 Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom at the Geraldton District Hospital, Tuesday, April 2, 2019 at 5:30 p.m.

Present: Dorene Boulanger Victor Tschajka Jamie McPherson

Voting Myrna Letourneau Kathryn Legault Ralph Humphreys

Willy Anton Terry Popowich Mandy LaBelle

Non-Voting Lucy Bonanno Dr. Roy Laine Adam Kolisnyk

Laurie Heerema Dr. Ryan Zufelt Sylvie Duranceau

Sandra Penner (recorder)

Regrets: Mark Wright

Voting

Regrets:

Non-Voting

# Board Composition (voting): 8 Elected 2 Appointments Total 10

**Current Vacancies (voting): 1 Elected 0 Appointments Total 1**

**Total Board Members (voting): 10 Present: 9 Attendance: 90%**

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| CALL TO ORDER | | | | |
| **1.1. Welcome and Chair’s Opening Remarks:**  ● The meeting was called to order at 5:28 p.m., by the Chair, D. Boulanger.  ● D. Boulanger read the Treaty Acknowledgement. | | |  | |
| 2.0 DECLARATION OF CONFLICTS OF INTEREST | | | | |
| ● None declared | | |  | |
| **3.0 ADOPTION OF THE AGENDA** | | | | |
| ● D. Boulanger asked if there were any amendments to the agenda.  **It was moved by W. Anton and seconded by R. Humphreys that the agenda be approved as presented.**  **CARRIED** | | | **RES 35** | |
| **4.0 PRESENTATIONS** | | | | |
| **4.1 Performance Management System Development**  ● L. Roy presented an update on the Performance Management System development. Proposals have been received from 4 different consulting groups with Browns Consulting Group being the selected company. The Performance Management will be rolled out in 4 stages as outlined in the attached overview.  ● Human Resources is currently developing questions for the 360° assessments and would like the Board’s input on this. L. Roy has recommended 8 competencies which she feels aligns the best with our Mission, Visions and Values however there is an extensive list of other competencies which could also be included.  ● L. Bonanno noted the members can review this and will return to the next agenda to discuss further.  ● J. McPherson noted he is pleased this process has started.  **4.2 Albert Chong - RBC**  ● A. Chong presented his portfolio review.  ● K. Legault inquired about how much the management fees are.  ● A. Chong provided an overview of the fees for the last quarter, indicating the fees are billed quarterly.  ● T. Popowich inquired where the fees are located within the report. A. Chong noted this is a very high level report and he can send A. Kolisnyk a more detailed report if requested. | | |  | |
| **4.0 PRESENTATIONS**   |  |  | | --- | --- | | **4.3 Scott Potts – ER Project**  ● S. Potts noted the ministry has provided the approval to go to tender and he is here to provide a quick snapshot of the project.  ● S. Potts provided an overview of the high level drawing. Some of the exterior items noted on the drawing presented were a new emergency generator for the emergency department which is shown in the top left hand corner, a new fuel tank and fire hydrant. S. Potts indicated there is not a lot of current area to be renovated which is a good thing. There will be a new elevator in the addition from the ambulance bay to the back of the ER so patients do not have to be brought through the public area.  ● Scott noted for the sprinkler system in LTC, by coordinating that installation with this project, it is going to be a more efficient way to get this done. The cost will be significantly lower to piggy back the sprinkler installation with this project. This will be listed as a separate line item in the tender.  ● The other thing required was the laydown area for construction trailers, structural steel etc., so an agreement has been reached with the school board to use their property across Hogarth Street.  ● T. Popowich inquired if there was a wind load study done as the addition is encroaching on the heliport. S. Potts will inquire.  ● There are 4 prequalified General Contractors whom we are hoping to get bids from.  ● There will be a resolution required from the Board to approve the winning tender at the May board meeting. It was discussed that the May meeting is moved due to the OHA session in Toronto.  ● D. Boulanger inquired with the members and they agreed they would like to complete this on the 7th. Board members attending the conference in Toronto will call into the meeting. **This to be placed as the first motion for the May 7th meeting.** This will allow S. Potts to submit the completed package to the Ministry by May 9th.  ● S. Potts recommended to have a subcommittee of the Board to monitor the construction phase of the project. ● L. Bonanno inquired when this committee should be formed and S. Potts noted this would be fine to commence with the start of construction.  ● V. Tschajka inquired how much local contractors will be utilized and Scott noted that they should contact the Generals.  ● D. Boulanger thanked Scott for his presentation.  ● **J. McPherson would like the Construction Subcommittee and terms of reference added to the May meeting agenda.**  **4.4 Patient Stories**  ● L. Heerema presented the patient story included in the package. |  | | | | | |
| **5.0 CORRESPONDENCE** | | | | |
| ● **None to present this month.** | | |  | |
| **6.0 EDUCATION** | | | | |
| **6.1 Guide to Good Governance – Chapter 4 Pg 39 - 61**  ● J. McPherson noted in regards to pages 48 and 49, he is happy to see the performance management process starting.  **● J. McPherson noted he will try to bring back a format example for performance cards for staff.**  ● J. McPherson noted from page 57 he would like a bit more time discussing the building maintenance.  **● L. Bonanno noted to add this to risk management.**  **●** T. Popowich noted there isn’t any information regarding upcoming expenditures, or projections.  **● For the Next meeting the reading will be page 61 to 98.** | | |  | |
| **7.0 CONSENT AGENDA** | | | | |
| **7.1 Regular Board Meeting Minutes – March 5, 2019:**  ● Nothing noted.  **7.2 CCS Report:**  ● No report at this meeting.  **7.3 CNE Report:**  ● Nothing noted.  **It was moved by M. Letourneau and seconded by W. Anton to accept the Consent Agenda as presented.**  **CARRIED** | | | **RES 36** | |
| **8.0 ITEMS LIFTED FROM CONSENT AGENDA** | | | | |
| **8.1** The consent agenda was approved as presented, no items lifted. | | |  | |
| **9.0 BUSINESS ARISING FROM MINUTES** | | | | |
| **9.1 Medical Clinic Renovation**  ● L. Bonanno presented the Letter from the Architect confirming no structural walls or columns will be modified during the renovation. W. Anton inquired when this will be starting and L. Bonanno indicated in the fall.  **9.2 BOD-GP11 Handling of Operational Complaints**  ● J. McPherson noted we need to keep this consistent. The members requested BOD-EXL11 be revised to reflect complaints against the CEO be brought forth to the Board Chair as opposed to the Treasurer. Where the Audit Committee is reference in the policy, it is to be changed to the Executive Committee.  **9.3 Investment Policy Review**  ● K. Legault presented her findings after reviewing policy BOD-EXL10 Investment. It was noted our current investments are outside the policy guidelines.  ● K. Legault reported she has researched this and cannot find anything stating the Board can not change this policy. She noted since Canada is only 3% of the global market it makes sense to diversify away from this.  ● K. Legault noted regarding the bond rating there is one bond in the portfolio that is a medium risk. Do we want to change this policy to accommodate that bond?  ● M. Letourneau noted hospital boards need to have the A rating bonds.  ● A. Kolisnyk noted he looked at investment policies from other hospitals and they are all different.  ● K. Legault noted if we go with A. Chong’s recommendations we would be lowering our bond rating.  ● K. Legault noted at looking at the portfolio when interest rates go up bonds go down and what would the ramifications be to cashing these in prior to maturity. She does like the international equities in the portfolio and the diversification however you need to committee to 3 to 5 years to capitalize on these.  ● A discussion occurred regarding the portfolio . It was noted that once the 1.5 million is taken out for the ER project then the accessible portion will need to be replenished so this would have to be researched.  ● K. Legault likes the savings account returns.  ● L. Bonanno noted K. Legault did an excellent job of reviewing the policy.  ● It was noted should we have guidelines in place of the policy to allow more flexibility.  ● J. McPherson noted A. Chong did not follow our existing policy.  **● K. Legault will provide a revised policy for the next meeting package. Return to agenda.** | | |  | |
| 1. **CAPITAL PLAN / CFO REPORT** | | | | |
| **10.1 Finance**  ● A. Kolisnyk presented his reports noting 75% of capital projects will be complete at end of fiscal.  ● A. Kolisnyk noted for the sprinkler system from an operational standpoint it makes more sense to include this as part of the ER project and to complete it as soon as possible for patient safety.  ● J. McPherson inquired can we go to HIRF and see if there are any additional opportunities for funding for the sprinkler system.  ● L. Bonanno noted HIRF has been previously contacted along with anyone else who could be considered for funding.  ● A. Kolisnyk noted there will probably be no HIRF next year.  ● The sprinkler system installation was discussed and it was agreed this will be decided at the June meeting. **Return to the June agenda.** | | |  | |
| |  |  |  | | --- | --- | --- | | **11.0 NEW BUSINESS** | | | | **11.1 Incident Reports (RL6) February 2019**  ● No questions raised.  **11.2 Mission, Visions, Values Policy**  ● Policies reviewed and approved for renewal.  **11.3 Board Planning Cycle and Agenda Control**  ● The Board Planning Cycle and Agenda Control was reviewed.  ● It was noted the Board Picture has not been taken yet do to attendance. **Picture to be scheduled for the June Board meeting.**  ● It was noted the tour for April was rescheduled due to the number of presentations at this month’s meeting.  ● M. Letourneau noted the Board should do a tour of the new palliative care room and the LTC as it looks wonderful after the recent renovations.  ● Approved with minor changes.  **11.4 Performance Management System Funding**  ● L. Bonanno brought forth a motion for the Board to approve the expenditure for the Performance Management System Funding.  **It was moved by V. Tschajka and seconded by J. McPherson to accept the Performance Management System Funding proposal as presented.**  **CARRIED**  **11.5 Strategic Plan Review**  ● L. Bonanno noted she is working closely with Matawa First Nations to have an education piece this fall for all staff.  ● J. McPherson requested items completed be grayed out. If there are any that are behind they should also be indicated. | | **RES 38** |   **12.0 LINKAGES & PARTNERSHIPS** | | | | |
| **12.1 QIC Meeting Minutes and Score Card**  ● The QIC Meeting Minutes from March 21, 2019 were presented. Nothing was noted for discussion.  ● D. Boulanger noted if new board members are aware of the importance of attendance at meetings.    **12.2 HCAC Meeting Minutes – Next meeting scheduled for March 13, 2019**  ● The HCAC Meeting Minutes from March 13, 2019 were presented. Nothing was noted for discussion.  ● J. McPherson noted with the budget coming up there may be changes to this group. Not many hospitals have a committee such as this.  ● It was discussed that Nakina Air has been replaced by Wilderness North. Dr. Zufelt noted he is working with Marten Falls to try to find possibilities to provide service.  **12.3 Geraldton District Hospital Auxiliary Report**  ● M. Letourneau presented the Geraldton District Hospital Auxiliary report.  It was moved by R. Humphreys and seconded by V. Tschajka that the Linkage and Partnership reports be accepted as presented.  CARRIED | | **RES 39** | | |
| **13.0 CEO REPORT:** | | | | |
| ● L. Bonanno presented her report and provided a brief overview.  ● The physician recruiter did a presentation to council to last Monday and they were very receptive.  ● J. McPherson noted council was pleased with the presentation.  ● Recruitment was discussed and the best we can do is encourage students and residents to come to the region for placements to promote our area.  ● The promotional video the Physician Recruiter is working on was mention and members suggested showing the schools in the area, the fishing derby starts, construction of the new ER., etc.  **It was moved by V. Tschajka and seconded by M. Letourneau that the report from the CEO be approved as presented.**  CARRIED | | **RES 40** | | |
| |  |  | | --- | --- | | **14.0 DECISION OF BOARD:** | | | **14.1 Physician Privileges**  ● The list of Physician Privileges requests from the MAC meeting was presented to the Board for review.  **It was moved by R. Humphreys and seconded by J. McPherson that the list of Physician Privileges be approved as presented.**  CARRIED | **RES 41** | | |  |  |  | | --- | --- | --- | | **15.0 ROUND TABLE DISCUSSION** | | | | ● W. Anton thanked K. Legault for the work on the Investment policy.  ● V. Tschajka noted the presentations were informative. |  | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **16.0 MONTHLY MEETING EVALUATION** | | | ● The Evaluation summary was provided to members for their completion. |  | | | | | **17.0 IN CAMERA MEETING** | | | | ● There was no in Camera Session held on April 2, 2019. |  | | | **18.0 TERMINATION OF IN CAMERA MEETING** | | | | ● There was no in Camera Session held on April 2, 2019. |  | | | **19.0 MEETING WITH MANAGEMENT (CEO ONLY)** | | | | ● Nothing to report at this time. |  | | | | | | |
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Board Chair Signature