



BOARD OF DIRECTORS

May 14, 2018 at 18:30 hours (Board Room)

- MINUTES -

Present:

Collin Bourgeois
Jo-Ann Labelle*
Eric Stevens
Julie Duhaime
Dr. Klère Bourgault *
Michel Rochon
Howard Longfellow
Cynthia Désormiers *
Sylvie Bélanger
Janet Parsons
Jamie Restoule
Brenda Lumsden
Ryan Jeffers, CFO (Guest)

Regrets:

Daniel Richard-regrets
Dr. Ben Lalonde*-regrets
Dr. Vincenzo Susini *

* Non-voting Members

Kelsey Anger / Francine Guenette, Recorder

1. Call to Order

Meeting called to order at 18:35 hours by the Chair.

2. Education Session/Presentations: Environmental Services

Danny Putman provided an educational presentation on the Environmental Services Department, its recent projects and updates to supplies and equipment used in the hospital.

3. Declaration of Conflict of Interest and Pecuniary Interest

No conflicts of interest or pecuniary interest declared.

4. Approval of Consent Agenda

Moved by Sylvie Bélanger, and seconded by Brenda Lumsden

«THAT THE CONSENT AGENDA FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF MAY 14TH 2018 BE ACCEPTED AS PRESENTED INCLUDING THE FOLLOWING ITEMS:

- .1 PRESIDENT & CEO NEWSLETTER – MAY 2018
- .2 BOARD OF DIRECTORS MEETING MINUTES – APRIL 9, 2018
- .3 MEDICAL ADVISORY COMMITTEE MINUTES - NONE -
- .4 FINANCE AND AUDIT COMMITTEE MINUTES - NONE -
 - March Financial Statements
- .5 HEALTH CARE QUALITY MINUTES - NONE -
- .6 ETHICS COMMITTEE MINUTES – MARCH 19, 2018
- .7 ALLIANCE CENTRE ADVISORY COMMITTEE MINUTES - NONE -
- .8 WNGH FOUNDATION BOARD MINUTES - NONE -
- .9 BOARD MEETING EVALUATION RESULTS – APRIL 2018

Carried M-18-58

5. Approval of Regular Agenda

Moved by Jamie Restoule, and seconded by Howard Longfellow

« THAT THE REGULAR AGENDA FOR THE BOARD OF DIRECTORS MEETING OF MAY 14TH, 2018 BE ACCEPTED AS PRESENTED. »

Carried M-18-59

Regular Agenda:

.1 Chief of Staff (MAC) Report

There is no new report at this time but issues will be discussed in upcoming items.

.2 Credentials Committee Recommendations

- NONE -

.3 Briefing Note WNGH Bylaws

The President & CEO went through the proposed detailed recommendations to the Corporate and Professional Staff By-Laws as per the OHA prototype By-Laws dated February 2018. Also included in Members's packages was the updated recommendation to the Medical Record, Audit and Tissue Committee section 8.14.7.

.4 WNGH Corporate and Professional Staff By-Law Proposed Changes

Moved by Janet Parsons, and seconded by Julie Duhaime

« WHEREAS THE ADMINISTRATION RECOMMENDS TO THE BOARD OF DIRECTORS PROPOSED AMENDMENTS TO THE WEST NIPISSING GENERAL HOSPITAL CORPORATE AND PROFESSIONAL STAFF BY-LAWS; AND

WHEREAS THE BOARD OF DIRECTORS RECOMMENDS TO THE WEST NIPISSING GENERAL HOSPITAL CORPORATION THAT THE PROPOSED AMENDMENTS TO THE 2017 CORPORATE BY-LAWS BE APPROVED AS PRESENTED.

LET IT BE THAT THE WNGH BOARD OF DIRECTORS APPROVES THE CORPORATE BY-LAWS CHANGES AS PRESENTED; AND

LET IT BE THAT THE WNGH PROFESSIONAL STAFF BYLAWS BE APPROVED PENDING MAC RECOMMENDATION ON MAY 17, 2018. »

UNANIMOUSLY ACCEPTED

Carried M-18-60

.5 CPSO Emergency Medicine / Change in practice

The Chief of Staff, Dr. Klère Bourgault discussed the new CPSO guidelines as it relates to emergency medicine, which potentially will affect recruitment and retention. CPSO guidelines were included in Members' packages.

Year End Financial Summary

Ryan Jeffers, CFO, confirmed that the financial audit proceeded very well and that no additional changes are expected. HIRF and HEEP funding and projects are on target for completion. It is estimated that we are slightly over budget on the HEEP project. An application has been submitted for HEEP again this year.

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- .6 Board Vacancies
There were no new applications, thus three vacancies remain. Should Board Members have any recommendations, they are asked to communicate with Cynthia Désormiers. Recruiting efforts will continue.
- .7 Interim LTC One Time Funding
The WNGH received additional one-time funding for the fiscal year 2018-2019 to assist with operational pressures in the Long Term Care Unit. Additional funding is expected for an RN in the LTC Unit, details to follow. Health Links funding has been received for a six month period.
- .8 Organ & Tissue Donation Rates by Region
The 2017-2018 Q1 & Q3 Organ and Tissue Donation Rates by Region North East Hospital Acceptance Summary was included in members' packages for information sharing purposes. Discussions followed regarding the complex process of organ donation/eye removal.
- .9 CI Reports
The Critical Incident Yearly Review of 2017 was included in Board packages for information sharing purposes. There may be an increase in incidents in 2018 as reporting is being done more consistently.
- .10 Falls Report
A Falls Investigation Trending report and Cumulative Falls Investigation report for 2017 were included in Members' packages for information sharing purposes. These numbers will likely be higher in 2018 as reporting is being done more consistently. Some areas of improvement include dealing with causes to minimize risks. Hip protectors have been purchased for at risk patients.
- .11 Medication Reports
The Medication Improvement Report was included in Members' packages for information sharing purposes. Of the 18,213 medications dispensed, there were 117 medication incidents, accounting for 0.6% of medications incidents in 2017. Jo-Ann Labelle, CNO, estimates that this number is underreported as other hospitals have higher rates.
- .12 Sentinel Reports
Sentinel Reports from January 2018 to April 2018 were included in Members' packages for information sharing purposes. One of the incidents involved a patient who was smoking in the hospital chapel.
- .13 Accessibility (AODA) Audit
The WNGH was chosen for an accessibility audit. We were previously audited three years ago. The accessibility plan and policies were revised and submitted to meet the requirements of the audit.
- .14 Insurance Renewal
Data has been submitted for the insurance renewal for 2018-2019. River Insurance, our broker of record recommended that the WNGH not go to tender this year because of increasing claims. The hospital will be eligible to join the St. Joseph's Buying Group in July 2019. Tendering for insurance providers and brokers was discussed. The issue will be brought to the Finance Committee for consideration.

.15 Accreditation Update

Jo-Ann Labelle provided an update on the upcoming accreditation, scheduled to take place from September 10-14, 2018. Discussions on Patient Centered Care and the value of patients' stories ensued.

.16 Policies Review

- NONE -

.17 Correspondence *provided for information sharing purposes*

- NONE -

6. Closed Session

Motion made by Eric Stevens and seconded by Michel Rochon

«THAT THE BOARD OF DIRECTORS ADJOURN THE OPEN SESSION FOR MAY 14, 2018 AND MOVE INTO A CLOSED SESSION AT 20:10 HOURS. »

Carried M-18-61

7. Adjournment

The Meeting Effectiveness Survey was provided to members for completion.

Moved by Janet Parsons seconded by Michel Rochon

«THAT THE MEETING OF THE BOARD OF DIRECTORS OF MAY 14, 2018 BE ADJOURNED AT 20:46 HOURS. »

Carried M-18-62

Collin Bourgeois, Chair

Cynthia Désormiers, President & CEO