Labelle provided the Board with information on the OCP review.

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.7 No Smoking Policy 100.26 & Briefing Note

The Board was provided with the No Smoking policy and a briefing note explaining the changes.

Moved by Jamie Restoule and seconded by Charles Goulard

«**WHEREAS** THE SMOKE-FREE ONTARIO ACT AND THE ELECTRONIC CIGARETTES ACT REGULATIONS COME INTO FORCE JANUARY 1, 2016,
AND,

WHEREAS THE WNGH IS COMPLIANT WITH ALL OTHER PROVISIONS OF THE SMOKE-FREE ONTARIO ACT AND THE ELECTRONIC CIGARETTE ACT, AND,

WHEREAS THE WNGH IS HOME TO FORTY EIGHT (48) LONG TERM CARE RESIDENTS

LET IT BE RESOLVED THAT THE WNGH BOARD OF DIRECTORS APPROVES THE DESIGNATION OF ONE (1) STAFF DESIGNATED SMOKING AREA AND ONE (1) PATIENT DESIGNATED SMOKING AREA AND THE SUPPORTING AMENDED NO SMOKING POLICY #100.26.»

Carried M-15-147

The policy was amended to include the 9 meters smoking restriction from any hospital entrance

.8 Visiting Hours Policy # 100.32

Cynthia Désormiers presented the revised policy outlining the changes associated with 24/7 visiting hours.

.6 Correspondence: provided for information sharing purposes

- President & CEO Appointment to OHA – Small, Rural and Northern Hospital Provincial Leadership Council
- Dr. Jean Anawati Life Membership Award
- French Language Services Designation
- OHA-ECG Educational Offerings – January 2016.

9. Adjournment

The Meeting Effectiveness Survey was provided to members for completion.

Moved by Joanne Beninger, seconded by Jamie Restoule.

«THAT THE MEETING OF THE BOARD OF DIRECTORS OF MONDAY, DECEMBER 14, 2015 BE ADJOURNED AT 8:27 HOURS. »

Carried M-15-148

« ORIGINAL SIGNED »

Collin Bourgeois, Chair

« ORIGINAL SIGNED »

Cynthia Désormiers, President & CEO