Geraldton District Hospital

Minutes of the

**GDH Board of Directors’ Meeting**

Held at the Geraldton District Hospital and via Zoom

Tuesday, January 11th, 2022 at 5:30 pm

Present

Voting: Dorene Boulanger Terry Popowich Ralph Humphreys Bobby Jo Chenier Victor Tschajka Michael Davis Kathryn Legault Sanna Humphreys

Non-Voting: Darryl Galusha Ian McPherson Brigitte Ouellet

Dr. Ryan Zufelt Laurie Heerema

Jena Goulet (recorder)

Regrets

Voting: Patricia Dufour Mark Wright

Non-Voting:

Guest: Scott Potts

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

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

**Total Board Members (voting): 10 Present: 8 Attendance: 80%**

**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**

● No conflicts declared.

**3.0 ADOPTION OF THE AGENDA**

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

● Under New Business, add Item 11.5 COVID-19 Updates.

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

**CARRIED.**

**RES 1**

**4.0 PRESENTATIONS**

**4.1 Wealth Management Report**

● Deferred until the next meeting.

**4.2 ER Project Updates**

● S. Potts highlighted a few outstanding items for the Project:

● A section of flooring on Level 0 does not match the rest of the floor. This is being corrected at no cost to the Hospital.

● Refabrication of the Dr. Roy E. Laine Emergency Department sign is currently taking place. This is at no extra cost to the Hospital.

● There is an area of the exterior masonry that was not painted. Due to the current weather, this work will be completed in the Spring. TJC will provide an undertaking and a copy of the contract confirming this work.

● Site grading will also be completed in the Spring by Cloutier’s Contracting.

● The ventilation parameter deficiencies for air flow in the Compounding Room have been addressed and will be monitored over the next few months. An additional independent review to recertify the room will need to be completed in January and this will be covered under the commissioning budget.

● Water is pooling in the soffit and dripping onto the entrance of the Emergency Department. Tom Jones is on site today to determine the cause of the issue. The canopy was built as designed and the cost of repairs will therefore be the responsibility of the Hospital.

● Discussions with the MOH Capital Branch on change orders are concluded with the next step being the submission of final close out documentation.

● There is a one-year warranty period for most of the project. There are some areas that have extended warranties. There will be a site review at the one-year anniversary of substantial completion by the contractor, architect and owner to identify any issues requiring remediation.

● The Hospital has negotiated Contractor credits in the amount of $55,741.92 against non-shareable changes to reduce the overall impact to the local funding share of the Hospital.

● The overall total for the Project’s change orders is $783,335.32.

● The total non-shareable cost, including owner requested and design errors, is $216,809.99. These costs are 100% covered by the Hospital.

● The total shareable cost, including unforeseeable, third party and COVID-19 claims, is $566,525.33. The MOHLTC will cover 90% of the costs with the Hospital covering the remaining 10%.

● Final local share of the Project is estimated at $2,246,161.

**4.2.1 Change Order Approval**

● Change Order #56 - Level 0 - Demolition $14,009.16.

This relates to additional work required on Level 0 to make the renovation work tie in properly to the existing building. The Ministry has indicated it will classify this item as sharable.

● Contractor COVID-19 claim for additional costs $101,993.94.

The contractor has identified cost impacts to the project related to additional expenses dealing with COVID-19. This includes additional expenses for washroom facilities, additional supplies and labour for cleaning, etc. The Ministry is indicating support for this submission and it will be included in the final audit cost report.

**It was moved by T. Popowich and seconded by M. Davis that the Board of Directors approve the amount of $116,003.10 be added to the ER Project for the required Change Orders.**

**CARRIED.**

**RES 2**

**4.2.2 Lessons Learned**

● The document was reviewed by the members of the Board.

● T. Popowich suggested that GDH should request 3D models be created for all future projects.

**5.0 CORRESPONDENCE**

None this month.

**6.0 EDUCATION**

**6.1 Quality & Patient Safety Governance Toolkit – Chapters 1 & 2 (Pages 4-19)**

● D. Boulanger asked if there were any questions or comments regarding this month’s education.

● D. Boulanger requested that Patient Stories be added back to the agenda. L. Heerema will resume providing the stories at each Board of Directors’ meeting.

● D. Boulanger asked for confidentiality and compassionbe added to the Values of GDH’s *Mission, Vision and Values Statement*. I. McPherson stated that the Statement can be revised when the Strategic Plan is due to be updated in 2024.

● D. Boulanger inquired about the Patient Safety Culture Survey and asked if a survey has been completed by all GDH Staff. I. McPherson shared that the surveys were performed in October 2021. Once the Managers have reviewed the results, he will present the results of the Patient Safety Culture Survey to the Board of Directors.

● Chapters 3-5 (pages 20-44) were assigned for reading for the next Board meeting.

**7.0 CONSENT AGENDA**

**7.1 Regular Board Meeting Minutes – December 7th, 2021**

**7.2** **MAC Meeting Minutes – December 15th, 2021**

**7.3 CCS Report**

**7.4 CNE Report**

**7.5 Human Resources Report**

**7.6 COS Report**

**It was moved by V. Tschajka and seconded by K. Legault to accept the Consent Agenda as presented.**

**CARRIED.**

**RES 3A**

**8.0 ITEMS LIFTED FROM CONSENT AGENDA**

**9.0 BUSINESS ARISING FROM MINUTES**

None.

**10.0 OPERATIONS SUPPORT MANAGER REPORT**

**10.1 Financial Highlights**

● As at November 30th, 2021, GDH is currently operating at a surplus.

● GDH’s financial position is improving as the ER Project is being paid off.

**11.0 NEW BUSINESS**

**11.1 Incident Reports (RL6) – September, October, November 2021**

● The Board of Directors reviewed the reports.

● The members voiced their concerns regarding the number of Professional Conduct and Safety & Security reports recorded over the last 3 months.

● D. Galusha explained that the Professional Conduct Reports are caused by the current state of COVID-19. Patients have become more aggravated and stressed out towards the physicians and nurses.

● I. McPherson stated that the Safety & Security reports are brought to the Joint Health & Safety Committee monthly and addressed at those meetings. He assured the members that the issues raised have not reached the point to be reported to the Board of Directors.

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

● BOD-EXL 16: D. Boulanger asked if the CEO’s expenses are being reviewed by the Board’s Treasurer. D. Galusha expressed that he has not accrued any expenses to date.

● All Executive Limitations Policies have been renewed with no amendments.

**11.3 Board Member Listings**

● M. Davis’s retirement date should be amended to June 2030. J. Goulet will make the adjustment.

● V. Tschajka announced that he will be retiring from the Board of Directors as of June 2022.

**11.4 Board of Directors’ Meeting Schedule 2022**

● The 2022 meeting schedule was reviewed by the Board members.

**It was moved by B.J. Chenier and seconded by S. Humphreys to approve the Board of Directors’ Meeting Schedule 2022 as presented.**

**CARRIED.**

**RES 4**

**11.5 COVID-19 Updates**

● The current state of Greenstone in regards to COVID-19 was discussed.

● GDH Continues to provide its Greenstone COVID-19 Reports on their Facebook page with a positive response from the community.

● The Omicron variant has reached Greenstone and the number of cases reported by Public Health are greatly underreported. D. Galusha is approximating that the positive cases in Greenstone are 4-5 times greater than reported. Dr. Zufelt agreed with this statement.

● Dr. Zufelt estimated that over 90% of the COVID-19 cases presenting at the Emergency Department are unvaccinated.

● The Board members asked what they can do to help. L. Heerema asked the members to encourage the people of the community to get their COVID-19 vaccinations. If staff members from the Hospital become sick, there will not be enough nurses to care for them.

● D. Boulanger suggested submitting communications from the Board of Directors in the Times Star. She would also like to purchase a banner to hang outside of the Emergency Department thanking the staff members of GDH from the Board of Directors.

**12.0 LINKAGES & PARTNERSHIPS**

**12.1 ER Project Report – January 2022**

● Report was received.

**12.1.1 ER Project Committee Meeting Minutes – December 13th, 2021**

**12.2 QIC Meeting Minutes – Next Meeting: January 20th, 2022**

**12.3 HCAC Meeting Minutes – December 14th, 2021**

**12.4 Geraldton Hospital Auxiliary Report**

● S. Humphreys stated that a committee meeting is scheduled to take place Monday, January 24th, 2022.

● S. Humphreys shared that the Gift Shop has been presently shut down due to the current COVID-19 restriction at GDH.

**It was moved by V. Tschajka and seconded by R. Humphreys that the Linkages & Partnerships reports be accepted as presented.**

**CARRIED.**

**RES 5**

**13.0 CEO REPORT**

● D. Galusha highlighted his written report to the Board of Directors.

● D. Galusha has attended several meetings regarding the creation of an Ontario Health Team. D. Galusha reported that he was successful in helping create the Thunder Bay/Nipigon/ Greenstone/Northshore OHT.

● D. Galusha shared that the MOHLTC is very supportive of a 48-bed model for the construction of a new LTC facility. D. Galusha would also like to explore renovating the existing LTC space and creating a supportive housing unit.

● D. Galusha continues to lobby for the Greenstone campus to host a BScN Program.

● D. Galusha exploring housing options for professional staff to help encourage these staff members to work and stay at GDH.

● D. Galusha announced that GDH was provided with $52,000 for the Nakina Clinic from the Ministry of Health.

**It was moved by S. Humphreys and seconded by K. Legault that the report from the CEO be approved as presented.**

**CARRIED.**

**RES 6**

**14.0 DECISION OF THE 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 S. Humphreys and seconded by V. Tschajka that the list of Physician Privileges be approved as presented.**

**CARRIED.**

**RES 7**

**15.0 ROUND TABLE DISCUSSION**

● Discussion occurred.

**16.0 MONTHLY MEETING EVALUATION**

**16.1 Bi-Monthly Meeting Evaluation Summary – December 2021**

● The Evaluation Summary was provided to the Board members.

**17.0 IN CAMERA MEETING**

● The In-Camera Meeting was called to order at 6:45 pm.

**18.0 TERMINATION OF IN CAMERA MEETING**

● The In-Camera Meeting was adjourned at 7:21 pm.

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

**20.0 MEETING WITHOUT MANAGEMENT**

**21.0 TERMINATION OF REGULAR BOARD MEETING**

**It was moved by V. Tschajka and seconded by T. Popowich that the Board of Directors Meeting be adjourned at 7:22 pm.**

**CARRIED.**

**RES 14**

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Board Chair Signature