Geraldton District Hospital

Minutes of the

**GDH Board of Directors’ Meeting**

Held in the Geraldton District Hospital Boardroom/Zoom

Tuesday, January 10th, 2023 at 5:30 pm

Present

Voting: Dorene Boulanger Ralph Humphreys Bobby Jo Chenier

Michael Davis Patricia Dufour Cory Lightfoot

Manon Michon Sanna Humphreys Terry Popowich

Eric Pietsch Kathryn Legault

Non-Voting: Darryl Galusha Ian McPherson Brigitte Ouellet

Jena Goulet (recorder)

Regrets

Voting:

Non-Voting: Monique Gosselin Dr. Ryan Zufelt

Guest: Brent Maranzan

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

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

**Total Board Members (voting): 11 Present: 11 Attendance: 100%**

**1.0 CALL TO ORDER**

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

● The meeting was called to order at 5:30 pm by D. Boulanger.

● D. Boulanger read the Treaty Acknowledgement.

**2.0 DECLARATION OF CONFLICTS OF INTEREST**

● None.

**3.0 ADOPTION OF THE AGENDA**

● D. Boulanger asked if there were any amendments to the agenda.

● The following Items will be moved from *Consent Agenda* to *Items Lifted from Consent Agenda*:

● 7.2 MAC Minutes – November 23rd, 2022 moved to Item 8.1,

● 7.4 CNE Report moved to Item 8.2,

● 7.5 Human Resources Report moved to Item 8.3.

● Under New Business, add the following Items:

● 11.5 Meal on Wheels,

● 11.6 Fiscal Advisory Committee

**It was moved by M. Davis and seconded by M. Michon that the agenda be approved as amended.**

**CARRIED.**

**RES 1**

**4.0 PRESENTATIONS**

**4.1 GDH Budget Planning 2023-2024**

● The initial HAPS submission was due early December 2022 and was back on October’s YTD financial statements.

● B. Maranzan informed the committee that the operating budget may be subject to change as there are many outstanding ventures to be approved. Therefore, he expressed it was difficult to provide a refined budget. B. Maranzan plans to finalize the draft budget by mid-January.

● B. Maranzan met with the Managers in December and the Fiscal Advisory Committee in January to review the first draft to address any concerns they had.

● The final HAPS submission will be completed by January 31st, 2023. There will be opportunities to revise internally, if necessary.

***Major Assumptions***

● Expecting a 2% increase to the budget and PCOP, which is approximately $260,000.

● Salaries and wages are anticipated to increase by 3%. This is a low-end assumption.

● Most supplies and sundry matched to current YTD projections.

● No COVID-19 impacts or these are expected to have corresponding revenues.

***Issues & Risks***

● Uncertainty with ONA Contract. The OHA has indicated the rates could rise 5-11%.

● There remains uncertainty with the 2022/23 COVID-19 revenue. GDH is still waiting for details and confirmation on major funding items. These include NPs, COVID-19 care and any support related to agency staffing and extraordinary vacancies. This will have a resulting impact on 2023/24.

***Revenue***

● Proposed revenue = $14,711,808.

● Major changes include a 2% increase to the budget and PCOP (approx. $260,000), $325,000 for NPs and an estimated $80,000 for COVID-19 care.

● Most other amounts are based on the projected YTD.

***Salaries & Benefits - Hours***

● 25% benefit estimation used.

● Significant changes include: Nurse Practitioners in the Emergency Department, part-time Phlebotomist, full-time Pharmacy Technician, redistributed Nursing Administration, removed Registered Health Records Technician, changes to the Social Work position and a few changes to the coverage and standby hours.

***Salaries & Benefits***

● 25% benefit estimation used.

● Impact of 3% increase driving the changes between the current year and the 2023/24 budget.

● The biggest changes include the Nurse Practitioners and the reallocation of Nursing Administration with the addition of the Clinical Care Facilitator.

***Salaries & Benefits - Purchased***

● Controlling agency staffing will be critically important as it is not included in the 2023/24 budget.

***Supplies***

● Supplies are so far estimated based on current YTD projected and less COVID-19 specific, as per instruction from the MOH.

● Currently, an increase of $503,000 is expected and a is a driving force in the projected deficit.

● GDH is waiting on $80,000 in COVID-19 Care funding. This will help offset the deficit.

***Medical/Surgical/Drugs***

● Budgeting to current YTD projected.

***Summary***

● GDH is currently sitting at a $777,570 deficit. This is driven by an increase in supplies, medical staff costs and salaries.

● B. Maranzan addressed the concerns of the Board regarding the 50/50 Raffle.

● B. Maranzan shared that multiple phone calls were made and responses submitted with no real reasons being provided regarding GDH’s eligibility.

● D. Boulanger stated that she would like for the Raffle be running before June.

● B. Maranzan informed the Board members that if the Raffle does not get approved provincially, GDH could run a Raffle through the municipality. However, ticket sales cannot be done online and there is a limit of $50,000 being given away that cannot be exceeded.

● It was also suggested that a foundation could be created in order to raise funds but this would come with a lot more overhead costs and complications.

**5.0 CORRESPONDENCE**

**6.0 EDUCATION**

**6.1 Guide to Good Governance – Chapter 5 (pages 99-106)**

● D. Boulanger asked if there were any questions in regards to this month’s reading.

● Clarifications were provided regarding the Fiscal Advisory Committee. Each year, the draft budgets are initially reviewed by the Managers. Once approved, it is presented to the FAC. The final draft requires approval from the Board of Directors. It was requested to have the FAC minutes presented at the February meeting.

● The process for credentialing physicians was explained to the Board of Directors. It was requested that the Privilege Application Request form be presented at the next Board meeting for education.

● Chapter 6 (pages 107-134) was assigned for reading for the next Board meeting.

**7.0 CONSENT AGENDA**

**7.1 Regular Board Meeting Minutes – December 6th, 2022**

**7.2** **MAC Meeting Minutes –November 23rd, 2022**

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

**7.3 CCS Report**

**7.4 CNE Report**

● Moved to Item 8.2 under *Items Lifted from Consent Agenda*.

**7.5** **Human Resources Report**

● Moved to Item 8.3 under *Items Lifted from Consent Agenda*.

**7.6 COS Report**

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

**CARRIED.**

**RES 2A**

**8.0 ITEMS LIFTED FROM CONSENT AGENDA**

**8.1 MAC Meeting Minutes –November 23rd, 2022**

● With PRC Test funding being discontinued in March, T. Popowich inquired about how PCR tests will be processed.

● B. Ouellet informed the Board members that the tests with be sent to Thunder Bay with a 24-hour turn-around time once the sample is received. The challenge will be the transport of the samples to Thunder Bay.

● D. Boulanger asked if the samples can be sent via air. B. Ouellet will investigate the cost of shipping by air.

**8.2 CNE Report**

● D. Boulanger inquired if the NPs will be sent to work at the Nakina Clinic in Dr. Desruisseaux’s absence.

● D. Galusha explained that GDH is trying to find the funds in order to send Nurse Practitioners to Nakina.

**8.3 Human Resources Report**

● D. Boulanger questioned the lack of medical students placed at GDH.

● D. Galusha shared that the physician refuses to take on students. However, with the new physicians joining GDH, D. Galusha is confident that a physician willing to work with medical students will be found.

**It was moved by R. Humphreys and seconded by P. Dufour to accept the Items Lifted from the Consent Agenda as presented.**

**CARRIED.**

**RES 2B**

**9.0 BUSINESS ARISING FROM MINUTES**

**10.0 OPERATIONS SUPPORT MANAGER REPORT**

**10.1 Operational Highlights**

● I. McPherson stated that the Capital Budget has not changed much since October 2022 as most projects have been put on hold due to lack of funds.

● The HIRF funds were invested into the elevator maintenance project.

**10.2 Risk Management – Q3**

● The report was reviewed by the Board members.

**11.0 NEW BUSINESS**

**11.1 Wealth Management Report – Q3**

● D. Boulanger asked if the RFP process should be performed for a new financial advisor as GDH has been with A. Tjong for 5 years. I. McPherson explained that this process is not required for financial advisors.

● The Board of Directors requested that A. Tjong provide education to the members in order to fully understand the Wealth Management reports. J. Goulet will reach out to A. Tjong to arrange the education.

**11.2 Executive Limitations Policies (BOD-EXL 1-17) Review**

● *BOD-EXL 3: Financial Control and Activities* – It was requested that the policy be sent to B. Maranzan to add a section regarding GDH’s line of credit.

● *BOD-EXL 8: Partnerships* – North West Local Health Integration Network (LIHN) needs to be changed to Ontario Health North (OHN) and Indigenous should be spelled with a capital “I”.

● *BOD-EXL 13: Lobbyists and Consultants* - North West Local Health Integration Network (LIHN) needs to be changed to Ontario Health North (OHN).

● *BOD-EXL 17: Reserve and Reserve Fund* – The spelling error to be corrected under Statement of Purpose.

● All of the remaining Executive Limitations Policies have been renewed without changes.

**11.3 Incident Reports (RL6) – September, October, November 2022**

● GDH currently has 9 beds in Acute Care taken up by ALC patients waiting for placement in LTC. This leaves 14 beds available for patients.

● Social issues being medicalized and the costs associated with this was discussed.

**11.4 Health & Safety Policy Statement 2023**

**11.5 Meals on Wheels**

● GDH continues to wait for funding and information from OHN. The Program has not yet received approval.

**11.6 Fiscal Advisory Committee**

● Item discussed under Item *6.1 Guide to Good Governance – Chapter 5 (pages 99-106).*

● Discussion occurred regarding GDH’s new auditor and how financials are being submitted every 6 months to help make the audit process easier.

***Dr. Zufelt joined the meeting at 7:06 pm.***

**12.0 LINKAGES & PARTNERSHIPS**

**12.1 HCAC Meeting Minutes – December 13th, 2022**

● The situation regarding Agency Nursing between hospitals was compared and discussed.

**12.2 QIC Meeting Minutes –December 15th, 2022**

**12.3 Geraldton Hospital Auxiliary Report**

● S. Humphreys provided an update to the Board of Directors.

● The Committee delivered Christmas gifts to the LTC Residents and ALC Patients.

● The number of volunteers to work in the Gift Shop has increased but it remains closed on weekends.

● The GDH Auxiliary Committee held its AGM on January 23rd, 2023.

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

**CARRIED.**

**RES 3**

**13.0 CEO REPORT**

● D. Galusha summarized his report for the Board members.

● Dr. Zufelt explained that expected number of COVID-19 and RSV cases over the holidays was not reached but the staff of GDH remain on high-alert as Thunder Bay is projecting a COVID-19 surge over the next few weeks.

**It was moved by C. Lightfoot and seconded by B. J. Chenier that the report from the CEO be approved as presented.**

**CARRIED.**

**RES 4**

**14.0 DECISION OF THE BOARD**

None.

**15.0 ROUND TABLE DISCUSSION**

● Discussion occurred.

● D. Boulanger informed the members that GDH’s 60th Anniversary is this year. She inquired if the Hospital will be hosting something to celebrate.

**16.0 MONTHLY MEETING EVALUATION**

**16.1 Bi-Monthly Meeting Evaluation Summary – December 2022**

● The Evaluation Summary was provided to the Board members.

● It was requested that Board members be better prepared for the monthly meetings.

**17.0 IN CAMERA MEETING**

**18.0 TERMINATION OF IN CAMERA MEETING**

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

**20.0 MEETING WITHOUT MANAGEMENT**

**21.0 TERMINATION OF REGULAR BOARD MEETING**

**It was moved by R. Humphreys and seconded by B.J. Chenier that the Board of Directors Meeting be adjourned at 7:28 pm.**

**CARRIED.**

**RES 5**

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Board Chair Signature