



Hôpital général de Nipissing Ouest

West Nipissing General Hospital

725, chemin Coursol Road, Sturgeon Falls, ON P2B 2Y6  
TEL: (705) 753-3110 • FAX: (705) 753-0210

## BOARD OF DIRECTORS

Monday, June 8<sup>th</sup>, 2020 at 18:30 p.m. (Zoom)

- MINUTES -

### Present:

Collin Bourgeois  
Cynthia Désormiers\*  
Eric Stevens  
Mary Willemsen  
Janet Parsons  
Leo Malette  
Dr. Ben Lalonde  
Sandra Lacoursiere\*  
Jamie Restoule  
Julie St. Jacques  
Howard Longfellow  
Dan St. Georges, guest\*

### Regrets:

Renée Ragnitz  
Robert Pilon  
Daniel Richard  
Dr. Klère Bourgault

#### 1. Call to Order

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

#### 2. Education Session – **-NONE-**

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

No conflicts were declared.

#### 4. Approval of Consent Agenda

Moved by Howie Longfellow and seconded by Julie St. Jacques

«THAT THE CONSENT AGENDA FOR THE BOARD OF DIRECTORS MEETING OF JUNE 8<sup>TH</sup>, 2020 BE ACCEPTED AS PRESENTED,

##### **WITH THE FOLLOWING ITEMS:**

- .1 PRESIDENT & CEO NEWSLETTER – JUNE 2020
- .2 BOARD OF DIRECTORS MEETING MINUTES – MAY 11, 2020
- .3 FINANCE & AUDIT COMMITTEE MEETING – FEBRUARY 25, 2020
- .4 HEALTH CARE QUALITY MINUTES – **-NONE-**
- .5 ETHICS COMMITTEE MINUTES **-NONE-**
- .6 ALLIANCE CENTRE ADVISORY COMMITTEE MINUTES **-NONE-**
- .7 WNGH FOUNDATION BOARD MINUTES **-NONE-**
- .8 BOARD MEETING EVALUATION RESULTS – MAY 11, 2020 »

Carried M-20-68

#### 5. Approval of Regular Agenda

Moved by Janet Parsons and seconded by Mary Willemsen

«THAT REGULAR AGENDA FOR THE BOARD OF DIRECTORS MEETING OF JUNE 8, 2020 BE ACCEPTED AS AMENDED TO INCLUDE:

- *Item 6.1 Patient Story – Thank you Letter: K. Smith. »*

Carried M-20-69



## Regular Agenda

.1 Chief of Staff Report

Dr. Ben Lalonde provided an update on a few changes in the ED with new physicians. There is a need to formalize a position with respect to operations where MD voices can be heard through proper channels. It was noted that the Medical Director for the LTC is resigning as of September 1, 2020 a posting has been circulated and there are interested physicians.

.2 Credentials Committee Minutes – April 16, 2020

Moved by Leo Malette and seconded by Jamie Restoule

«THAT THE MINUTES FROM THE APRIL 16, 2020 CREDENTIALS COMMITTEE MEETINGS BE ACCEPTED AS PRESENTED. »

**Carried M-20-70**

.3 Medical Advisory Committee Minutes – April 16, 2020

Moved by Howie Longfellow and seconded by Julie St. Jacques

«THAT THE MINUTES FROM THE APRIL 16, 2020 MEDICAL ADVISORY COMMITTEE MEETINGS BE ACCEPTED AS PRESENTED. »

**Carried M-20-71**

.4 Medical Advisory Committee Recommendations – May 21, 2020

Moved by Leo Malette and seconded by Mary Willemsen

«THAT THE RECOMMENDATIONS ARISING FROM THE MEDICAL ADVISORY COMMITTEE MEETING OF MAY 21, 2020 BE ACCEPTED AS PRESENTED. »

**Carried M-20-72**

.5 Appointment of Auditors

Moved by Janet Parsons and seconded by Julie St. Jacques

«THE FINANCE AND AUDIT COMMITTEE RECOMMENDS THAT THE WEST NIPISSING GENERAL HOSPITAL BOARD OF DIRECTORS APPOINT BDO CANADA LLP AS THE ACCOUNTING FIRM OF THE CORPORATION TO HOLD OFFICE UNTIL THE CLOSE OF THE NEXT ANNUAL GENERAL MEETING OF THE WEST NIPISSING GENERAL HOSPITAL. »

**Carried M-20-73**

.6 Approve Cyber Risk Insurance

Moved by Jamie Restoule and seconded by Eric Stevens

«THE WEST NIPISSING GENERAL HOSPITAL BOARD OF DIRECTORS APPROVES THE CYBER RISK INSURANCE RENEWAL AS PRESENTED. »

**Carried M-20-74**

.7 BPSAA Public Reporting & Attestation

Moved by Leo Malette and seconded by Janet Parsons

«WHEREAS THE FINANCE AND AUDIT COMMITTEE HAS REVIEWED THE REPORT OF THE USE OF CONSULTANTS BY THE WEST NIPISSING GENERAL HOSPITAL FOR THE PERIOD OF APRIL 1<sup>ST</sup>, 2019 TO MARCH 31<sup>ST</sup>, 2020,

LET IT BE RESOLVED THAT THE BOARD OF DIRECTORS APPROVES THE ATTESTATION PREPARED IN ACCORDANCE WITH THE BROADER PUBLIC SECTOR ACCOUNTABILITY ACT, 2010 (BPSAA) AND BASED ON THE USE OF



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CONSULTANTS REPORT FOR THE PERIOD OF APRIL 1<sup>ST</sup>, 2019 TO MARCH 31<sup>ST</sup>, 2020 AND AUTHORIZES THE REPORT TO BE POSTED ON ITS PUBLIC WEBSITE. »

**Carried M-20-75**

Moved by Howie Longfellow and seconded by Mary Willemssen  
«THAT THE BOARD OF DIRECTORS, IN COMPLIANCE WITH THE BROADER PUBLIC SECTOR ACCOUNTABILITY ACT (BPSAA), 2010, ATTESTS TO THE ACCURACY OF THE REPORT OF EXPENSE CLAIMS OF THE BOARD MEMBERS AND SENIOR MANAGERS FOR THE CONSOLIDATION PERIOD OF OCTOBER 1<sup>ST</sup>, 2019 TO MARCH 31<sup>ST</sup> 2020 AND AUTHORIZES THE REPORT BE POSTED ON ITS PUBLIC WEBSITE. »

**Carried M-20-76**

.8 Regular Director Declaration and Consent / Conflict of Interest

There forms will be sent via email to all members to sign and return via email or return to the hospital.

.9 Succession Planning

The Succession Planning policy #200.105 was prepared and shared with Board members for management succession planning.

.10 Audit Report

Julie St. Jacques, Chair of the Finance & Audit Committee shared highlighted parts of the unaudited financial statements and audit report for the year ending March 31, 2020. Julie St. Jacques noted it was a clean audit report.

Moved by Howie Longfellow and seconded by Jamie Restoule  
«THAT THE BOARD OF DIRECTORS APPROVES BDO CANADA LLP'S AUDIT REPORT OF THE FINANCIAL STATEMENTS OF THE WEST NIPISSING GENERAL HOSPITAL FOR THE YEAR ENDED MARCH 31<sup>ST</sup>, 2020, AS PRESENTED. »

**Carried M-20-77**

.11 SAA Communiqué

A communiqué from the NE LHIN ( Ontario Health North ) was included in members' packages. It was noted that the existing Service Accountability Agreements (H-SAA, L-SAA, M-SAA) for the 2020-2021 fiscal year will be extended until March 31, 2020.

.12 COVID-19 Update

Cynthia Desormiers and Dr. Lalonde outlined an update on COVID-19 relating to our re-start plan. The Board of Directors were updated on COVID-19 related expenses and changes in revenue.

.13 Policy Review

.1 Code of Conduct #730-05

Moved by Eric Stevens and seconded by Mary Willemssen  
«THAT THE CODE OF CONDUCT POLICY #730-05 BE ACCEPTED AS PRESENTED. »

**Carried M-20-78**



.2 Board Job Description #730-21

Moved by Janet Parsons and seconded by Leo Malette

«THAT THE BOARD JOB DESCRIPTION POLICY #730-21 BE ACCEPTED AS PRESENTED. »

**Carried M-20-79**

.3 Confidentiality for Board of Directors #730-25

Moved by Jamie Restoule and seconded by Julie St. Jacques

«THAT THE CONFIDENTIALITY FOR BOARD OF DIRECTORS POLICY #730-25 BE ACCEPTED AS PRESENTED. »

**Carried M-20-80**

.4 Board of Directors Accountability #730-33

Moved by Howie Longfellow and seconded by Eric Stevens

«THAT THE BOARD OF DIRECTORS ACCOUNTABILITY POLICY #730-33 BE ACCEPTED AS PRESENTED. »

**Carried M-20-81**

.14 Correspondence

.1 Patient Story – Thank you Letter: K. Smith

A thank you letter from K. Smith and family to express gratitude to the Emergency Department staff and physicians was shared with members.

## 6. Adjournment

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

Moved by Janet Parsons and seconded by Leo Malette

«THAT THE MEETING OF THE BOARD OF DIRECTORS OF JUNE 8, 2020 BE ADJOURNED AT 19:45 HOURS.»

**Carried M-20-82**

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Collin Bourgeois, Chair

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Cynthia Desormiers, Recorder