 Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, January 8, 2019 at 5:30 p.m.

Present: Mark Wright Dorene Boulanger Jamie McPherson

Voting Willy Anton Victor Tschajka Kathryn Legault

Ralph Humphreys Myrna Letourneau (T) Terry Popowich

Non-Voting Lucy Bonanno Dr. Roy Laine Adam Kolisnyk

Sylvie Duranceau Sandra Penner (recorder)

Regrets: Mandy LaBelle

Voting

Regrets: Laurie Heerema Dr. Ryan Zufelt

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: 9 Attendance: 90%**

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| CALL TO ORDER | | | | |
| **1.1. Welcome and Chair’s Opening Remarks:**  ● The meeting was called to order at 5:28 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.  ● J. MacPherson requested to pull the MAC Minutes from the consent agenda to 8.1  **It was moved by V. Tschajka and seconded by W. Anton that the agenda be approved as amended.**  **CARRIED** | | **RES 01** | | |
| |  |  |  | | --- | --- | --- | | **4.0 PRESENTATIONS** |  | | | **4.1 Patient Stories**  ● L. Bonanno presented a story that was found on social media which she read to the members. It stated how grateful the person was to have the hospital in the community. |  |   **5.0 CORRESPONDENCE** | | | | |
| **5.1 Never Forgotten Award Presentation**  ● L. Bonanno presented the website article regarding the award presentation. | |  | | |
| **6.0 EDUCATION** | | | | |
| **6.1 Reducing Wait Times for Mental health and Addiction Care**  ● L. Bonanno noted this article was from the Ministry of Health website.  ● M. Wright noted the premier sent out a statement that healthcare is one of the 3 priorities for this year. | |  | | |
| **7.0 CONSENT AGENDA** | | | | |
| **7.1 Regular Board Meeting Minutes – December 4, 2018:**  ● Nothing noted.  **7.2 MAC Meeting Minutes – November 27, 2018:**  ● Moved to 8.1 for discussion.  **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 W. Anton to accept the Consent Agenda as amended.**  **CARRIED** | | **RES 02** | | |
| **8.0 ITEMS LIFTED FROM CONSENT AGENDA** | | | | |
| **8.1 MAC Meeting Minutes – November 27, 2018:**  ● J. McPherson noted the reference to the COS to be evaluated by an outside body as this was an non-compliance finding during accreditation.  ● V. Tschajka noted under physician recruitment Dr. Zufelt and Dr. Ten Hoeve noted they are always willing to assist however there are also 4 or 5 physicians from Greenstone who are now working in other areas. He suggested these physicians could assist in recruiting to this area since they are from this region.  ● V. Tschajka was pleased to read some of the initiatives the recruiter is taking.  It was moved by D. Boulanger and seconded by V. Tschajka that the items lifted from the Consent Agenda be approved as presented.  CARRIED | | **RES 03** | | |
| **9.0 BUSINESS ARISING FROM MINUTES** | | | | |
| **9.1 Geraldton District Hospital By-Law – Final Draft**  ● L. Bonanno presented the final draft of the revised Hospital By-Law  ● J. McPherson noted on page 13, should we add Chief Financial Officer?  ● J. McPherson noted any check over $ 25,000 the Treasurer should be signing off on it.  ● It was discussed if the cheque amount threshold should be increased? L. Bonanno suggested the amount to be increased to $100,000. It was agreed to increase the amount of cheques requiring the Treasure to sign off on to $100,000.  ● L. Bonanno contacted the lawyer regarding accepting the By-Law changes at the AGM. They noted since we have a closed membership, there could be a special members meeting after a regular board meeting. **This special meeting to be scheduled following the February 2019 regular Board meeting.**  ● D. Boulanger noted on page 13 the Geraldton District Hospital does not service Beardmore. **M. Wright requested that Beardmore be removed from the document.**  ● D. Boulanger noted on Page 6 item 4.5 if you missed 3 consecutive meetings or 2.5 (one quarter of the 10 regularly scheduled) meetings per year you are to be removed. She is asking why both of these should not be 3. M. Wright indicated the total number of the meetings would include special meetings as well.  **● M. Wright requested the edits be completed and to be brought back to the next meeting with a resolution.** | |  | | |
| 1. **CAPITAL PLAN / CFO REPORT** | | | | |
| **10.1 Finance & HAPS Report**  ● A. Kolisnyk presented his reports.  ● It was noted that the oxygen concentrator is on schedule for spring/summer 2019.  ● In the HAPS report the subtotal MOH funding is showing as 2.7% because it is over the initial amount from last year however the amount will actually be 1% over the final approved amount of last year.  ● M. Wright inquired that the board is being asked to approve this as the budget for next year and L. Bonanno noted this will be the budget if we receive the 1% increase.  ● M. Wright inquired if there will be subsequent reports and J. McPherson noted that there will be additional details in the quarterly report.  ● It was discussed if the 1% is not approved would the funds in reserve be considered and A. Kolisnyk confirmed that would be a last resort.  ● A. Kolisnyk also noted this budget does not include the emergency department expansion.  ● M. Wright noted that if the board approves this budget it is giving administration the right to approve that amount. He is concerned about the amount of information the board is being presented to approve this. M. Wright is putting this forward as an expectation moving forward.  ● V. Tschajka and D. Boulanger noted they are comfortable with this but agree they would like more information moving forward.  ● M. Wright would like to see a 3 year average and staffing compliment reports noting this is for the protection of administration also.  ● J. McPherson felt the quarterly report includes the variance so that could be used as the template.  It was moved by W. Anton and seconded by V. Tschajka that the FY2020 HAPS Annual Planning Budget Submission be approved as presented.  CARRIED | | **RES 04** | | |
| |  |  |  | | --- | --- | --- | | **11.0 NEW BUSINESS** | | | | **11.1 Incident Reports (RL6) November 2018**  ● The report was presented and no major issues require review at this time.  ● T. Popowich noted to congratulate the team on the amount of work to decrease these numbers.  **11.2 Guide to Good Governance**  ● L. Bonanno noted the board had in the past read the Guide to Good Governance as part of the education.  ● J. McPherson noted another committee he is a member of also rates this document highly.  ● M. Wright inquired if the board is in favour reading the Guide and they were.  ● M. Wright will work with S. Penner to determine the amount of reading for each meeting.  **11.3 Executive Limitations Policies**  ● T. Popowich noted that the policies are written in the negative.  ● It was noted however the Guide to Good Governance states that is how they are to be written.  ● BOD-EXL5 V. Tschajka inquired what happens when the hospital does not have adequate staffing and L. Bonanno noted staff are ordered in.  ● BOD-EXL6 V. Tschajka inquired if there is a separate policy for visitors and L. Bonanno noted there is.  ● BOD-EXL7 Under item 3 and 4, add ‘in a timely manner’ to the end of the statement  ● BOD-EXL10 - K. Legault requested a copy of the investment portfolio.  - It was noted under paragraph 4, the CFO as well as the Treasurer should review this policy.  - Paragraph 4 at the end of the last sentence, add ‘by the CFO’  **K. Legault and A. Kolisnyk to review and return to the April agenda.**  ● BOD-EXL11 J. McPherson noted complaints against the CEO now go the Treasurer, not the Board chair.  ● BOD-EXL15 V. Tschajka inquired regarding item 6 if we are not doing this the statement should be removed.  ● BOD-EXL16 K. Legault noted that CEO’s expenses should be signed by the Treasurer or Board appointed designate.  ● Dr. Laine left the meeting at 6:19 pm    **11.4 Medical Clinic Renovation**  ● L. Bonanno noted that S. Kristjanson, Director of the Geraldton Medical Clinic wants to do some renovations to the medical clinic which the Hospital owns. L. Bonanno has a copy of the plans and noted the clinic will be paying for the entire renovation.  ● L. Bonanno noted she has been in contact with the hospital attorney and there will be a document created to ensure all the responsibility falls to the tenant.  ● It was inquired if all the renovations will be reviewed and J. McPherson suggested a 3rd party engineering and infection control firm review the renovations at the clinics expense on our behalf. The members concurred to this suggestion. | |  |   **12.0 LINKAGES & PARTNERSHIPS** | | | | |
| **12.1 QIC Meeting Minutes and Score Card**  ● The QIC Meeting Minutes from December 20, 2018 were presented.  ● **J. McPherson noted on page 2 of the minutes, first bullet, adding a PFA to the QIC committee needs to be added to the next QIC agenda and then a board agenda.**    **12.2 Geraldton Hospital Auxiliary Report**  ● M. Letourneau’s did not have a report for this month’s meeting as there was no Auxiliary Meeting in December 2018.  **12.3 HCAC Meeting Minutes and Score Card**  ● The HCAC Meeting Minutes from December 6, 2018 were presented.  It was moved by J. McPherson and seconded by R. Humphreys that the Linkage and Partnership reports be accepted as presented.  CARRIED  **12.4 CNE Voting Delegate for QIC**  ● L. Bonanno on behalf of L. Heerema, CNE of Geraldton District Hospital requested the Board of Directors approve the AC/ED Nurse Manager to be a voting delegate at the QIC meetings.  It was moved by J. McPherson and seconded by D. Boulanger that the AC/ED Nurse Manager be approved as a voting delegate for the CNE at Quality Improvement Committee meetings held at the Geraldton District Hospital  CARRIED | **RES 05**  **RES 06** | | | |
| **13.0 CEO REPORT:** | | | | |
| ● L. Bonanno presented her report and provided a brief overview.  ● J. McPherson noted he appreciates the amount of work dedicated to the ED project.  **It was moved by R. Humphreys and seconded by J. McPherson that the report from the CEO be approved as presented.**  CARRIED | **RES 07** | | | |
| |  |  | | --- | --- | | **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 T. Popowich and seconded by J. McPherson that the list of Physician Privileges be approved as presented.**  CARRIED | **RES 08** | | |  |  |  | | --- | --- | --- | | **15.0 ROUND TABLE DISCUSSION** | | | | ● T. Popowich noted the potential mine development inquiring do we know what the patient workload will be.  ● A. Kolisnyk noted there was a preliminary meeting with the mine. Fort Frances, Rainy River and Red Lake went through something similar so perhaps we could contact them for information regarding their experience.  ● J. McPherson noted from a governance perspective there should be action items brought forth to the board. ● M. Wright would like a status update noting that there is a company that creates reports to the community to provide these projections.  ● T. Popowich noted there should be a scaling up plan.  ● L. Bonanno noted the Ministry of Health states we do not need any additional services with the project influx of residents. They are not giving us any extra staff, etc.  ●M. Wright noted the CEO to include in the monthly report what is being done regarding planning for the mine and what are the trends the Board needs to be aware of.  ● R. Humphreys noted that on the QIC report to add a bullet to make it a discussion item. **S. Penner to advise I. McPherson.**  ● D. Boulanger congratulated the staff for the decorations on the doors over the holidays and making everyone feel like home away from home.  ● J. McPherson noted there was good discussion this evening.  ● M. Wright wished everyone a happy new. |  | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **16.0 MONTHLY MEETING EVALUATION** | | | ● The Evaluation summary was presented to members for their review. |  | | | | | **17.0 IN CAMERA MEETING** | | | | ● In Camera Session held on January 8, 2019 was called to order at 7:07 p.m. |  | | | **18.0 TERMINATION OF IN CAMERA MEETING** | | | | ● In Camera Session held on January 8, 2019 was terminated at 7:32 p.m. |  | | | **19.0 MEETING WITH MANAGEMENT (CEO ONLY)** | | | | ● Nothing to report at this time. |  | | | | | |
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Board Chair Signature