



# Hôpital général de Nipissing Ouest West Nipissing General Hospital

725, chemin Coursol Road, Sturgeon Falls, ON P2B 2Y6

## BOARD OF DIRECTORS

Tuesday, October 10<sup>th</sup>, 2023 at 18:30 (Boardroom / Zoom)

### - MINUTES -

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Present:

Sue LeBeau\*  
Jennifer Moore\*  
Jamie Restoule, Chair  
Dr. Ben Lalonde  
Collin Bourgeois  
Fern Crépeau  
Eric Stevens  
Barry Bertrand  
Chris Wielusiewicz  
Renée Ragnitz  
Kimberley Lachapelle-Palamar  
Steffi Wittmaack\*  
Megan Lacelle, Recorder\*

Regrets:

Daniel Richard  
Robert Sutherland  
Dr. Yves Vaillancourt

#### 1. **Call to Order**

The meeting was called to order at 18:35 hours.

#### 2. **Land Acknowledgement**

The Chair noted that we would like to acknowledge that this meeting is being held on the traditional lands of the Nipissing, Temagami and Dokis people and we pay our respect to the elders both past and present.

#### 3. **Introduction of New Director**

Sue LeBeau introduced Kimberley Lachapelle-Palamar as a new Director of the Board.

#### 4. **Declaration of Conflict of Interest / Declaration of Pecuniary Interest**

No conflicts of interest or pecuniary interest were declared.

#### 5. **Approval of Consent Agenda**

Moved by Barry Bertrand and seconded by Fern Crépeau

«THAT THE CONSENT AGENDA FOR THE BOARD OF DIRECTORS MEETING OF OCTOBER 10<sup>th</sup>, 2023, INCLUDING MINUTES, REPORTS AND RECOMMENDATIONS BE ACCEPTED AS PRESENTED,

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

- .1 PRESIDENT & CEO NEWSLETTER – OCTOBER 2023
- .2 BOARD OF DIRECTORS MEETING MINUTES – SEPTEMBER 11, 2023
- .3 FINANCE & AUDIT COMMITTEE MINUTES – OCTOBER 3, 2023
- .4 HEALTH CARE QUALITY MINUTES – **-NONE-**
- .5 ETHICS COMMITTEE MINUTES **-NONE-** next meeting in Nov.



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- .6 ALLIANCE CENTRE ADVISORY COMMITTEE MINUTES **-NONE-**
- .7 WNGH FOUNDATION BOARD MINUTES – SEPTEMBER 12, 2023
- .8 WNGH FOUNDATION AGM MINUTES – JUNE 14, 2023
- .9 CREDENTIAL COMMITTEE MINUTES – SEPTEMBER 19, 2023
- .10 MEDICAL ADVISORY COMMITTEE MINUTES – SEPTEMBER 19, 2023
- .11 FINANCE REPORTS **-NONE-** new CFO compiling
- .12 BOARD EFFECTIVENESS SURVEY RESULTS – SEPTEMBER 11, 2023
- .13 SEMI-ANNUAL QUALITY REPORTS. »

**Carried M-23-59**

## 6. Approval of Regular Agenda

Moved by Renée Ragnitz and seconded by Collin Bourgeois

«THAT THE REGULAR AGENDA FOR THE BOARD OF DIRECTORS MEETING OF OCTOBER 10<sup>TH</sup>, 2023 BE ACCEPTED AS PRESENTED. »

**Carried M-23-60**

## 7. Regular Agenda

### .1 President & CEO Update

Sue LeBeau updated the Board on the following subjects:

- Physician staffing: we are in process of welcoming an ED Physician, and will welcome a Hospitalist in the summer of 2026.
- P4R funding: we received \$150K, to support ED patient flow. Also, we will be adding an NCU charge nurse, and are exploring ad hoc Security for ED.
- Non-urgent patient transport: we are working with the OHT to look at where stretcher patients are coming and/or going. Also, we are exploring splitting costs for non-inter-hospital transfers between hospitals, OHT and a moderate payment by patients.
- Partnership with CHC: we will be offering a 12 week falls prevention program for our patients.
- Our new CFO is compiling reports in Finance.

### .2 Chief of Staff Report

Dr. Ben Lalonde updated the Board on how the hospital is still working hard on making sure that all the ED shifts are covered by physicians. The Board and CEO conveyed their appreciation for our Physician Team.

### .3 Medical Advisory Committee Recommendations – September 19, 2023

Moved by Chris Wielusiewicz and seconded by Barry Bertrand

«THAT THE RECOMMENDATIONS ARISING FROM THE MEDICAL ADVISORY COMMITTEE MEETING OF SEPTEMBER 19<sup>th</sup>, 2023 BE ACCEPTED AS PRESENTED.»

**Carried M-23-61**

### .4 Review of Board Committee Terms of Reference

#### a. Ethics



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Moved by Fern Crépeau and seconded by Kimberley Lachapelle-Palamar  
«THAT THE ETHICS COMMITTEE TERMS OF REFERENCE BE AMENDED TO  
INCLUDE:

- REPLACING MEMBERS OF THE CLERGY WITH SPIRITUAL  
LEADER(S). »

**Carried M-23-62**

## **b. Health Care Quality**

Moved by Collin Bourgeois and seconded by Chris Wielusiewicz  
«THAT THE HEALTH CARE QUALITY COMMITTEE TERMS OF REFERENCE  
BE APPROVED AS PRESENTED. »

**Carried M-23-63**

## **c. Finance & Audit**

Moved by Barry Bertrand and seconded by Renée Ragnitz  
«THAT THE FINANCE & AUDIT COMMITTEE TERMS OF REFERENCE BE  
AMENDED TO INCLUDE MINOR CORRECTIONS. »

**Carried M-23-64**

## **d. Executive & Governance -DEFERRED-**

### .5 Election of Co-Chair for Board

Moved by Collin Bourgeois and seconded by Fern Crépeau  
«THAT BARRY BERTRAND BE APPOINTED THE CO-CHAIR OF THE BOARD.»

**Carried M-23-65**

### .6 Slate of Board of Directors for Reappointment

Moved by Eric Stevens and seconded by Chris Wielusiewicz  
«THAT THE SLATE OF BOARD DIRECTORS BE REAPPOINTED FOR THE TERM  
ENDING IN JUNE 2024 AT THE ANNUAL GENERAL MEETING, WITH THE  
MEMBERSHIP AS FOLLOWS:

- JAMIE RESTOULE, CHAIR
- FERNAND CREPEAU, TREASURER
- BARRY BERTRAND, VICE-CHAIR
- RENEE RAGNITZ, DIRECTOR
- DANIEL RICHARD, DIRECTOR
- ERIC STEVENS, DIRECTOR
- CHRISTOPHER WIELUSIEWICZ, DIRECTOR
- ROBERT SUTHERLAND, DIRECTOR
- COLLIN BOURGEOIS, DIRECTOR
- KIMBERLEY LACHAPELLE-PALAMAR, DIRECTOR
- SUE LEBEAU, PRESIDENT & CEO/SECRETARY
- JENNIFER MOORE, CHIEF NURSING EXECUTIVE
- STEFFI WITTMAACK, CHIEF FINANCIAL OFFICER
- DR. BENJAMIN LALONDE, CHIEF OF STAFF
- DR. YVES VAILLANCOURT, PRESIDENT OF MEDICAL STAFF»

**Carried M-23-66**

### .7 Slate of Board Committee Members



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Moved by Fern Crépeau and seconded by Barry Bertrand

«THAT THE SLATE OF COMMITTEES OF THE BOARD BE APPROVED AS PRESENTED.»

**Carried M-23-67**

.8 Scorecard Q1 Report

Sue LeBeau presented the scorecard report for Q1.

.9 HIRF & Capital Project Update

Sue LeBeau presented the Capital Budget Draft for 2023. She disclosed that the hospital got \$126K for this fiscal year for infrastructure. Also, Sue mentioned that the sprinkler project is almost finished.

.10 Succession Plan Review

Sue LeBeau noted that annually she is required to provide a documented process for leadership succession should the President & CEO position become vacant due to sudden or planned leave. It was noted that a collaborative approach would be suggested, with the Chief Nursing Executive as the acting CEO, in partnership with the Chief Financial Officer and Human Resources Manager. A formal letter was provided to the board chair.

Moved by Kimberley Lachapelle-Palamar and seconded by Renée Ragnitz

«THAT THE SUCCESSION PLANNING FOR THE PRESIDENT & CEO BE ACCEPTED AS PRESENTED. »

**Carried M-23-68**

.11 BPS Attestation

Sue LeBeau presented the Senior Management travel expenses from April 1 – September 30, 2022 as well as October 1, 2022 – March 31, 2023. Sue also presented the report on use of consultants and contractors from April 1, 2022 – March 31, 2023.

Moved by Eric Stevens and seconded by Collin Bourgeois

«THAT THE BPS ATTESTATION REPORTS BE ACCEPTED AS PRESENTED. »

**Carried M-23-69**

8. **Closed Session -NONE-**

9. **Adjournment**

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

Moved by Barry Bertrand and seconded by Chris Wielusiewicz

«THAT THE MEETING OF THE BOARD OF DIRECTORS OF OCTOBER 10<sup>TH</sup>, 2023 BE ADJOURNED AT 19:53 HOURS. »

**Carried M-23-70**

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Jamie Restoule, Chair

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Megan Lacelle, Recorder