 Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom at the Northern Horizon Medical Center, Tuesday, February 5, 2019 at 5:00 p.m.

Present: Mark Wright Dorene Boulanger Victor Tschajka

Voting Myrna Letourneau Kathryn Legault Ralph Humphreys

Non-Voting Lucy Bonanno Dr. Roy Laine Adam Kolisnyk

Laurie Heerema Dr. Ryan Zufelt Sandra Penner (recorder)

Regrets: Mandy LaBelle Willy Anton Jamie McPherson

Voting Terry Popowich

Regrets: Sylvie Duranceau

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: 6 Attendance: 60%**

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| CALL TO ORDER | | | | |
| **1.1. Welcome and Chair’s Opening Remarks:**  ● The meeting was called to order at 5:00 p.m., by the Chair, M. Wright.  ● M. Wright read the Treaty Acknowledgement. | |  | | |
| 2.0 DECLARATION OF CONFLICTS OF INTEREST | | | | |
| ● M. Wright noted if there is any discussion regarding the physician recruiter he would declare a conflict | |  | | |
| **3.0 ADOPTION OF THE AGENDA** | | | | |
| ● M. Wright asked if there were any amendments to the agenda.  ● L. Bonanno requested to add 4.4 Presentation from the Family Health Team  **It was moved by M. Letourneau and seconded by V. Tschajka that the agenda be approved as amended.**  **CARRIED** | | **RES 13** | | |
| **4.0 PRESENTATIONS**   |  |  | | --- | --- | | **4.1 Physician Recruiter Introduction and Presentation**  ● L. Bonanno introduced Caroline Rocheleau the Physician Recruiter with the Geraldton District Hospital. L. Bonanno noted C. Rocheleau has been to the MAC meeting and will be attending a Municipality of Greenstone council meeting in March. Feel free to ask questions during her presentation.  ● C. Rocheleau noted that recruitment and retention along with collaboration is her main focus.  She is attending recruitment fairs and is in contact with all medical schools. There is significant work required to refresh our marketing.  ● She has created a welcome group to connect physicians with people with similar interests in the community. ● C. Rocheleau meet with the Chamber of commerce and obtained funding for a recruitment video.  ● It was also noted C. Rocheleau is in contact with former residents of the area who are now physicians in other areas to help generate interest in this area.  ● D. Boulanger inquired if C. Rocheleau has reached out to other hospitals and she noted she has.  ● It was noted that another hospital in the north had acquired 8 physicians. However to do this they came up with an alternate schedule for 3 weeks in, 3 weeks out and this was only a trial and not a confirmation of commitment. |  | | | | | |
| |  |  |  | | --- | --- | --- | |  |  | | | **4.3 Patient Stories**  ● V. Tschajka reported from notes received from J. McPherson, he appreciated the patient story.  **4.4 Presentation from the Family Health Team**  ● Shannon Kristjanson, Director and Dr. Frank Dzijacky, Board Chair for the Geraldton Medical Clinic joined the meeting to discuss renovations to the Northern Horizon Medical Center building which the Geraldton District Hospital owns.  ● Dr. Dzijacky thanked the members for allowing them to present. Their goal is to have another nurse practitioner to join the practice and for that they need additional space.  ● S. Kristjanson provided an overview of the proposed project. Renovations must be approved by March 31, 2019 to get the funding or the funding will be clawed back.  ● Form Architecture Engineering from Thunder Bay has reviewed the renovations and come up with the construction plan. The project would consist of 4 to 5 interior walls in the FHT to be removed. None of these walls are load bearing walls.  ● In response to the request for the additional engineering review of the project, the Ministry of Health will not provide any additional funding for this project as it has already been approved.  ● S. Kristjanson contacted the engineer and he indicated a second opinion would be a waste of money.  ● R. Humphreys inquired what the time line would be for the project and S. Kristjanson indicated November 2019 and it would take a couple of months.  ● L. Heerema inquired if all renovations are covered by the funding and S. Kristjanson noted it was.  ● R. Humphreys inquired how will the clinic continue to operate.  ● M. Wright noted this is a liability issue. Not to question the engineering but there are legal liabilities. M. Wright questioned if the original blueprint for the building and are all the walls in those prints going to be in existence after the renovation.  ● S. Kristjanson indicated the walls being removed were installed after the original construction. The engineering firm indicated they could provide a letter to the hospital to confirm none of the walls being removed are load bearing.  ● D. Boulanger noted she would like to see a letter.  ● Dr. Hargassner joined the meeting at 5:30 pm  ● Dr. Dzijacky inquired if the board receives this letter would that be adequate?  ● Dr. Zufelt noted on a clinical note, this is an exciting opportunity. It would be nice to see how this would function. A Ministry funded project of this size will have a positive effect.  ● M. Wright noted L. Bonanno to address an agreement that S. Kristjanson is responsible for any costs moving forward.  ● Dr. Hargassner, S. Kristjanson and Dr. Dzijacky left the meeting at 5:32 pm. |  |   **5.0 CORRESPONDENCE** | | | | |
| ● **None to present this month.** | |  | | |
| **6.0 EDUCATION** | | | | |
| **6.1 Effective Governance for Quality and Patient Safety**  ● No questions or comments  **6.2 A Primer on Ontario’ Health Care System**  ● No questions or comments  **6.3 OHA 2019 Pre-Budget Submission – Media Summary**  ● D. Boulanger inquired how is all of this going to affect us.  ● A. Kolisnyk noted an idea, a plan and an operational approach are all very different.  **6.4 Guide to Good Governance – Chapter 1 & 2**  ● M. Wright inquired if the members would like to review the reading chapter by chapter or page by page and the latter was chosen.  ● R. Humphreys noted he feels this is worthwhile.  ● It was discussed from pg 19 why we had decided to go to closed meetings. L. Bonanno noted special interest groups are overtaking AGMs, it is only the AGM that is closed and not all meetings.  ● M. Wright noted there is closed organizations and closed meetings. L. Bonanno noted unless the majority agrees to have someone attend.  ● D. Boulanger inquired on pg 26 regarding the accountability agreement, and L. Bonanno noted this is the HSAA.  ● **M. Wright noted for the members to read Chapter 3 for the next meeting.**  **6.5 Rural and Northern Health Care Leadership Conference**  ● M. Wright inquired which Board members are interested in attending and to please contact S. Penner if you are.  ● M. Letourneau inquired how much is budgeted for education and A. Kolisnyk noted $ 9k per fiscal.  **6.6 Advanced Board Program for the Health Care Sector**  ● This is the second portion to the May conference.  **6.7 Why Strategy Under Delivers**  ● No interest noted. | |  | | |
| **7.0 CONSENT AGENDA** | | | | |
| **7.1 Regular Board Meeting Minutes – January 8, 2019:**  ● Nothing noted.  **7.2 MAC Meeting Minutes – January 10, 2019:**  ● Nothing noted.  **7.3 CCS Report:**  ● No report at this meeting.  **7.4 CNE Report:**  ● Accepted as presented.  **It was moved by V. Tschajka and seconded by D. Boulanger to accept the Consent Agenda as presented.**  **CARRIED** | | **RES 14** | | |
| **8.0 ITEMS LIFTED FROM CONSENT AGENDA** | | | | |
| **8.1** The consent agenda was approved as presented, no items lifted. | | **RES 15** | | |
| **9.0 BUSINESS ARISING FROM MINUTES** | | | | |
| **9.1 Executive Limitation Policies**  **BOD-EXL1 – BOD-EXL9 & BOD-EXL11 – BOD-EXL16 Revised**  ● S. Penner noted the policies will be provided to the members as a completed package for inclusion in their Board of Directors binders. | |  | | |
| 1. **CAPITAL PLAN / CFO REPORT** | | | | |
| **10.1 Finance & Patient Stats**  ● A. Kolisnyk presented his reports noting for the 3rd quarter the hospital is in the black with other income as a major driver for revenues. Overtime rates are down noting the third paragraph indicates overtime without stat holidays.  ● J. McPherson inquired via V. Tschajka regarding other income and A. Kolisnyk noted these are not standard with savings being discovered but not to the initial extent.  ● J. McPherson via V. Tschajka inquired regarding labour shortage similar to last summer. A. Kolisnyk noted that work is in progress to address these shortages.  ● J. McPherson via V. Tschajka noted pleased about the Wifi accessibility.  ● J. McPherson via V. Tschajka noted Nakina in the black is great.  ● V. Tschajka inquired about the 97k operating lost. A. Kolisnyk noted that booked expenses are on the books but have not yet been paid.  ● A. Kolisnyk reported the Capital budget projects are 60% completed. More projects have been added then cancelled or deferred. Under major projects, the palliative care suite will be open soon. Acute doors are being replaced by HIRF funding.  ● M. Wright inquired if the board will be receiving the capital plan. A. Kolisnyk would like to know how the board would like to see it. This was discussed and a 2 year projection was requested. M. Wright noted in past years the amount of information was lacking.  ● L. Bonanno noted the HIRF funding may be eliminated under the new PC government. As soon as this is determined L. Bonanno will share this information.  **10.2 Risk Management**  ● A. Kolisnyk presented his reports noting risks have been reduced in several areas.  ● D. Boulanger requested an explanation of the graph. **Members noted they would prefer a bar graph.**  **10.3 Operating Budget**  ● A. Kolisnyk presented his reports. D. Boulanger inquired regarding outpatient ER visits showing an increase however would the new NP at the clinic after the renovations decrease this.  ● A. Kolisnyk noted the previous years were much lower than expected. **A. Kolisnyk will look further at this.** | |  | | |
| |  |  |  | | --- | --- | --- | | **11.0 NEW BUSINESS** | | | | **11.1 Incident Reports (RL6) December 2018**  ● The report was presented and no major issues require review at this time.  **11.2 Strategic Plan Review**  ● V. Tschajka inquired regarding agreements or partnerships with the LHIN but L. Bonanno noted the dissolving of the LHIN is speculation at this point.  ● Dr. Zufelt noted there have been a lot of positive changes through the LHIN such as CCAC working to reduce ALC patients. Physician appointments is expediting localized programs  ● M. Wright suggested in discussions with the OHA to bring the positive points forward.  **11.3 Governance Policies BOD-GP1 – BOD-GP27**  ● BOD-GP1 J. McPherson noted via V. Tschajka S. Penner to ensure members sign the Code of Conduct yearly.  ● M. Letourneau noted there are inconsistences throughout this policy with the titles of Board Members and Members. It was decided to change all instances to read ‘Board Members’. **S. Penner to update.**  ● BOD-GP4 J. McPherson noted via V. Tschajka that Board Committees are to check with what the By-laws state.  ● BOD-GP11 J. McPherson inquired via V. Tschajka as to why it was changed that complaints against the CEO be forwarded to the Treasurer (Chair of the Audit Committee)? **Bring this policy along with the other policy which references complaints against the CEO back to next meeting.**  ● BOD-GP13 M. Letourneau noted that as the Board is now going to be doing peer assessments, should a note be added to the policy to reflect this. The members agreed to add a peer assessment reference to this policy. It was also noted that the self-assessments are due in march.  ● BOD-GP16 V. Tschajka inquired if presentations are considered education. It was discussed and determined presentations and the Guide to Good Governance readings would both be education.  ● BOD-GP21 V. Tschajka noted since we have Co Chiefs of Staff due they both need to be assessed? Dr. Zufelt noted he has reached out to two other hospitals regarding the assessments and has not received a response. Dr. Zufelt noted you could use the role of Chief of Staff description**. Dr. Zufelt will bring this forward to MAC.** Dr. Zufelt inquired if the Board would like them to proceed with this? M. Wright noted to leave as it stands.  ● BOD-GP21 – 1a) It was noted to add Vision and Values after the word mission. **S. Penner to update**  ● BOD-GP21 – 12 It was noted to add Code of Conduct to the documents requiring Board Member signature.  ● BOD-GP22 The Reviewed date of March 2018 to be added to page 2 and 3 of the document.  ● BOD-GP24 M. Letourneau suggested to remove the reference to ‘hospital’ under item 3, members agreed.  ● BOD-GP25 J. McPherson inquired via V. Tschajka if the reference to the first Tuesday under item 5 should be changed as some month due to holidays it is not possible to hold the meeting that date. It was discussed and agreed to leave as is.  **11.4 Volunteer Tree of Life**  ● M. Letourneau reported there is new criteria for the tree of life which was reviewed. Previously there could be up to 5 recipients were as now there is a maximum of 2. M. Letourneau noted that she is going to ask the criteria be changed to calendar year as opposed to fiscal year as nominations are due in February. M. Letourneau noted she is going to work with S. Penner to capture data.  ● M. Letourneau made a motion to nominate V. Tschajka for a Tree of Life recognition award. Seconded by D. Boulanger. All were in favour.  CARRIED | |  |   **12.0 LINKAGES & PARTNERSHIPS** | | | | |
| **12.1 QIC Meeting Minutes and Score Card**  ● The QIC Meeting Minutes from January 24, 2019 were presented. Nothing was noted for discussion.    **12.2 QIC Committee PFA Addition**  ● R. Humphreys reported the QIC committee would like to add a PFA representative and would like this participant be a voting member of the committee.  ● L. Bonanno researched this and it is very mixed regarding voting authority.  ● R. Humphreys noted we should be consistent.  ● M. Wright noted committees are limiting to their role.  ● It was discussed and the members agreed on the QIC PFA being a voting role.  It was moved by M. Letourneau and seconded by Kathryn Legault that the Geraldton District Hospital Board of Directors approve the addition of a PFA representative as a voting member to the Geraldton District Hospital QIC.  CARRIED  **12.3 Geraldton District Hospital Auxiliary Report**  ● M. Letourneau presented her Geraldton District Hospital Auxiliary report.  Laurie requested her name be revised in the report.  It was moved by D. Boulanger and seconded by V. Tschajka that the Linkage and Partnership reports be accepted as presented.  CARRIED | **RES 16**  **RES 17** | | | |
| **13.0 CEO REPORT:** | | | | |
| ● L. Bonanno presented her report and provided a brief overview.  ● L. Bonanno reported our lab accreditation has taken place and we have passed.  ● OCP will be coming to do an inspection on our Chemo area.  ● D. Boulanger inquired about the amount of EMS staff for the CPP program in Nakina and L. Bonanno noted it is waiting for staff to be trained.  **It was moved by K. Legault and seconded by M. Letourneau that the report from the CEO be approved as presented.**  CARRIED | **RES 18** | | | |
| |  |  | | --- | --- | | **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 D. Boulanger and seconded by V. Tschajka that the list of Physician Privileges be approved as presented.**  CARRIED | **RES 18A** | | |  |  |  | | --- | --- | --- | | **15.0 ROUND TABLE DISCUSSION** | | | | ● D. Boulanger noted it was a good meeting  ● M. Letourneau noted she enjoyed the presentations. |  | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **16.0 MONTHLY MEETING EVALUATION** | | | ● The Evaluation summary was presented to members for their review. |  | | | | | **17.0 IN CAMERA MEETING** | | | | ● There was no In Camera session held. |  | | | **18.0 TERMINATION OF IN CAMERA MEETING** | | | | ● There was no In Camera session held. |  | | | **19.0 MEETING WITH MANAGEMENT (CEO ONLY)** | | | | ● Nothing to report at this time. |  | | | | | |
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Board Chair Signature