Geraldton District Hospital

Minutes of the

**Regular Board of Directors’ Meeting**

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

Tuesday, January 12th, 2021 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) Kathryn Legault (T)

Dorene Boulanger (T)

Non-Voting: Kurt Pristanski Darryl Galusha (T) Ian McPherson

Laurie Heerema (T) Brigitte Ouellet (T) Dr. Ryan Zufelt (T)

Dr. Roy Laine Jena Goulet (recorder)

Regrets

Voting: Patricia Dufour

Non-Voting:

Guests: Albert Tjong (T) 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 5:01 pm by M. Wright.

● M. Wright read the Treaty Acknowledgement.

● M. Wright and the Board members thanked K. Pristanski for his contributions provided during the Interim period.

●M. Wright also welcomed D. Galusha to Greenstone and the Geraldton District Hospital.

**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 7.4 CNE Report moved from Consent Agenda to Item 8.1 under Items Lifted from Consent Agenda.

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

**CARRIED.**

**RES 1**

**4.0 PRESENTATIONS**

**4.1 Wealth Management Report**

● A. Tjong presented the Wealth Management Report to the Board of Directors.

● A. Tjong summarized the asset allocations.

● A. Tjong explained that K. Pristanski requested that $150,000 be taken out of the US Equity account and transferred to the Hospital’s chequing account in October 2020.

● A. Tjong stated that GDH’s net annualized return is at 5.82%.

● Clarifications were provided regarding the annualized returns.

● A. Tjong expressed that the GDH investments were slightly affected by the COVID-19 pandemic.

● GDH’s total investment return is $588,885 as of November 30th, 2020.

**4.1.1 Email Communications from K. Pristanski to A. Tjong**

● Clarifications were provided to the Board members in regards to the requested withdrawal of funds from the US/International account.

**4.1.2 Asset Allocation Breakdown – September, October, November 2020**

**4.2 ER Project Updates**

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

● S. Potts explained that the Tom Jones crew took a 2 week break during the Christmas and New Year holidays.

● S. Potts stated that, aside from signage and a few curtain walls, the exterior work of the new department should be completed by the end of January.

● Drywall on the lower level has been completed with taping and mudding starting shortly.

● Drywall in the perimeter rooms is nearly complete on Level 1. Rough-ins are also complete with the electrical subcontractor bringing more staff on site.

● Major equipment installation is progressing well in the Penthouse. The majority of the connections should be completed by the end of February.

● The generator and propane equipment are installed with the exception of the final connections.

● Hydro services have been installed and activated.

● The preliminary visits are currently taking place for the installation of the elevator. It is expected to take 6 weeks to complete.

● The commissioning agent visited the site in December with no significant issues raised. The next visit will take place in January.

● S. Potts stated that he is waiting for a schedule from Tom Jones in regards to connecting the new addition to the existing building.

● The equipment budget has been refined and is in the process of being executed. Since the equipment is under budget by $29,000, new IV pumps will be added to the budget in order to maximize the grant recovery.

● The forecasted completion dates have been revised. The substantial completion date has been moved to March 22nd, 2021, total completion to the end of April and occupancy of the department estimated for early May.

● S. Potts informed the Board members that there are a couple of Change Orders waiting for costing at the moment. He explained that there were a few issues identified in December which brings the Change Order value to $621,000. This puts the project over its contingency budget by $45,000. Most Change Orders will be submitted for reimbursement as ‘unforeseen’ changes for revision by the Ministry of Health and may need some negotiations.

● S. Potts does not expect further significant change orders. He stated that the project has progressed better than expected. Perkins Eastman Black performed well as the prime consultant but some issues arose with the sub-consultants.

● As of November 30th, 2020, the total capital costs at $13,767,408 with the Hospital’s net cash at $495,141.

**5.0 CORRESPONDENCE**

● None this month.

**6.0 EDUCATION**

**6.1 Guide to Good Governance – Chapters 1 & 2 (Pages 1-27)**

● M. Wright asked if there were any questions or concerns regarding the assigned reading.

● The reading was discussed.

● Chapter 3, pages 28-38 were assigned for the next Board meeting.

**6.2 Executive Committee – Terms of Reference**

● The Geraldton District Hospital’s Executive Committee Terms of Reference was reviewed by the members of the Board for their education.

**7.0 CONSENT AGENDA**

**7.1 Regular Board Meeting Minutes – December 1st, 2020**

**7.2 MAC Meeting Minutes**

**7.2.1 November 24th, 2020**

**7.2.2 December 17th, 2020**

**7.3 CCS Report**

**7.4 CNE Report**

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

**7.5 COS Report**

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

**CARRIED.**

**RES 2**

**8.0 ITEMS LIFTED FROM CONSENT AGENDA**

**8.1 CNE Report**

● D. Boulanger inquired about a Nurse Practitioner being hired to replace P. Taphorn at the Nakina Clinic.

● L. Heerema explained that a Nurse Practitioner would better serve the medical needs of the area. This will prevent Nakina and Aroland patients from travelling to Geraldton for their appointments and will help those with chronic illnesses be more compliant with their healthcare.

● K. Pristanski stated that a Nurse Practitioner will also give the Nakina Clinic more independence and that a proposal was submitted to the MOH for funding of the Nurse Practitioner position but has yet to receive a response.

● V. Tschajka congratulated L. Heerema on her completion of the Patient Navigator courses. L. Heerema explained that she would like to travel to remote areas, such as Aroland, to help them navigate the healthcare system.

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

**CARRIED.**

**RES 3**

**9.0 BUSINESS ARISING FROM MINUTES**

***J. McPherson stepped out of the meeting at 6:09 pm due to a conflict of interest.***

**10.0 OPERATIONS SUPPORT MANAGER REPORT**

**10.1 Capital Plan**

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

● I. McPherson stated that as of December 30th, 2020, 28% of the Capital Plan has been completed.

● I. McPherson explained that a few of the items on the plan may be installed in the new fiscal year but GDH is hoping to have the purchase orders out and paid before the end of this fiscal year.

● D. Galusha explained that the ON2 Concentrator can be billed under the COVID-19 budget, along with a few other items, which will help to keep the Capital Plan costs down.

**10.2 Risk Management**

● I. McPherson provided education to the Board of Directors about how GDH tracks and manages all facets of operational and strategic risk.

***J. McPherson returned to the meeting at 6:14 pm.***

**11.0 NEW BUSINESS**

**11.1 Incident Reports (RL6) – September, October, November 2020**

● Discussion occurred in regards to the Safety/Security in the Emergency Department.

● L. Heerema explained that the severity of the mental health and drug abuse patients has increased. She stated all Nursing staff are debriefed after any incident to help establish plans to keep them safe and that the Patient Navigator can help with behavioural issues that arise and get their care initiated faster.

**11.2 Strategic Plan Review – Q1, Q2 & Q3**

● K. Pristanski expressed that he is impressed with the plan and that most of the items have been completed.

● J. McPherson stated that the new Steering Committee is planning its first meeting by the end of January.

● J. McPherson expressed that *Item 2.3 Hospital as a Conduit to Improve Collaboration among Service Providers, and Between Clinical and Community Services* should not be identified as complete since this item is constantly changing.

● T. Popowich inquired about what is being done to attract and recruit staff to GDH. M. Wright stated that GDH should be permitted to determine their own strategy for recruitment of staff.

● J. McPherson pointed out a typo on page 12. The target completion date of the ED Project should read “Spring 2021”, not “Spring 2020”.

● Clarifications were provided to the Board members in regards to ALC days. L. Heerema explained that these numbers have been decreasing over the years and that the new Home Care Program will continue to improve these numbers.

**11.3 Executive Limitation Policies (BOD-EXL 1-16) Review**

● *Policy BOD-EXL 1*: M. Wright clarified that the policy is a general statement that the CEO should not do anything contrary from the direction of the Board and will not do anything illegal.

● *Policy BOD-EXL 3*: J. McPherson stated that guidance may be needed in regards to accessing funds from the reserves and investments. It was considered that a new policy may need to be created.

● *Policy BOD-EXL 10:* Policy will be reviewed by D. Galusha and J. McPherson at a later date.

**12.0 LINKAGES & PARTNERSHIPS**

**12.1 ER Project Report – January 2021**

● Report was received.

**12.1.1 ER Project Ad Hoc Committee Meeting Minutes – December 15th, 2020**

**12.2 QIC Meeting Minutes – Next Meeting: TBD**

● I. McPherson stated that the next meeting will likely be held in January.

● I. McPherson explained that the December meeting was cancelled due to a lack of information provided for the reports.

**12.3 HCAC Meeting Minutes – Next Meeting: January 7th, 2021**

● The meeting that was scheduled January 7th, 2021 did not take place because quorum was not reached. The meeting will be rescheduled at a later date.

**12.4 Geraldton Hospital Auxiliary Report**

● S. Humphreys provided a verbal report.

● S. Humphreys informed the Board members that the Auxiliary was approved to provide gifts to the residents in LTC and the ALC patients in Acute Care for Christmas.

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

**CARRIED.**

**RES 4**

**13.0 CEO REPORT**

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

● D. Galusha stated that he has contacted the Chiefs of Long Lake #58 and Aroland to introduce himself as the new CEO and to offer the Hospital’s support during their COVID-19 lockdowns.

● D. Galusha and L. Heerema are also trying to set up a meeting with Dilico to introduce the Home Care Program to them and to offer the services to the reserves in Greenstone.

**13.1 Licensing Transaction Review from MOH-LTC**

**13.2 12 Month Extension of Discharge Planner from North West LHIN**

**13.3 COVID-19 Outbreak Declared Over (Fre/Eng) - Communications**

**13.4 COVID-19 Province Wide Shutdown – Communications**

**13.5 Christmas Door Decorating Contest 2020 – Photos**

**13.6 Ugly Christmas Sweater Contest 2020 – Photos**

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

**CARRIED.**

**RES 5**

***V. Tschajka disconnected from the meeting at 6:58 pm.***

**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 R. Humphreys and seconded by D. Boulanger that the list of Physician Privileges be approved as presented.**

**CARRIED.**

**RES 6**

**15.0 ROUND TABLE DISCUSSION**

● Discussion occurred.

**16.0 MONTHLY MEETING EVALUATION**

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

● The Evaluation Summary was provided to the Board of Directors.

**17.0 IN CAMERA MEETING**

● In Camera Session held on January 12th, 2021 was called to order at 7:08 pm.

**18.0 TERMINATION OF IN CAMERA MEETING**

● In Camera Session held on January 12th, 2021 was terminated at 7:12 pm.

**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 J. McPherson that the Board of Directors Meeting be adjourned at 7:25 pm.**

**CARRIED.**

**RES 7**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Chair Signature