



**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, October 19<sup>th</sup>, 2020 at 18:30 p.m. (Zoom)**

**- MINUTES -**

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**Present:**

Collin Bourgeois  
Cynthia Désormiers\*  
Eric Stevens  
Janet Parsons  
Dr. Ben Lalonde (left @ 18 :46)  
Sandra Lacoursiere\*  
Jamie Restoule  
Julie St.Jacques  
Howard Longfellow  
Renée Ragnitz  
Robert Pilon  
Daniel Richard  
Dr. Klère Bourgault  
Leo Malette  
Dr. Yves Vaillancourt (left @ 19:26)  
Dan St. Georges, guest\*

**Regrets:**

Mary Willemsen

**1. Call to Order**

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

**2. Education Session – Tips for Directors**

An excerpt from the Ontario Hospital Association's 3rd edition of A Guide to Good Governance was included in members' packages for review and discussion. Cynthia Desormiers provided members with a high level overview of the duties and obligations of directors, including ex-officio and non-voting directors. A good discussion was had on the importance of declaring conflicts of interest when one arises and on maintaining confidentiality when it comes to directors who may sit on additional boards or who represent different community organizations.

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

No conflicts were declared.

**4. Approval of Consent Agenda**

Moved by Eric Stevens and seconded by Julie St. Jacques

«THAT THE CONSENT AGENDA FOR THE BOARD OF DIRECTORS MEETING OF OCTOBER 19<sup>TH</sup>, 2020 BE ACCEPTED AS PRESENTED,

**WITH THE FOLLOWING ITEMS:**

- .1 PRESIDENT & CEO NEWSLETTER – OCTOBER 2020
- .2 BOARD OF DIRECTORS MEETING MINUTES – SEPTEMBER 14, 2020
- .3 FINANCE & AUDIT COMMITTEE MEETING – MAY 26, 2020
- .4 HEALTH CARE QUALITY MINUTES – **-NONE-**
- .5 ETHICS COMMITTEE MINUTES – **-NONE-**
- .6 ALLIANCE CENTRE ADVISORY COMMITTEE MINUTES – JUNE 9, 2020
- .7 WNGH FOUNDATION BOARD MINUTES – JUNE 30, 2020
- .8 BOARD MEETING EVALUATION RESULTS – SEPTEMBER 14, 2020 »

**Carried M-20-108**



## 5. Approval of Regular Agenda

Moved by Janet Parsons and seconded by Jamie Restoule

«THAT REGULAR AGENDA FOR THE BOARD OF DIRECTORS MEETING OF OCTOBER 19, 2020 BE ACCEPTED AS PRESENTED. »

**Carried M-20-109**

### Regular Agenda

.1 Chief of Staff Report

Dr. Ben Lalonde informed members that the Medical Advisory Committee will be discussing creating a new role for Chief of Inpatient Services to help ensure quality patient care. It was also noted that Dr. Lalonde has been in contact with the Family Health Team about bringing the group back into the fold this would hopefully assist with physician recruitment and retention in order to minimize the risk of burnout.

.2 Credentials Committee Minutes – June 18, 2020

Dr. Yves Vaillancourt noted that he has requested more NOSM students, and as such we are seeing an increase in students in the emergency department, this includes third year Community Clerkship students from North Bay and fourth year residents from Sudbury.

Moved by Julie St. Jacques and seconded by Howie Longfellow

«THAT THE MINUTES FROM THE JUNE 18, 2020 CREDENTIALS COMMITTEE MEETINGS BE ACCEPTED AS PRESENTED. »

**Carried M-20-110**

.3 Medical Advisory Committee Minutes – June 18, 2020

Moved by Renée Ragnitz and seconded by Robert Pilon

«THAT THE MINUTES FROM THE JUNE 18, 2020 MEDICAL ADVISORY COMMITTEE MEETINGS BE ACCEPTED AS PRESENTED. »

**Carried M-20-111**

.4 Medical Advisory Committee Recommendations – September 17, 2020

Moved by Daniel Richard and seconded by Leo Malette

«THAT THE RECOMMENDATIONS ARISING FROM THE MEDICAL ADVISORY COMMITTEE MEETING OF SEPTEMBER 17, 2020 BE ACCEPTED AS PRESENTED. »

**Carried M-20-112**

.5 TGLN: Routine Notification Rate Q1 & YTD

The Routine Notification Rate from TGLN for Q1 was included in members' packages for review. Sandra Lacoursière noted that we continue to meet with TGLN quarterly and that the WNGH remains 100% compliant.

.6 HR Capital Plan 2020-21-22

The HR Capital Plan for 2020-21-22 was included in members' packages for review and discussion. It was noted that this list includes staff who are eligible to retire, this does not mean that they have retired or have plans to retire. Sandra Lacoursiere noted that we continue to actively recruit nursing staff with 1-2 interviews per week. A good discussion was had in regards to the ongoing absenteeism and staffing challenges WNGH is facing.



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Dr. Yves Vaillancourt explained that often there isn't a real consequence to continual absenteeism, which creates an ongoing cycle.

.7 Hospital Accountability Planning Submission (HAPS) Update - deferred

It was noted that the Hospital Accountability Planning Submission has been deferred.

.8 Board of Director Accountability Statement & Signature

Policy #730.33 Board of Director's Accountability was included in members' packages for review and signature. The policy was revised to include Appendix A – Accountability Statement & Signature. Members are asked to review the policy and sign off on Appendix and return it to Amylee Laforest either electronically or in person.

.9 Medical Clinic Update

Cynthia Desormiers informed members that the notice that was sent to Jenifer Roy of the Family Health Team was not acknowledged. Though, we have received notice that Dr. Vincenzo Susini and Dr. Martin Desjardins will be vacating by November 1, 2020. Cynthia Desormiers will follow up with Dr. Morrison, Dr. Katsuno and Jenifer Roy to confirm moving dates. It was noted that Dr. Guy Labelle signed a new one-year lease to remain onsite.

.10 COVID-19 Update

It was noted that with an increase COVID-19 cases throughout the province, the district of Nipissing Parry Sound remain a green zone. The regions of York, Peel, Toronto and Ottawa are now red zones and have been scaled back to modified Stage 2 protocols.

The Assessment Centre continues to be open Monday to Friday from 10:00 AM to 4:00 PM. Volumes have decreased since directions for testing of children and asymptomatic individuals have been revised. There continues to be a 2-5 day turnaround period for testing and results. Though, it seems there is a better handle on the laboratory processes and updating of results.

All new admissions are being swabbed and isolated until results are back. Sandra Lacoursiere noted that we continue to test LTC staff and residents twice a month. We have recently started restricting visitors from the red zones in order to protect patients, residents and staff.

Daniel St. Georges informed the group that we have received \$140,000 of COVID-19 funding for March and April. We have yet to receive funding for May, June, July, and August and we are unsure whether we will be able to claim COVID-19 expenses for September.

Over all, WNGH remains vigilant and prepared with adequate supplies and controls in place.

.11 CT Scanner Update

It was noted that the CT scanner installation and renovations are progressing well. Cynthia Desormiers announced that the CT scanner machine is being delivered this week. The requisition for CT scans has been created and provided to physicians as we are officially booking appointments for November. We are on target with meeting all



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Ministry deadlines. We have received appropriate licenses and designations in order to operate and charge for CT scans. The vendor will be onsite for two weeks to train staff.

It was noted that Dr. Hodge and the North Bay Radiology Group has purchased and absorbed the costs of the equipment required to read our scans.

We have hired one (1) full-time medical radiation technologist for day time operations, and part-time technologists for evenings and after-hours on-call operations.

A good discussion was had on concern relating to the stress put on staff due to the implementation of this change. It was agreed that the stress placed on staff due to daily transfers to North Bay outweighs the stress of adopting changes. A good news story such as this is good for overall employee and community moral.

Cynthia Desormiers announced that the Foundation received a very generous donation of \$100,000 from the Caisse Alliance for the CT scanner. This is the second significant donation the Caisse Alliance has given us over the years.

**.12 Policy Review**

Members discussed moving forward with changing mention of the NE LHIN to Ontario Health (North) in all policies without having to bring them all forward for individual approval as it's a change to the agency name and not an actual policy change.

Moved by Leo Malette and seconded by Daniel Richard

«THAT THE BOARD OF DIRECTORS APPROVES CHANGING "NE LHIN" TO "ONTARIO HEALTH (NORTH) IN ALL POLICIES WITHOUT NEEDING INDIVIDUAL APPROVAL OF POLICY CHANGE. »

**Carried M-20-113**

**1. Closed Sessions of the Board #730-11**

Moved by Janet Parsons and seconded by Jamie Restoule

«THAT THE CLOSED SESSIONS OF THE BOARD POLICY #730-11 BE ACCEPTED AS PRESENTED. »

**Carried M-20-114**

**2. Director Education #730-31**

Moved by Julie St. Jacques and seconded by Eric Stevens

«THAT THE DIRECTOR EDUCATION POLICY #730-31 BE ACCEPTED AS PRESENTED. »

**Carried M-20-115**

**3. Community Needs Assessments #730-38**

Moved by Robert Pilon and seconded by Howie Longfellow

«THAT THE COMMUNITY NEEDS ASSESSMENTS POLICY #730-38 BE ACCEPTED AS PRESENTED. »

**Carried M-20-116**



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4. Gift Acceptance & Donations #730-66

Moved by Daniel Richard and seconded by Leo Malette

«THAT THE GIFT ACCEPTANCE & DONATIONS POLICY #730-66 BE  
ACCEPTED AS PRESENTED. »

**Carried M-20-117**

5. Donor Privacy Policy #730-67

Moved by Renée Ragnitz and seconded by Eric Stevens

«THAT THE DONOR PRIVACY #730-67 BE ACCEPTED AS PRESENTED. »

**Carried M-20-118**

6. Active Offer of FLS in Health Care #730-68

Moved by Julie St. Jacques and seconded by Renée Ragnitz

«THAT THE ACTIVE OFFER OF FLS IN HEALTH CARE POLICY #730-68 BE  
ACCEPTED AS PRESENTED. »

**Carried M-20-119**

**6. Adjournment**

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

Moved by Janet Parsons and seconded by Jamie Restoule

«THAT THE MEETING OF THE BOARD OF DIRECTORS OF OCTOBER 19, 2020 BE  
ADJOURNED AT 20:06 HOURS.»

**Carried M-20-120**

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Collin Bourgeois, Chair

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Amylee Laforest, Recorder