



# Hôpital général de Nipissing Ouest West Nipissing General Hospital

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

## BOARD OF DIRECTORS

Monday, May 13<sup>th</sup>, 2024 at 18:30 (Boardroom / Zoom)

- MINUTES-

---

Present:

Jamie Restoule, Chair  
Barry Bertrand, Vice-Chair  
Fern Crépeau, Treasurer  
Daniel Richard  
Kimberley Lachapelle-Palamar  
Renée Ragnitz  
Robert Sutherland  
Sue LeBeau\*  
Jennifer Moore\*  
Steffi Wittmaack\*  
Cheryl Cowden, guest  
Megan Lacelle, Recorder\*

Regrets:

Chris Wielusiewicz  
Eric Stevens  
Dr. Yves Vaillancourt  
Dr. Ben Lalonde

### 1. Call to Order

The meeting was called to order at 18:33 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. Education Session/Presentation: Budget Tool Update

Cheryl Cowden updated the Board on the Budget Tool, by explaining the following items:

#### ESM Budget Implementation

- Cheryl is currently working in Phase 4, Integration of System Data and Phase 6, Start-up of Salary Module where they are working on staff schedules. Phase 5, Start-up of GL Module, is currently paused.
- Cheryl explained that building templates is the majority of the work right now.

#### Process so far

- Uploaded all payroll information, including step tables, vacation tables, and all of the detail about what triggers the advancement;
- Employee information, including benefits, step and number of hours worked so far;
- Programming of the benefit rates including assumptions for cost increase and cost sharing rates;
- Grids for part time staff and level for percent for in lieu of benefits and vacation;
- Assumptions for Mandatory benefits like CPP, EI, EHT, WSIB; and
- Assumptions for HOOPP.

#### Budget Challenges Identified

- Lots of staff are being allocated to multiple departments;
- Some of these allocations are not in alignment with the MIS Guidelines; and



# Hôpital général de Nipissing Ouest West Nipissing General Hospital

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

- Need to get an understanding of why allocations are happening to see if any of these can be streamlined.

## **Work still to be completed**

- Review all of the allocations to see if required and ensure adherence to MIS reporting rules;
- Review use of Overtime and Agency staff for budget purposes;
- Download final year end expenses for forecasting once March is complete; and
- Consider expectations for Insurance, Supplies, Utilities, and other items for which we are expecting increases.

## **Sample Budget Reports**

- Cheryl shared a sample of a budget report for a clerk as well as for a Personal Support Worker (PSW).

## **Sample Variance Reports**

- Cheryl explained that in the shared variance report, the legend provided explains the colours represented positive variances, variances that need to be watched and negative variances.
- The categories in this report are based on by the Ministry of Health, Cheryl noted.
- Cheryl also presented a sample variance report from a manager's level.

## **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 MAY 13<sup>th</sup>, 2024, INCLUDING MINUTES, REPORTS AND RECOMMENDATIONS BE ACCEPTED AS PRESENTED,

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

- .1 PRESIDENT & CEO NEWSLETTER – MAY 2024
- .2 BOARD OF DIRECTORS MEETING MINUTES – APRIL 8, 2024
- .3 FINANCE & AUDIT COMMITTEE MINUTES – **NONE**
- .4 HEALTH CARE QUALITY MINUTES – **NONE**
- .5 ETHICS COMMITTEE MINUTES – FEBRUARY 12, 2024
- .6 ALLIANCE CENTRE ADVISORY COMMITTEE MINUTES – **NONE**
- .7 WNGH FOUNDATION BOARD MINUTES – MARCH 12, 2024
- .8 CREDENTIAL COMMITTEE MINUTES – MARCH 19, 2024
- .9 MEDICAL ADVISORY COMMITTEE MINUTES – MARCH 19, 2024
- .10 BOARD EFFECTIVENESS SURVEY RESULTS – APRIL 8, 2024
- .11 CORPORATE SCORECARD REVIEW – **Q4.** »

**Carried M-24-22**

## **6. Approval of Regular Agenda**

Moved by Kimberley Lachapelle-Palamar and seconded by Robert Sutherland

«THAT THE REGULAR AGENDA FOR THE BOARD OF DIRECTORS MEETING OF MAY 13<sup>th</sup>, 2024 BE APPROVED AS AMENDED TO INCLUDE



# Hôpital général de Nipissing Ouest West Nipissing General Hospital

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

- 7.9 – NEXT MEETING TIMES. »

Carried M-24-23

## 7. Regular Agenda

### .1 President & CEO Update

Sue LeBeau updated the Board with the following:

- Meditech go-live remains on track for June 4, 2024. The community will be notified to expect slow-downs and longer wait times, particularly the first week, and likely continuing to a lesser degree thereafter.
- We are starting recruitment for the Vice President Clinical/Chief Nursing Executive role, as Jennifer Moore's last day will be June 7, 2024.
- We successfully recruited a part-time NOSM University-funded Site Coordinator to support Dr. Vaillancourt in hosting 3<sup>rd</sup> year Medical Students.
- Sue met with Kim Lachapelle-Palamar as part of the annual review of hospital insurance policy.
- Sue has reached out to Ontario Health and potentially a 3<sup>rd</sup>-party consultant to evaluate options to address the COVID-related loss of Long-Term Care beds. Senior Team will share progress with the Board, and consult as needed.
- Sue attended the Ontario Health Association (OHA) Health Summit and Small Rural Northern (SRN) Hospital Meeting. Topics included:
  - Urgency of continued advocacy for funding for small rural and northern hospitals
  - Artificial Intelligence's growing role in diagnostics, treatment algorithms and staff assignments, particularly at UHN. We have requested that OHA consider a means for "seed funding" for smaller hospitals to benefit from new AI initiatives which could help us improve patient safety and reduce cost and Health Human Resources (HHR) issues.
- Sue is delighted that today we welcomed Catherine Wang, Assistant Deputy Minister (ADM) for Hospitals, as well as Brian Ktytor, Terry Tilleczek and Lynn Kinuthia from Ontario Health. They were here to see first-hand what WNGH offers to the community, and learn about our reality. Our mayor provided information on our local context, and then our Board Chair, Chief of Staff, Senior Team and clinical managers had candid discussions about our successes and challenges.
- Sue is headed to Queen's Park this week with OHA and a group of SRN hospital CEOs, to continue to remind our Ministry about the value our hospitals add to our local communities and health system, and to advocate for appropriate funding for the services we offer.

### .2 Chief of Staff Report -DEFERRED-

### .3 Medical Advisory Committee Recommendations – April 16, 2024

Moved by Daniel Richard and seconded by Renée Ragnitz

«THAT THE RECOMMENDATIONS ARISING FROM THE MEDICAL ADVISORY COMMITTEE MEETING OF APRIL 16, 2024 BE ACCEPTED AS PRESENTED. »



# Hôpital général de Nipissing Ouest West Nipissing General Hospital

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

**Carried M-24-24**

## .4 Finance Update

Steffi Wittmaack provided a detailed update in the meeting package and added the following:

- The ministry is approving less than requested in cash advances.
- The auditors are coming on Tuesday, May 21, 2024.

## .5 Clinical Update **-DEFERRED-**

## .6 Director Recruitment and Nomination

Moved by Fern Crépeau and seconded by Barry Bertrand

«THAT GINETTE GAGNON JOINS THE WNGH BOARD OF DIRECTORS AS A DIRECTOR AS OF JUNE 2024 TO FINISH THE TERM OF COLLIN BOURGEOIS. »

**Carried M-24-25**

After discussion regarding the recruitment process, it was decided that the vice-chair of the Board of Directors will take responsibility to take part in interviewing candidates going-forward.

Sue LeBeau noted that there were other candidates but due to the Corporate By-Laws stating that a Board Director may not have any relatives that work or worked at WNGH, they unfortunately cannot join the Board of Directors. Sue and Barry Bertrand will review the By-Laws and bring the modifications to next years' annual meeting.

## .7 Top Risks

Sue LeBeau explained the top risks that was included in the meeting package.

## .8 Review Policies

### a) Board Job Description #730-21

Moved by Daniel Richard and seconded by Robert Sutherland

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

**Carried M-24-26**

### b) Board of Director Accountability #730-33

Moved by Kimberley Lachapelle-Palamar and seconded by Barry Bertrand

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

**Carried M-24-27**

### c) Board Remuneration #730-35

Moved by Renée Ragnitz and seconded by Fern Crépeau

«THAT THE BOARD REMUNERATION #730-35 BE ACCEPTED AS PRESENTED. »

**Carried M-24-28**

### d) Closed Sessions of the Board #730-11 **-DEFERRED-**

### e) Chief of Staff Direction #730-18



# Hôpital général de Nipissing Ouest West Nipissing General Hospital

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

Moved by Kimberley Lachapelle-Palamar and seconded by Barry Bertrand  
« THAT THE CHIEF OF STAFF DIRECTION #730-18 BE ACCEPTED AS  
PRESENTED. »

**Carried M-24-29**

## .9 Next Meeting Times

Sue LeBeau informed the Board of Directors that the next meeting consists of the regular Board of Directors meeting, the annual meeting of the Board of Directors and a special meeting of the Board of Directors. The times are as follows:

- 16:00 – Regular Board of Directors Meeting
- 17:30 – Annual Meeting of the Board of Directors
- 18:15 – Special Meeting of the Board of Directors

## 8. **Correspondence**

### 1. One-Time Funding for In-Year Operating Pressures

Sue LeBeau shared the One-time funding for in-year operating pressures letter.

### 2. One-Time Funding for Q4 Temporary Locum Program

Sue LeBeau shared the One-time funding for Q4 temporary locum program letter.

## 9. **Adjournment**

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

Moved by Daniel Richard and seconded by Robert Sutherland

« THAT THE MEETING OF THE BOARD OF DIRECTORS OF MAY 13<sup>TH</sup>, 2024 BE ADJOURNED  
AT 20:15 HOURS. »

**Carried M-24-30**

---

Jamie Restoule, Chair

---

Megan Lacelle, Recorder