



**Hôpital général de Nipissing Ouest**

**West Nipissing General Hospital**

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TEL: (705) 753-3110 • FAX: (705) 753-0210

**BOARD OF DIRECTORS**

**Monday, March 9<sup>th</sup>, 2020 at 18:30 p.m. (Boardroom)**

**- MINUTES -**

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Present:

Collin Bourgeois  
Cynthia Désormiers\*  
Robert Pilon  
Eric Stevens  
Mary Willemsen (via teleconference)  
Daniel Richard  
Renée Ragnitz  
Ryan Jeffers, guest\*  
Dr. Klère Bourgault  
Janet Parsons

Regrets:

Leo Malette  
Dr. Ben Lalonde  
Jo-Ann Labelle\*  
Jamie Restoule  
Julie St.Jacques

Howard Longfellow

Amylee Laforest, recorder\*

**1. Call to Order**

The meeting was called to order at 18:30 hours by the Chair.

**2. Education Session – Melissa Mathieu, Rehabilitation**

Melissa Mathieu provided an educational presentation on the Rehabilitation department.

**3. Declaration of Conflict of Interest / Declaration of Pecuniary Interest**

No conflicts were declared.

**4. Approval of Consent Agenda**

Moved by Janet Parsons and seconded by Robert Pilon

«THAT THE CONSENT AGENDA FOR THE BOARD OF DIRECTORS MEETING OF MARCH 9<sup>TH</sup>, 2020 BE ACCEPTED AS PRESENTED,

**WITH THE FOLLOWING ITEMS:**

- .1 PRESIDENT & CEO NEWSLETTER – MARCH 2020
- .2 BOARD OF DIRECTORS MEETING MINUTES – FEBRUARY 10, 2020
- .3 FINANCE & AUDIT COMMITTEE MEETING – JANUARY 28, 2020
- .4 HEALTH CARE QUALITY MINUTES – OCTOBER 16, 2019
- .5 ETHICS COMMITTEE MINUTES **-NONE-**
- .6 ALLIANCE CENTRE ADVISORY COMMITTEE MINUTES **-NONE-**
- .7 WNGH FOUNDATION BOARD MINUTES – JANUARY 14, 2020
- .8 BOARD MEETING EVALUATION RESULTS – FEBRUARY 10, 2020 »

**Carried M-20-19**

**5. Approval of Regular Agenda**

Moved by Daniel Richard and seconded by Renée Ragnitz

«THAT REGULAR AGENDA FOR THE BOARD OF DIRECTORS MEETING OF MARCH 9, 2020 BE ACCEPTED AS PRESENTED. »

**Carried M-20-20**



## **Regular Agenda**

### **.1 Chief of Staff Report**

Dr. Bourgault announced that this is her last meeting as Chief of Staff as her term in coming to end. Members were informed that we are facing staffing issues as one full-time hospitalist will be resigning as of May 1. Until Dr. Désormiers returns from maternity leave in July, there will be approximately a two month gap where there will be a struggle to cover in-patient services, especially during the week. We are currently recruiting for a hospitalist. It was noted that most in-patients are followed by the hospitalist since most family physicians no longer follow their own patients.

### **.2 Credentials Committee Minutes – January 16, 2020**

Moved by Eric Stevens and seconded by Janet Parsons

«THAT THE MINUTES FROM THE JANUARY 16<sup>TH</sup>, 2020 CREDENTIALS COMMITTEE MEETINGS BE ACCEPTED AS PRESENTED. »

**Carried M-20-21**

### **.3 Medical Advisory Committee Minutes – January 16, 2020**

Moved by Robert Pilon and seconded by Mary Willemssen

«THAT THE MINUTES FROM THE JANUARY 16<sup>TH</sup>, 2020 MEDICAL ADVISORY COMMITTEE MEETINGS BE ACCEPTED AS PRESENTED. »

**Carried M-20-22**

### **.4 Medical Advisory Committee Recommendations – February 20, 2020**

Moved by Daniel Richard and seconded by Robert Pilon

«THAT THE RECOMMENDATIONS ARISING FROM THE MEDICAL ADVISORY COMMITTEE MEETING OF FEBRUARY 20<sup>TH</sup>, 2020 BE ACCEPTED AS AMENDED TO INCLUDE THE REMOVAL OF:

- « That the status of **ASSOCIATE MEMBER in INTERNAL MEDICINE** be recommended at the WNGH for the 2020-2021 fiscal year, effective April 1<sup>st</sup>, 2020 to April 15<sup>th</sup>, 2020 and **ACTIVE MEMBER in INTERNAL MEDICINE** effective April 16<sup>th</sup>, 2020 until March 31<sup>st</sup>, 2021 to the following physician:
  - Dr. Maya DeZoysa. » »

**Carried M-20-23**

### **.5 Quality Improvement Plan 2019-2020 Progress Report**

The 2019-2020 Quality Improvement Plan Progress Report was included in members' packages for review.

Moved by Janet Parsons, seconded by Eric Stevens

«THAT THE 2019-2020 QUALITY IMPROVEMENT PLAN BE ACCEPTED AS PRESENTED. »

**Carried M-20-24**



.6 Quality Improvement Plan 2020-2021

The 2020-2021 Quality Improvement Plan was included in members' packages for review.

Moved by Daniel Richard, seconded by Renée Ragnitz

«THAT THE 2020-2021 QUALITY IMPROVEMENT PLAN BE ACCEPTED AS PRESENTED. »

**Carried M-20-25**

.7 TGLN: Results of Ontario's Organ & Tissue Donation and Transplantation 2020

A media release from the Trillium Gift of Life Network was included in members' packages for review. It was noted that in 2019, Ontario set new records for the most organs donated and transplanted in a single year. Cynthia Désormiers informed members that TGLN is now allowing MAID candidates to donate organs and tissues.

.8 LSAA 2020-2021

Correspondence from the NE LHIN relating to the 2020-2021 LSAA was included in members' packages for review. It was noted that our LSAA is being extended until June 30, 2020 due to the transition to Ontario Health.

.9 HSAA 2020-2021

Correspondence from the NE LHIN relating to the 2020-2021 HSAA was included in members' packages for review. It was noted that our HSAA is being extended until June 30, 2020 due to the transition to Ontario Health.

.10 MSAA 2020-2021

Correspondence from the NE LHIN relating to the 2020-2021 MSAA was included in members' packages for review. It was noted that our MSAA is being extended until June 30, 2020 due to the transition to Ontario Health.

.11 AGM Date

After a brief discussion, members were in agreement to hold the Annual General Meeting on June 29<sup>th</sup> if the Auditor report is available. We will hold the regular Board of Directors meeting on June 29<sup>th</sup> prior to the AGM. It was noted that there will be no meeting on Monday, June 8<sup>th</sup>.

.12 President & CEO Performance Evaluation

The group received a hard copy of the President & CEO Performance Appraisal evaluation. Members were reminded to return the completed evaluation to the Board Chair by April 1<sup>st</sup>, 2020.

.13 Chief of Staff Performance Evaluation

The group received a hard copy of the Chief of Staff Performance Appraisal evaluation. Members were reminded to return the completed evaluation to the Board Chair by April 1<sup>st</sup>, 2020.



.14 Succession Planning for President & CEO/Senior Management #730.03

Moved by Eric Stevens and seconded by Renée Ragnitz

«THAT THE SUCCESSION PLANNING FOR PRESIDENT & CEO/SENIOR  
MANAGEMENT POLICY #730.03 BE ACCEPTED AS PRESENTED. »

**Carried M-20-26**

.15 Annual Capital Plan

Moved by Daniel Richard and seconded by Janet Parsons

«THAT THE CAPITAL BUDGET PLAN FOR 2020-2021 BE ACCEPTED AS  
PRESENTED. »

**Carried M-20-27**

.16 Annual Operation Budget

Moved by Robert Pilon and seconded by Eric Stevens

«THAT THE OPERATING BUDGET PLAN FOR 2020-2021 BE ACCEPTED AS  
PRESENTED. »

**Carried M-20-28**

.17 April Meeting Date

Due to the regular Board meeting falling on Easter Monday, Amylee Laforest with email  
out a doodle poll to determine the preferred date of the April Board of Directors meeting.

.18 Quality & Risk Management Issues

The following reports from January 1<sup>st</sup>, to December 31<sup>st</sup>, 2019 were included in  
members' packages for review and discussion as presented by Cynthia Désormiers:

- Critical Incidents
- Sentinel Reports
- Medication Improvement Report
- Falls Investigation Report
- Left Without Being Seen

.19 Policy Review

.1 Executive Direction Policy #730-17

Moved by Renée Ragnitz and seconded by Robert Pilon

«THAT THE EXECUTIVE DIRECTION POLICY #730-17 BE ACCEPTED AS  
PRESENTED. »

**Carried M-20-29**

.2 Political Contributions Policy #730-30

Moved by Janet Parsons and seconded by Eric Stevens

«THAT THE POLITICAL CONTRIBUTIONS POLICY #730-30 BE ACCEPTED  
AS PRESENTED. »

**Carried M-20-30**

.3 Quality Improvement & Risk Management Policy #730-42

Moved by Renée Ragnitz and seconded by Eric Stevens

«THAT THE QUALITY IMPROVEMENT & RISK MANAGEMENT POLICY #730-  
42 BE ACCEPTED AS PRESENTED. »



**Carried M-20-31**

**6. Adjournment**

The Meeting Effectiveness Survey will be provided to members via Survey Monkey.

Moved by Mary Willemssen and seconded by Robert Pilon

«THAT THE MEETING OF THE BOARD OF DIRECTORS OF MARCH 9, 2020 BE  
ADJOURNED AT 2006 HOURS.»

**Carried M-20-32**

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Collin Bourgeois, Chair

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Amylee Laforest, Recorder