Geraldton District Hospital

Minutes of the

**GDH Board of Directors’ Meeting**

Held at the Geraldton District Hospital and via Zoom,

Tuesday, June 1st, 2021 at 5:30 pm

Present

Voting: Mark Wright Jamie McPherson Victor Tschajka Cheryl Checkley Terry Popowich Dorene Boulanger

 Jessie Beaulieu Sanna Humphreys Ralph Humphreys

 Patricia Dufour

Non-Voting: Darryl Galusha Ian McPherson Laurie Heerema

 Dr. Roy Laine Brigitte Ouellet Dr. Ryan Zufelt

 Jena Goulet (recorder)

Regrets

Voting: Kathryn Legault

Non-Voting:

Guests: Brent Maranzan Scott Potts Albert Tjong

**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 5:30 pm by M. Wright.

● M. Wright read the Treaty Acknowledgement.

**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.

● Under Presentations, add Item 4.3 Wealth Management Report.

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

**CARRIED.**

**RES 43**

**4.0 PRESENTATIONS**

**4.1 CFO Report: 2020/21 Audit Summary**

● B. Maranzan introduced himself to the Board of Directors.

● B. Maranzan summarized his role with GDH and provided his background and qualifications for the role.

● B. Maranzan stated that his report will be provided at the Audit Committee meeting on Tuesday, June 22nd, 2021.

**4.2 ER Project Updates**

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

● S. Potts shared that the work on Level 1 is nearing completion. Finishing touches are currently taking place and should be completed by the end of the week.

● The architects and electrical engineers are on site this week to review the construction.

● Commissioning of all the major systems were successful.

● S. Potts stated that occupancy of the new Emergency Department is set for June 17th.

● S. Potts explained that there are currently 2 issues outstanding for the Project:

● Elevator – TSSA will be on site June 10th to perform their inspection for the elevator and to evaluate to changes made to the elevator mechanical room.

● Compounding Room – the motor for the exhaust fan failed due to the motor being under-designed. TJC have someone who can fix it temporarily but a bigger motor will still be required. GDH will be responsible for the price difference of the motor.

● S. Potts informed the Board members that the incorrect French signage in the Emergency Department is being corrected.

● Philips has finished all of their installations.

● The projected Project costs will be submitted early to the MOHLTC for their review before the representative, who S. Potts and GDH have been dealing with, retires.

● S. Potts has applied for incentive grants through Enbridge. If the applications are approved, they could result in $16,000 being provided towards the Project.

● S. Potts stated that there are 10 submittals outstanding and are currently under review.

● The Contingency Costs are forecasted at $704,000.

● TJC has not applied for Substantial Completion yet since the elevator has not been approved to date.

● S. Potts informed the members that the majority of the work on Level 0 is complete. The remaining portions cannot move forward until the new Emergency Department is occupied.

● Access to Level 0 will be limited to EMS only until Level 0 is completed and attached to the rest of the Hospital. EMS will access Level 0 through the outside doors until a connection can be made between the Ambulance Bay and Level 0.

● S. Potts stated that the Project has reached $18,911,640. GDH’s portion of the Project will cost $2,043,630 plus another $850,000 until the holdback is paid out by the MOHLTC. GDH’s portion will need to pull the funds needed from their investments to cover the costs of the Project.

**4.3 Wealth Management Report**

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

● The Portfolio Review shows GDH’s assets as of May 20th, 2021. The portfolio is valued at $4,240,367.

● A. Tjong shared that GDH’s portfolio has experienced some loss over the last year due to 60% of the funds experiencing higher inflation due to COVID-19.

● Since the inception of the investments in 2018, GDH’s portfolio has generated $466,138.93.

● Funding for GDH’s portion of the Emergency Department Project was discussed.

● A. Tjong assured the Board members that portfolio will be updated and adjusted to meet compliance after the funds are removed.

● D. Galusha and A. Tjong will meet to determine a plan.

**5.0 CORRESPONDENCE**

None this month.

**6.0 EDUCATION**

**6.1 Guide to Good Governance – Chapter 6 (Pages 107-134)**

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

● J. McPherson highlighted that Board members are expected to improve their skills through training and use that knowledge in combination with their personal experience to make the best possible decisions for the Hospital.

● Chapter 7 (pages 135-177) was assigned for reading for the next Board meeting.

**7.0 CONSENT AGENDA**

**7.1 Regular Board Meeting Minutes – May 4th, 2021**

**7.2** **MAC Meeting Minutes – April 22nd, 2021**

**7.3 CCS Report**

**7.4 CNE Report**

**7.5 Human Resources Report**

**7.6 COS Report**

**It was moved by D. Boulanger and seconded by P. Dufour to accept the Consent Agenda as presented.**

**CARRIED.**

**RES 44A**

**8.0 ITEMS LIFTED FROM CONSENT AGENDA**

**9.0 BUSINESS ARISING FROM MINUTES**

**9.1 Painting of the Medicine Wheel**

● D. Galusha informed the Board members that the ER Project Committee is recommending that the Medicine Wheel should be painted.

● C. Checkley will be on site tomorrow to view the space for the Medicine Wheel. She will meet with D. Galusha and discuss the proper placement of the colours within the Wheel and if the stone seating should be removed from the centre of the Wheel.

**It was moved by V. Tschajka and seconded by J. Beaulieu to approve the painting of the Medicine Wheel at the cost of approximately $3,100.00.**

**CARRIED.**

**RES 45**

***J. McPherson stepped out of the meeting at 6:17 pm due to a conflict of interest.***

**10.0 OPERATIONS SUPPORT MANAGER REPORT**

● I. McPherson summarized the outstanding capital projects from the previous fiscal year.

● I. McPherson provided updates for the projects scheduled for this fiscal year.

● I. McPherson shared a graph explaining GDH’s Preventative Maintenance Program. He highlighted the portion of the graph showing the progress of the Program from April 2020, the start of the COVID-19 pandemic, to May 2021. At the beginning of the pandemic, it was a

struggle to maintain completion of Preventative Maintenance tasks. Since hiring an additional full-time maintenance technician, the department has maintained over 90% completion and have reached 100% completion in May, despite the increased duties related to the Emergency Department expansion.

***J. McPherson returned to the meeting at 6:19 pm.***

**11.0 NEW BUSINESS**

**11.1 Annual General Meeting – Discussion**

● The AGM is scheduled for Tuesday, June 29th, 2021 at 5:30 pm via Zoom.

**11.2 Nominating Committee Report**

● J. McPherson informed the Board of Directors that the Executive positions have been filled and that 2 new Board member have been found to fill the vacant seats. They will be presented at the AGM on June 29th.

**11.3 Proposed OHT Models**

● The proposed OHT Model was presented to the Board members.

● The current model has GDH amalgamated with the Northshore.

● D. Galusha met with the Regional Services Committee and expressed his concerns regarding the current OHT Model and that it would be in the best interest of GDH if we are grouped with Thunder Bay instead of Marathon.

● All patients are transferred to Thunder Bay and most community members prefer to go to Thunder Bay for their appointments.

● S. Humphreys inquired about when OHT Models will be implemented. D. Galusha stated they are still in their preliminary stages and initial discussions. It could several years to establish a good working model.

● NOSH is hoping to absorb both GDH and the Manitouwadge General Hospital but, both have made their wishes known that they want to join Thunder Bay’s OHT.

**11.4 Regional Services Committee Report**

● J. McPherson provided the report for the Board members as information to review.

● J. McPherson highlighted that the committee is great for networking and that he sits on the Board portion of the committee.

● J. McPherson shared that the next meeting is being held in September 2021.

 **11.4.1 Election of New Representative for the Committee**

● Since J. McPherson is retiring from the GDH Board of Directors, he must also resign from the Regional Services Committee and a new representative is needed to replace him.

● J. McPherson stated that the committee meets 3-4 times virtually per year and each meeting lasts approximately 2 hours.

● T. Popowich voiced that he may be interested in joining the committee but will need to review all of the information provided before making a decision.

● T. Popowich will inform D. Galusha if he is willing to sit on the committee as the GDH Board of Directors representative.

**12.0 LINKAGES & PARTNERSHIPS**

**12.1 ER Project Report – May 2021**

● Report was received.

**12.1.1 ER Project Ad Hoc Committee Meeting Minutes – April 20th, 2021**

**12.2 QIC Meeting Minutes – Next Meeting: June 17th, 2021**

**12.3 HCAC Meeting Minutes – Next Meeting: TBD**

● D. Galusha shared that another Doodle Poll will be going out to the members to help determine the next date to hold a meeting.

**12.4 GDH Meeting with Ginoogaming FN Minutes – May 11th, 2021**

● T. Popowich stated that even though a lot of the discussions were negative, the initial meeting was progressive.

● J. McPherson stated that Indigenous representation is needed for the Anishnaabe Committee since the committee has not met since 2018. Their concerns can be voiced at these meetings. Since the GDH Board of Directors is skill-based and the Hospital is run as a corporation, it would be the responsibility of the Board’s Indigenous representative to bring the concerns of the Anishnaabe committee to the Board meetings. The Board members agreed.

● C. Checkley expressed that she does not relate to the issues mentioned by S. Taylor regarding the Board of Directors and has enjoyed her time on the Board.

● C. Checkley voiced her disappointment about the Anishnaabe committee not being able to host a meeting due to lack of representation from Aroland.

● M. Wright asked C. Checkley if there is anything the Board of Directors can do better when it comes to the Indigenous communities in Greenstone. C. Checkley stated that other resources need to be used at the Hospital, other than just the Patient Navigator, but she will provide more feedback for M. Wright at a later date.

● D. Boulanger has requested that a letter be sent out to all of the Indigenous communities in Greenstone to inform them that GDH is looking for representation for the Anishnaabe committee and that a meeting should be scheduled for September.

● Dr. Zufelt stated that Indigenous relationships with the Hospital are important and he appreciated the comments made at the meeting since they will help to improve the relationship.

● Dr. Zufelt expressed that GDH is making great strides with the ICS Program implemented for all the staff.

● Dr. Zufelt agrees with C. Checkley regarding the use of other resources outside of the Patient Navigator.

● The Board of Directors thanked D. Galusha for his efforts in opening up communications with the Indigenous communities.

**12.5 Geraldton Hospital Auxiliary Report**

● S. Humphreys provided a verbal report to the Board of Directors.

● S. Humphreys stated that fundraising is going well. The Auxiliary committee has raised $4,887 from the “bakeless” bake sale and membership drive.

● The committee is eager for the reopening of the gift shop. They are waiting for a date for when it can be opened safely.

● The Auxiliary committee would like to purchase a chair for the new Chemotherapy rooms but is waiting for confirmation from L. Heerema.

● S. Humphreys shared that the next meeting is taking place June 14th.

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

**CARRIED.**

**RES 46**

**13.0 CEO REPORT**

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

● D. Galusha acknowledged the discovery of the mass grave of 215 children found at the Kamloops Indian Residential School. He stated that the flags at the Hospital have been lowered for 215 hours and a statement has been made on the GDH Facebook page.

● D. Galusha will be working on finding Board member education over the summer.

● A meeting took place with the Assistant Deputy Minister in regards to the LTC Home Development. Options are being explored for 64 ELDCAP beds for GDH.

● D. Galusha shared that the ICS training for GDH staff is going well.

● D. Galusha is hoping to restart the Anishnaabe committee meetings again in September.

● D. Galusha is working with B. Maranzan to explore other options for creating a foundation. The findings will be presented at the September Board of Directors’ meeting.

● D. Galusha stated that a Physician has been found for the Nakina Clinic and is planning to start in August.

● D. Galusha informed that 7-9 local individuals are enrolled in the RPN Program through Confederation College.

**13.1 COVID-19 Internal & External Communication**

● D. Galusha stated that the Long Lake 58 outbreak occurred after the meeting package was sent out to all members. There may be an additional 60 positive cases added.

● Dr. Zufelt shared that there may be over 100 possible cases in Greenstone. He stated that COVID-19 has been present for over a year and a half and feels that the Hospital’s staff is prepared for these types of numbers in the community.

● It was expressed that some variants of the virus are vaccine resistant but Greenstone is not experiencing many of the variants.

● D. Galusha stated that Greenstone is still following the provincial guidelines.

● D. Boulanger asked if the Hospital is well equipped with ventilators. Dr. Zufelt shared that GDH has only one ventilator. If more severe cases or patients at risk of higher decomposition are admitted, they will be transported to Thunder Bay sooner rather than later.

**13.2 Letter of Recommendation – Tom Jones Corporation**

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

**CARRIED.**

**RES 47**

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

**CARRIED.**

**RES 48**

**15.0 ROUND TABLE DISCUSSION**

● Discussion occurred.

● C. Checkley is requesting that the Spiritual Room be advertised with more signs throughout the Hospital. L. Heerema stated that she will make sure that postings will be placed all through the new Emergency Department.

● The interview on CFNO regarding the new Emergency Department was discussed.

● The Board of Directors and D. Galusha expressed their gratitude for J. McPherson’s dedication to GDH and his 12 years of service.

**16.0 MONTHLY MEETING EVALUATION**

**16.1 Bi-Monthly Evaluation Form – June 2021**

● The Evaluation Form was provided to the Board members.

**17.0 IN CAMERA MEETING**

● None this month.

**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 C. Checkley and seconded by J. McPherson that the Board of Directors Meeting be adjourned at 7:33 pm.**

**CARRIED.**

**RES 49**

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Board Chair Signature