Geraldton District Hospital

Minutes of the

**Regular Board of Directors’ Meeting**

Held in the Boardroom at the Geraldton District Hospital and via Zoom,

Tuesday, December 1st, 2020 at 5:00 pm

Present

Voting: Mark Wright (T) Jamie McPherson (T) Victor Tschajka (T) Jessie Beaulieu (T) Terry Popowich (T) Cheryl Checkley (T) Sanna Humphreys (T) Ralph Humphreys (T) Patricia Dufour (T)

Dorene Boulanger (T)

Non-Voting: Kurt Pristanski Ian McPherson Laurie Heerema (T)

Brigitte Ouellet Dr. Ryan Zufelt (T)

Jena Goulet (recorder)

Regrets

Voting: Kathryn Legault

Non-Voting: Dr. Roy Laine

Guests: Scott Potts (T)

**Board Composition (voting): 9 Elected 2 Appointments Total = 11**

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

**Total Board Members (voting): 11 Present: 10 Attendance: 91 %**

**1.0 CALL TO ORDER**

**1.1 Welcome and Chair’s Opening Remarks**

● The meeting was called to order at 5:03 pm by M. Wright.

● M. Wright read the Treaty Acknowledgement.

**2.0 DECLARATION OF CONFLICTS OF INTEREST**

● No conflicts declared.

**3.0 ADOPTION OF THE AGENDA**

● M. Wright asked if there were any amendments to the agenda.

● Item 7.1 Regular Board Meeting Minutes moved from Consent Agenda to Item 8.1 under Items Lifted from Consent Agenda.

**It was moved by V. Tschajka and seconded by J. McPherson that the agenda be approved as amended.**

**CARRIED.**

**RES 85**

**4.0 PRESENTATIONS**

**4.1 ER Project Updates**

● S. Potts presented the Emergency Department Project updates to the Board members.

● S. Potts stated that the Project is approximately 70% completed as of the end of November.

● S. Potts informed the Board members that the dates of the Substantial and Total Completion dates have not changed. The target date is still the end of March 2021.

● S. Potts highlighted the current stages of construction for the Project taking place on each level.

● Progress Certificate #14 has been received and is similar in value as Certificate #13.

● A cash flow is expected from the MOH/LHIN at the end of December 2020.

● S. Potts provided follow up for the PCOP. He stated that $358,000 of annualized operating funding will be approved by the MOH. This is a significant increase to what was submitted by the Hospital due to a lower calculation of square footage of the new ED space at the original functional plan approval stage.

***Dr. Zufelt joined the meeting via Zoom at 5:11 pm.***

● S. Potts informed the Board that the full contingency amount is expected to be used.

● S. Potts stated that both the equipment list and the furniture list have been finalized. The orders will be submitted shortly and the purchases should arrive early in the new year.

***C. Checkley joined the meeting via Zoom at 5:14 pm.***

● T. Popowich asked if S. Potts looked into the lighting on the north side of the building. S. Potts stated that the only lighting being added would be within the soffit of the entrance area and the backlighting from the signage. The north side of the building will mostly be lit by the existing parking lot lights. S. Potts reminded the Board that the North side of the building will not be used at night since the Emergency Department entrance will now be at the front of the Hospital.

● T. Popowich also inquired about the contingency being reimbursed by the MOH. S. Potts expressed that the Change Orders will be submitted to the Ministry for review to see if some of the costs can be included if the changes were unforeseeable. He is confident that some will be covered. He also reminded the Board that the Project may be eligible for incentive grants.

**5.0 CORRESPONDENCE**

**5.1 Donation from Brewers Retail Inc. – November 2nd, 2020**

● The Board members received the Thank You letter from K. Pristanski.

**6.0 EDUCATION**

**6.1 Admin By-Laws Review (Pages 10-18)**

● The by-laws were discussed and clarifications were provided.

● It was requested that the Board that the Terms of Reference for the Executive Committee be reviewed at the January 2021 Board of Directors’ Meeting.

***D. Boulanger joined the meeting via Zoom at 5:30 pm.***

● Section 10.2 Execution of Documents states that any payments to suppliers in excess of $100,000 will be co-signed by the Treasurer. J. McPherson has requested that any of these payments which have been made since he has been Treasurer of the Board be presented to him for review. K. Pristanski and J. McPherson will arrange a meeting time to review and sign these payments.

**6.2 GDH Letter Patent**

● The Geraldton District Hospital’s Letter Patent was reviewed by the members of the Board for their education.

● The original Patent was issued in 1939, followed by an amendment in 1952 to change private hospital to a public hospital. A second amendment occurred in 1962 to change the name Little Longlac Hospital to Geraldton District Hospital.

**7.0 CONSENT AGENDA**

**7.1 Regular Board Meeting Minutes – November 3rd, 2020**

● Lifted from Consent Agenda to Item 8.1 under Items Lifted from Consent Agenda.

**7.2 MAC Meeting Minutes – Next Meeting: November 24th, 2020**

**7.3 CCS Report**

**7.4 CNE Report**

**7.5 COS Report**

**It was moved by D. Boulanger and seconded by T. Popowich to accept the Consent Agenda as amended.**

**CARRIED.**

**RES 86**

**8.0 ITEMS LIFTED FROM CONSENT AGENDA**

**8.1 Regular Board Meeting Minutes – November 3rd, 2020**

● M. Wright inquired about the ICS Training that was discussed at the last Board of Directors’ meeting. J. Goulet explained that the program can only accommodate 40-45 members for 2021. She stated that the Hospital’s frontline employees who have direct patient contact will be prioritized to take the course first.

**It was moved by J. McPherson and seconded by J. Beaulieu to accept the Items Lifted from Consent Agenda as amended.**

**CARRIED.**

**RES 87**

**9.0 BUSINESS ARISING FROM MINUTES**

***J. McPherson stepped out of the meeting at 5:51 pm due to a conflict of interest.***

**10.0 CAPITAL PLAN / CFO REPORT / OPERATIONS SUPPORT MANAGER REPORT**

**10.1 Financial Report – Q2**

● I. McPherson presented the reports to the Board of Directors.

● I. McPherson highlighted that GDH has an operating surplus of $403,206 as of September 30th, 2020.

● I. McPherson expressed that GDH’s cash balance at the end of Q2 was $1,440,657 which is $430,067 lower than Q1.

● I. McPherson summarized the Statement of Operations for the Board members.

**10.2 Capital Plan**

● I. McPherson presented the reports to the Board of Directors.

● I. McPherson summarized the status of the 40 items from the initial Capital Plan FY21.

● I. McPherson stated that a site visit took place for the ON2 Oxygen Concentrator. It was determined that the quoted concentrator is not sufficient for use at GDH. A concentrator that would be adequate for the Hospital will cost an additional $55,000.

● After a brief discussion, the Board members agreed that the upgrade of the concentrator would be necessary.

**It was moved by V. Tschajka and seconded by J. Beaulieu to approve an additional $55,000 to the Capital Projects Workplan FY21 towards the purchase of the ON2 Oxygen Concentrator.**

**CARRIED.**

**RES 87A**

***J. McPherson returned to the meeting at 6:10 pm.***

**11.0 NEW BUSINESS**

**12.0 LINKAGES & PARTNERSHIPS**

**12.1 ER Project Report – December 2020**

● Report was received.

**12.1.1 ER Project Ad Hoc Committee Meeting Minutes – November 19th, 2020**

**12.2 QIC Meeting Minutes – Next Meeting: December 17th, 2020**

**12.3 HCAC Meeting Minutes – Next Meeting: TBD**

**12.4 Geraldton Hospital Auxiliary Report**

● S. Humphreys provided a verbal report. She stated that the committee is currently purchasing gifts for the LTC Residents and the patients in Acute Care. They are waiting to establish a plan for the delivery of the gifts safely.

**It was moved by D. Boulanger and seconded by S. Humphreys that the Linkages & Partnerships reports be accepted as presented.**

**CARRIED.**

**RES 88**

**13.0 CEO REPORT**

● K. Pristanski highlighted his written report to the Board of Directors.

**13.1 ER Project Tours – Internal Communications**

● Everyone who went on the tour were impressed with the size and complexity of the Project.

● A Board member noted that a Nurse on the tour questioned the setup for the new Emergency Department regarding safety at night. K. Pristanski responded that there is no difference now compared to the new set up. Currently, when a nurse is working alone in an exam room, another patient cannot enter because the door is locked. The patient presses the door bell and

a second nurse come downstairs to greet the new patient. L. Heerema noted that this will be a similar setup in the future Emergency Department except the nurse will be on the same level.

**13.2 COVID-19 Update – Internal Communications**

● This was an update to staff regarding the substantial increase in cases in Thunder Bay and to continue to be diligent regarding safety precautions.

● B. Ouellet informed the Board members that the Hospital is currently getting set up in the Laboratory Department to process COVID-19 swab tests in the new year.

**13.3 Emergency Department Repurposing Project – Internal Communications**

● K. Pristanski informed the Board that he held 4 information sessions with Staff to get their feedback. Only 3 Staff showed up and all were pleased with the proposed project.

● K. Pristanski noted that the next step is to submit a Pre-Capital Submission Form to the MOH. The Hospital can request permission to do the project with its own funds or request that the project be cost shared with the MOH. The only difference is that the project will proceed faster with our own funds. The Board decided to make that decision after the new CEO reviews the proposed Project.

**It was moved by V. Tschajka and seconded by T. Popowich that the report from the CEO be approved as presented.**

**CARRIED.**

**RES 89**

**14.0 DECISION OF THE BOARD**

● None this month.

**15.0 ROUND TABLE DISCUSSION**

● Discussion occurred.

● Concerns were raised regarding the increased number of COVID-19 cases in the Thunder Bay and the capacity of the TBRHSC to take on patients from Greenstone, if needed. Dr. Zufelt stated that the TBRHSC can still take on patients from Greenstone.

● C. Checkley reminded everyone to consult the Friendship Centre when the medicine wheel outside the new Emergency Department is scheduled to be painted. There is a proper order and direction for the colours of the wheel.

**16.0 MONTHLY MEETING EVALUATION**

**16.1 Bi-Monthly Meeting Evaluation Sheet – December 2020**

● The Evaluation Sheet was provided to the Board of Directors. They will be completed and returned to J. Goulet.

**17.0 IN CAMERA MEETING**

● In Camera Session held on December 1st, 2020 was called to order at 6:35 pm.

**18.0 TERMINATION OF IN CAMERA MEETING**

● In Camera Session held on December 1st, 2020 was terminated at 6:50 pm.

**19.0 MEETING WITH MANAGEMENT (CEO ONLY)**

**20.0 MEETING WITHOUT MANAGEMENT**

**21.0 TERMINATION OF REGULAR BOARD MEETING**

**It was moved by D. Boulanger and seconded by J. Beaulieu that the Board of Directors Meeting be adjourned at 6:57 pm.**

**CARRIED.**

**RES 80**

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Board Chair Signature