



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

Tuesday, June 25th, 2024 at 16:00 (Boardroom / Zoom)

- MINUTES -

Present:

Jamie Restoule, Chair
Barry Bertrand, Vice-Chair
Fern Crépeau, Treasurer
Chris Wielusiewicz
Daniel Richard
Ginette Gagnon
Kimberley Lachapelle-Palamar
Renée Ragnitz
Robert Sutherland
Sue LeBeau*
Steffi Wittmaack*
Gwyn Bailey, guest
Dean Decaire, guest
Megan Lacelle, Recorder*

Regrets:

Eric Stevens
Dr. Yves Vaillancourt*
Dr. Ben Lalonde*

1. Call to Order

The meeting was called to order at 16:17 hours.

2. Education Session – BDO Presentation

Gwyn Bailey presented the draft financial statements for the West Nipissing General Hospital. Dean Decaire let the Board know that there were small changes to be done to the financial statements before the final copy is completed. Within the financial statements, Gwyn went into detail on the following topics:

- Independent Auditor's Report
 - Opinion
 - Restated Comparative Information
- Statement of Financial Position
 - Capital Assets
 - Other Assets
 - Liabilities and Net Assets
 - Net Assets, end of year
- Statement of Operations
 - Revenues
 - Provincial funding/Pressure funding
 - Patient and other
 - Investment income
 - Amortization of deferred capital contributions
 - Expenses
 - Salaries and wages
 - Agency staffing costs
 - Contracted services
 - Other supplies and expenses
 - Bad debts (recovery)
 - Accreditation expense



- Statement of Cash Flow
 - Operating
 - Amortization of capital assets
 - Capital
 - Purchase of capital assets
- Notes to Financial Statements
 - Prior period Adjustment
 - Financial Instrument Classification
 - Ministry of Health Funding
 - Accounts Receivable
 - Allowance for Doubtful Accounts
 - Capital Assets
 - Credit Facility
 - Deferred Contributions
 - Deferred Capital Contributions
 - Post-Employment Benefits Liability
 - Healthcare of Ontario Pension Plan (HOOPP)
 - Invested in Capital Assets
 - Hospital Foundation
 - Commitments and Contingencies
 - Equipment Repair Commitments
 - Grants
 - Legal and Litigation Matters
 - Ontario Bill 124
 - Asset Retirement Obligations
 - Financial Instrument Risk Management
- Schedule of Operations – Hospital Sector (Unaudited)
- Schedule of Operations – Community Mental Health Sector (Unaudited)
- Schedule of Operations – Long-Term Care Sector (Unaudited)

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

No conflicts of interest or pecuniary interest were declared.

4. Approval of Consent Agenda

Moved by Daniel Richard and seconded by Renée Ragnitz

«THAT THE CONSENT AGENDA FOR THE BOARD OF DIRECTORS MEETING OF JUNE 25th, 2024, INCLUDING MINUTES, REPORTS AND RECOMMENDATIONS BE ACCEPTED AS PRESENTED,

WITH THE FOLLOWING ITEMS:

- .1 PRESIDENT & CEO NEWSLETTER – JUNE 2024
- .2 BOARD OF DIRECTORS MEETING MINUTES – MAY 13, 2024
- .3 FINANCE & AUDIT COMMITTEE MEETING – MARCH 26, 2024
- .4 HEALTH CARE QUALITY MINUTES – MARCH 11, 2024
- .5 ETHICS COMMITTEE MINUTES **-NONE-**
- .6 ALLIANCE CENTRE ADVISORY COMMITTEE MINUTES **-NONE-**
- .7 WNGH FOUNDATION BOARD MINUTES – APRIL 9, 2024
- .8 CREDENTIAL COMMITTEE MINUTES – APRIL 16, 2024 & MAY 21, 2024



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- .9 MEDICAL ADVISORY COMMITTEE – APRIL 16, 2024 & MAY 21, 2024
- .10 BOARD MEETING EVALUATION RESULTS – MAY 13, 2024
- .11 CORPORATE SCORECARD REVIEW **-NONE-** . »

Carried M-24-31

5. Approval of Regular Agenda

Moved by Barry Bertrand and seconded by Ginette Gagnon

«THAT REGULAR AGENDA FOR THE BOARD OF DIRECTORS MEETING OF JUNE 25TH, 2024 BE AMENDED TO INCLUDE

- ITEM 7.3 – 2024-25 HOSPITAL FUNDING ALLOCATIONS
- ITEM 7.4 – 2024-25 CASH ADVANCE
- ITEM 7.5 – HIRF LETTER. »

Carried M-24-32

6. Regular Agenda

.1 President & CEO Update

Sue LeBeau updated the Board with the following:

- MediTech Expanse go-live on June 4, 2024 went well. The hospital did experience significant surge, with full inpatient areas and a busy Emergency Department. Sue commended the team, who performed superbly as they adapted to the changes in clinical and finance documentation. To enable the clinical staff and physicians to continue to offer excellent patient care, the hospital temporarily closed to repatriations. Our regional hospital partners were supportive.
- The collection and theming of responses to the strategic plan focus groups and surveys for all but Board Directors have been completed. The Board will receive a compendium which will include these, as well as some background information on local and provincial priorities. Sue aims to plan a retreat with the Board in the summer or early September to refresh the strategic plan.
- Sue was one of five Ontario hospital CEOs, along with Ontario Health Association (OHA) leaders, selected to attend the IDEAS conference sponsored by the Proximity Institute. The learning included the benefits of working collaboratively with primary health care and communities, ways to dismantle systemic racism in organizations, and the role of politics in healthcare.
- Sue is delighted to share that the hospital will be receiving over \$2.5 million in HIRF dollars, which will enable the hospital to continue to work to update the sprinkler system. The hospital also received a significant and welcome increase to our base funding, including six months support for Bill 124, which OHA anticipates will be revisited by the Ministry of Health in the fall to cover the full year.

.2 Chief of Staff Report – **DEFERRED** -

.3 Medical Advisory Committee Recommendations – June 18, 2024

Moved by Fern Crépeau and seconded by Chris Wielusiewicz

«THAT THE RECOMMENDATIONS ARISING FROM THE MEDICAL ADVISORY COMMITTEE MEETING OF JUNE 18, 2024 BE ACCEPTED AS PRESENTED. »



.4 Clinical Update

Sue LeBeau updated the Board with the following:

- The Alliance Centre will have a new psychiatrist to join Dr. Nadon. This will enable the hospital to explore new models of care, and to provide separate clinicians when there are two members of the same family in the hospital's care. Sue thanked Lynn Perreault for her advocacy on behalf of the hospital's clients.
- The hospital may be receiving the Ministry of Long-Term Care onsite to follow up on falls on the unit. Sue will keep the Board apprised of the outcome. Meanwhile, the team continues to identify and address root causes, and apply learning to prevent recurrences.
- With the rising incidence of people entering the premises for reasons other than visiting or health care, and with some incidents involving substance abuse, the team is working on improvements to staff and patient safety. In response to the Nurses' and Clinical Managers' recommendation, the visiting hours have recently scaled back (ending at 20:00), we have added ad hoc security, and are exploring the possibility of adding on-site security on weekend and possibly weekday nights.
- A complaint about access to Lab services by immunocompromised people led the team to act on the patient's input to enable them to wait in the Butterfly Café area, away from the emergency department patients. They will be using "restaurant pucks" to call in patients when the Lab Team is ready to serve the patients. Sue would like to say thanks to Chantal Shambrook and Janice Thompson for their leadership in this. We will reevaluate as needed.

.5 Finance Update

Steffi Wittmaack updated the Board with the following:

- The audit was very challenging due to being under-staffed and having new staff come onboard only a couple weeks prior to the audit. Steffi stated it was a good opportunity for the finance staff to support each other, and she recognized the team's collaborative work and commitment.
- There will be performance evaluations done in finance going forward.
- The accounts payable clerk has accepted the position of financial analyst and Steffi is now recruiting an accounts payable clerk.

.6 Budget

Steffi Wittmaack explained that the budget tool and resulting budget is nearing the end of development. Cheryl Cowden is currently doing validation work on the budget. Steffi expects to share the draft budget with Sue in the coming week and then share it with the Board the following week.

Board members agreed that there will be a Board of Directors meeting held on July 8, 2024 at 16:00 to review the draft budget.

.7 Capital List

Sue LeBeau explained that there are \$1.2 million identified as high priority on the capital list. Sue also explained that the hospital foundation is interested in supporting the



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mammography equipment, as they already have enough funds to potentially cover half the cost.

Moved by Kimberley Lachapelle-Palamar and seconded by Daniel Richard
«THAT THE 2024-2025 DRAFT CAPITAL LIST BE ACCEPTED AS PRESENTED. »

Carried M-24-34

.8 Bill S 211

Moved by Daniel Richard and seconded by Chris Wielusiewicz
«THAT THE FIGHTING AGAINST FORCED LABOUR AND CHILD LABOUR POLICY
#730-85 BE APPROVED AS PRESENTED. »

Carried M-24-35

.9 LTC Governance Course Update **-DEFERRED -**

.10 BPSAA Public Reporting & Attestation

Moved by Renée Ragnitz and seconded by Fern Crépeau
«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 CONSULTANTS REPORT FOR THE
PERIOD OF APRIL 1ST, 2023 TO MARCH 31ST, 2024, AND AUTHORIZES THE
REPORT TO BE POSTED ON ITS PUBLIC WEBSITE. »

Carried M-24-36

Moved by Barry Bertrand and seconded by Chris Wielusiewicz
«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 APRIL 1ST, 2023
TO MARCH 31ST, 2024 AND AUTHORIZES THE REPORT TO BE POSTED ON ITS
PUBLIC WEBSITE. »

Carried M-24-37

.11 LSAA – Declaration of Compliance

a) **2023-2024**

Moved by Ginette Gagnon and seconded by Renée Ragnitz
«THAT THE DECLARATION OF COMPLIANCE ISSUED PURSUANT TO THE
LONG-TERM CARE HOME SERVICE ACCOUNTABILITY AGREEMENT FOR
THE APPLICABLE PERIOD FROM JANUARY 1, 2023 TO DECEMBER 31,
2023 FOR THE WEST NIPISSING GENERAL HOSPITAL BE APPROVED AS
PRESENTED. »

Carried M-24-38

b) **2022-2023**

Moved by Robert Sutherland and seconded by Daniel Richard
«THAT THE DECLARATION OF COMPLIANCE ISSUED PURSUANT TO THE
LONG-TERM CARE HOME SERVICE ACCOUNTABILITY AGREEMENT FOR
THE APPLICABLE PERIOD FROM JANUARY 1, 2022 TO DECEMBER 31,
2022 FOR THE WEST NIPISSING GENERAL HOSPITAL BE APPROVED AS
PRESENTED. »

Carried M-24-39



.12 MSAA – Declaration of Compliance

a) **2023-2024**

Moved by Fern Crépeau and seconded by Barry Bertrand

«THAT THE DECLARATION OF COMPLIANCE ISSUED PURSUANT TO THE MULTI-SECTOR SERVICE ACCOUNTABILITY AGREEMENTS FOR THE APPLICABLE PERIOD FROM APRIL 1, 2023 TO MARCH 31, 2024 FOR THE WEST NIPISSING GENERAL HOSPITAL BE APPROVED AS PRESENTED. »

Carried M-24-40

b) **2022-2023**

Moved by Renée Ragnitz and seconded by Robert Sutherland

«THAT THE DECLARATION OF COMPLIANCE ISSUED PURSUANT TO THE MULTI-SECTOR SERVICE ACCOUNTABILITY AGREEMENTS FOR THE APPLICABLE PERIOD FROM APRIL 1, 2022 TO MARCH 31, 2023 FOR THE WEST NIPISSING GENERAL HOSPITAL BE APPROVED AS PRESENTED. »

Carried M-24-41

.13 HSA – Declaration of Compliance

a) **2023-2024**

Moved by Fern Crépeau and seconded by Renée Ragnitz

«THAT THE DECLARATION OF COMPLIANCE ISSUED PURSUANT TO THE HOSPITAL SERVICE ACCOUNTABILITY AGREEMENT FOR THE APPLICABLE PERIOD FROM APRIL 1, 2023 TO MARCH 31, 2024 FOR THE WEST NIPISSING GENERAL HOSPITAL BE APPROVED AS PRESENTED. »

Carried M-24-42

b) **2022-2023**

Moved by Daniel Richard and seconded by Kimberley Lachapelle-Palamar

«THAT THE DECLARATION OF COMPLIANCE ISSUED PURSUANT TO THE HOSPITAL SERVICE ACCOUNTABILITY AGREEMENT FOR THE APPLICABLE PERIOD FROM APRIL 1, 2023 TO MARCH 31, 2024 FOR THE WEST NIPISSING GENERAL HOSPITAL BE APPROVED AS PRESENTED. »

Carried M-24-43

.14 By-Law and Policy Review: Board Recruitment

a) **730-19 – Guidelines for the Selection of Directors**

Moved by Daniel Richard and seconded by Fern Crépeau

«THAT THE GUIDELINES FOR THE SELECTION OF DIRECTORS POLICY #730-19 BE APPROVED AS PRESENTED. »

Carried M-24-44

b) **By-law sections 4.1 and 4.2**

Moved by Renée Ragnitz and seconded by Chris Wielusiewicz

«THAT THE BOARD OF DIRECTORS RECOMMENDS TO THE WEST NIPISSING GENERAL HOSPITAL CORPORATION THAT THE PROPOSED AMENDMENTS TO THE 2023 PROFESSIONAL STAFF BY-LAWS BE APPROVED AS PRESENTED;

LET IT BE RESOLVED THAT THE WNGH PROFESSIONAL STAFF BY-LAWS BE APPROVED AS PRESENTED IN EFFECT JUNE 25TH, 2024. »



- .15 Policy Review – **DEFERRED** -
 - .1 Code of Conduct #730-05
 - .2 Complaint Process #730-10
 - .3 Confidentiality for Board of Directors #730-25
 - .4 Community Needs Assessment #730-38
 - .5 Director Education #730-31
 - .6 Donor Privacy Policy #730-67
 - .7 Borrowing #730-01
 - .8 French Language Services Designation #730-63
 - .9 Political Contributions #730-30

- .16 Schedule Board Retreat – **DEFERRED** -

7. Correspondence – DEFERRED -

- .1 Local Priorities Fund North East
- .2 Base Funding for Delivery of Physiotherapy Services in Hospitals
- .3 2024-25 Hospital Funding Allocations
- .4 2024-25 Cash Advance
- .5 HIRF Letter

8. Adjournment

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

Moved by Renée Ragnitz and seconded by Fern Crépeau

« THAT THE MEETING OF THE BOARD OF DIRECTORS OF JUNE 25TH, 2024 BE
ADJOURNED AT 17:44 HOURS. »