



Hôpital général de Nipissing Ouest West Nipissing General Hospital

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

BOARD OF DIRECTORS

Monday, December 16th, 2024 at 18:30 (Boardroom / Zoom)

- MINUTES-

Present:

Barry Bertrand, Chair
Jamie Restoule, Vice-Chair
Fern Crépeau, Treasurer
Chris Wielusiewicz
Ginette Gagnon
Kimberley Lachapelle-Palamar
Renée Ragnitz
Dr. Ben Lalonde*
Dr. Yves Vaillancourt*
Gail Waghorn*
Shelli Fielding Levac*
Richard Beauchamp*
Megan Lacelle, Recorder*

Regrets:

Joan McLeod Shabogestic
Robert Sutherland

1. **Call to Order**

The meeting was called to order at 1840 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: Incident Management**

John Picard, Quality and Risk Manager, presented a demonstration on Meditech Expanse in the Quality and Risk module and how incidents are captured. This demonstration included the following:

- How to submit an incident; John provided an example of submitting a fall incident.
- How to input a complaint.
- Management perspective; John explained that every incident gets delegated to specific managers depending on the department and the severity of the incident.

John explained that with this new system, it allows to audit every incident. John confirmed that every incident is taken seriously. All staff are encouraged to always input incidents when they occur to receive accurate statistics.

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 Ginette Gagnon and seconded by Kimberley Lachapelle-Palamar



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«THAT THE CONSENT AGENDA FOR THE BOARD OF DIRECTORS MEETING OF DECEMBER 16th, 2024, INCLUDING MINUTES, REPORTS AND RECOMMENDATIONS BE ACCEPTED AS PRESENTED,

WITH THE FOLLOWING ITEMS:

- .1 PRESIDENT & CEO NEWSLETTER – **NONE**
- .2 BOARD OF DIRECTORS MEETING MINUTES – NOVEMBER 18, 2024
- .3 FINANCE & AUDIT COMMITTEE MINUTES – NOVEMBER 5, 2024
- .4 HEALTH CARE QUALITY MINUTES – OCTOBER 28, 2024
- .5 ETHICS COMMITTEE MINUTES – **NONE**
- .6 ALLIANCE CENTRE ADVISORY COMMITTEE MINUTES – **NONE**
- .7 WNGH FOUNDATION BOARD MINUTES – **NONE**
- .8 CREDENTIAL COMMITTEE MINUTES – OCTOBER 15, 2024
 - a. ELECTRONIC MOTION TO AMEND CREDENTIAL COMMITTEE MINUTES – SEPTEMBER 17, 2024
- .9 MEDICAL ADVISORY COMMITTEE MINUTES – OCTOBER 15, 2024
- .10 BOARD EFFECTIVENESS SURVEY RESULTS – NOVEMBER 18, 2024
- .11 PATIENT SATISFACTION SURVEY RESULTS – NOVEMBER, 2024
- .12 CORPORATE SCORECARD REVIEW – **NONE**. »

Carried M-24-79

6. Approval of Regular Agenda

Moved by Fern Crépeau and seconded by Renée Ragnitz

«THAT THE REGULAR AGENDA FOR THE BOARD OF DIRECTORS MEETING OF DECEMBER 16TH, 2024 BE AMENDED TO INCLUDE:

- REMOVING ITEM 7.6;
- ADDING ITEM 9.1 – JANUARY MEETING;
- ADDING ITEM 9.2 – CRA BUSINESS ACCOUNT. »

Carried M-24-80

7. Regular Agenda

.1 President & CEO Update

Richard Beauchamp provided the following update to the Board:

- The mammography equipment contract has been extended until December 2025 on the existing unit.
- The Chemistry Analyzer is due to be replaced in mid-2025. This equipment will be treated as a lease, as it has in the past. No capital cost will be incurred.
- The Ministry has issued the third installment of Bill 124 of \$263,800. This is a total of around \$630,000 added to the hospital's base budget.
- The Long-Term Care department applied for one-time funding and has received it. In batch 1, they received \$87,100 and in batch 2, they received \$235,250. This funding will be to update and install equipment.
- In early January, the emergency department and the waiting room will be relocating to the operating room for a duration of approximately eight weeks.
- Emergency department physician coverage continues to be a challenge. We are currently have eight uncovered shifts over the holiday period.



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.2 Chief of Staff Report

Dr. Ben Lalonde updated the Board on the following:

- Dr. Vaillancourt has been coordinating medical students who have potential to find employment within the hospital in the future. There is a possibility that we will be receiving more medical students as NOSM continues to expand.
- Dr. Lalonde will be scheduling a meeting with the Family Health Team in the early New Year.
- They are entering credentialing season where there will be many physicians getting credentialed.
- Emergency department coverage continues to be an on-going issue. The local physicians are doing all that they can.

.3 Medical Advisory Committee Recommendations – November 19, 2024

Moved by Chris Wielusiewicz and seconded by Ginette Gagnon

«THAT THE RECOMMENDATIONS ARISING FROM THE MEDICAL ADVISORY COMMITTEE MEETING OF NOVEMBER 19, 2024 BE ACCEPTED AS PRESENTED. »

Carried M-24-81

.4 Finance Update

The Chief Financial Officer update along with the financial reports were included in members' packages. Gail highlighted the following:

- The hospital operating statement for the period ending October 31, 2024 shows a deficit of \$(806,492). Gail added that the deficit will be decreasing due to the Bill 124 funding.
- Expenses were under budget as a whole. Gail noted that nursing is under budget as a reflection of agency nursing.
- The operating statement for Long-Term Care and Mental Health will be coming as it is not included in the hospital operating statement.
- There is no long term debt for the hospital.
- The balance sheet is still very strong.
- Gail is still planning on submitting a cash advance for next year.
- The chemistry analyzer and the mammography equipment have been removed from the capital list.

.5 Clinical Update

Shelli Fielding Levac updated the Board on the following:

- Outbreaks: The outbreak in Long-Term Care was over quickly, it affected 11 residents and 2 staff members. The outbreak on the Nursing Care Unit/Complex Continuing Care unit affected 12 patients and no staff members.
- Nursing Orientation: There was a Registered Practical Nurse (RPN) that started at WNGH on December 2nd. The nursing orientation was used and there will be improvements based on that orientation.
- Community-Wide Code Orange table top exercise: A code orange is considered an external disaster, this is when the hospital would be expecting an influx of patients. This code orange table top exercise took place on December 5th and included hospital staff, the mayor of West Nipissing, Emergency Medical



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Services (EMS), Ontario Provincial Police (OPP) and the Fire department. Shelli noted that the next code orange will have to be a mock code, and not a table top exercise.

- Code Green Vulnerable Sector Exercise: A code green is considered an evacuation. This code green took place on December 10th in the Long-Term Care department where 7 staff members were responding to this mock code. The staff managed to evacuate all residents in under 2 minutes.
- Long-Term Care and Complex Continuing Care Christmas for residents: The recreation therapist organized a “adopt a resident” for the Long-Term Care department. This is where a staff member would “adopt” a resident and provide them with a Christmas present specific to that resident. The recreation therapist also organized a similar event for the Complex Continuing Care patients, where staff members purchased items for the patients for Christmas.
- Alliance Centre Christmas Support for Clients: The Alliance Centre Clinicians have been donating to a Christmas Basket Fund that is utilized to assist clients in need who may not qualify for the Santa Fund or other means of assistance. Donations of local businesses, along with the generosity of the Consultant Physicians and Psychiatrists, allow the Alliance Centre to create a hamper that provides everything one may need for a festive meal as well as with a few gifts for the recipient, their family members and in some cases, their pet. In an effort to spread a little Christmas Magic, the Christmas Basket recipients are never told that they have been chosen to receive assistance, but rather, that they have won an annual Holiday Raffle held at the clinic. This year, 12 families will win a prize in the annual Holiday Raffle.
- Sprinkler Project: In early January, the emergency department will be relocating to the operating room, therefore all scopes and clinics will be closed for the duration of the relocation. North Bay Regional Health Centre and Health Sciences North have been notified of this closure/relocation. Communications to the community have begun and will continue.
- LTC Beds: Funding for the 14 beds in Long-Term Care will continue for another year. Shelli and her team will continue to explore other options for once the funding comes to an end.
- Influenza Vaccine for staff: There was a total of 100 staff members who received the influenza vaccine out of the 259 staff members of the hospital.

.6 Review Policies

Policy #730-78 – Board iPad will be further reviewed and it pending approval.

Moved by Jamie Restoule and seconded by Kimberley Lachapelle-Palamar

«THAT THE FOLLOWING POLICIES BE APPROVED AS PRESENTED:

- 730-06 – OPEN MEETINGS OF THE BOARD
- 730-48 – ASSET PROTECTION
- 730-50 – VOLUNTEER
- 730-52 – MEETING WITHOUT MANAGEMENT
- 730-53 – SOCIAL HOST LIABILITY
- 730-54 – DISCLOSURE OF HOSPITAL EXECUTIVE CONTRACTS
- 730-55 – PERQUISITES



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- 730-58 – CONSENT AGENDA
- 730-59 – BOARD AGENDA
- 730-61 – ANNUAL DIRECTOR DECLARATION AND CONSENT
- 730-64 – EXECUTIVE COMPENSATION FRAMEWORK
- 730-69 – HOSPITAL NAMING DIRECTIVE
- 730-74 – VETERAN PARKING POLICY
- 730-75 – PHYSICIAN ASSISTANT AGREEMENT
- 730-79 – BOARD CHAIR SELECTION POLICY. »

Carried M-24-82

8. Correspondence

9. Other

.1 January Meeting

The Board of Directors agreed to hold a meeting on January 20, 2025.

.2 CRA Business Account

The Canada Revenue Agency (CRA) account is locked and Gail Waghorn, Chief Financial Officer, needs access. It is also recommended to give access to a Board member. Gail would also like to give access to Rubin Michaud-Collins, Financial Analyst, as she is only here interim. The CRA requires a motion from the Board of Directors to allow access.

Moved by Jamie Restoule and seconded by Chris Wielusiewicz

«BE IT RESOLVED THAT GAIL WAGHORN, INTERIM CHIEF FINANCIAL OFFICER, RUBIN MICHAUD-COLLINS, FINANCIAL ANALYST AND FERNAND CREPEAU, TREASURER OF THE BOARD OF DIRECTORS BE ADDED TO THE CRA BUSINESS ACCOUNT NUMBER 108104076RP001 EFFECTIVE IMMEDIATELY. »

Carried M-24-83

10. Adjournment

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

Moved by Ginette Gagnon and seconded by Renée Ragnitz

«THAT THE MEETING OF THE BOARD OF DIRECTORS OF DECEMBER 16TH, 2024 BE ADJOURNED AT 2010 HOURS. »

Carried M-24-84

Barry Bertrand, Chair

Megan Lacelle, Recorder