 Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom at the Geraldton District Hospital, Tuesday, May 7, 2019 at 5:30 p.m.

Present: Dorene Boulanger Victor Tschajka (T) Jamie McPherson (T)

Voting Myrna Letourneau Kathryn Legault Ralph Humphreys

Willy Anton Terry Popowich Mark Wright (T)

Non-Voting Lucy Bonanno Dr. Roy Laine Adam Kolisnyk

Sylvie Duranceau Brigitte Cloutier-Ouellette Dr. Ryan Zufelt (T)

Sandra Penner (recorder)

Regrets: Mandy LaBelle

Voting

Regrets: Laurie Heerema

Non-Voting

Guests: Lindy Roy Ian McPherson Scott Potts (T)

# 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 5:30 p.m., by the Chair, D. Boulanger.  ● D. Boulanger read the Treaty Acknowledgement. | | |  | |
| 2.0 DECLARATION OF CONFLICTS OF INTEREST | | | | |
| ● None declared | | |  | |
| **3.0 ADOPTION OF THE AGENDA** | | | | |
| ● D. Boulanger asked if there were any amendments to the agenda.  **It was moved by M. Letourneau and seconded by W. Anton that the agenda be approved as presented.**  **CARRIED** | | | **RES 43** | |
| **4.0 PRESENTATIONS** | | | | |
| **4.1 Staff Satisfaction Survey**  ● I. McPherson presented the summary of the last survey and the action plan. For the last survey there was a 76% overall satisfaction rate and a 75.5% response rate which was a great increase due to the online format. I. McPherson noted there is also an incentive for a paid day off for completing the survey which increased the response rate.  ● I. McPherson noted the current survey opened May 1 – 31st and the Board will receive the results in September. He noted there have already been 31 responses received and the comments have been positive.  **4.2 Performance Management System Development**  ● L. Roy provided an update on the 360 assessments noting they are going to be much more subjective then the performance appraisals. It will be looking at what are the skills and contributions managers and how do they affect the work of others.  ● To ensure the feedback is meaningful to the board L. Roy would like the members to choose the competencies from the selection options included in the meeting package. There should be 8 competencies with each having 4 subcategories.  ● R. Humphreys inquired regarding the 4 questions to be developed for each competency, will they be broad spectrum and L. Roy indicated they would be.  ● The list was discussed.  ● J. McPherson noted 8 were too many, that there should be 4. No more than 6 and 4 core plus two others based on the specific role.  ● S. Duranceau noted if you are comparing managers then they should be measured with the same criteria.  ● T. Popowich feels you should have 8 as you are measuring leadership.  ● L. Roy noted for the individual assessments, L. Bonanno’s goals will cascade down and there will be individual appraisals scheduled for March 2020 after the 360 assessments are completed.  ● T. Popowich noted the 360 can be about interpretation. He noted that a lot of the competencies listed at the bottom can be rolled into the core items.  ● It was concluded L. Roy will use the 8 competencies suggested as noted at the top of the selection page.  **4.3 Scott Potts – ER Project**  **4.3.1 Project Update**  ● S. Potts presented his report noting it was a very large tender package with the mandatory site visit having taken place on April 9th.  ● There are three general contracts who have submitted their intent to bid. There have been a fair number of questions from the generals and sub-contractors. A number of questions have been in regards to the LTC sprinkler portion.  ● S. Potts noted a special board meeting will need to be called to approve the tender results.  ● J. McPherson inquired what the time frame would be for the special meeting.  ● It was discussed and decided the special meeting may take place May 15th or 16th either in person or by joining the meeting by teleconference.  **4.3.2 Construction Subcommittee**  ● S. Potts noted a subcommittee will need to be formed by members of the Board of Directors to deal with construction issues.  ● T. Popowich volunteered to chair the subcommittee.  ● It was determined the committee should be comprised of the CFO along with Manager of Support Services, L. Bonanno and S. Potts  ● J. McPherson noted he would be willing to sit on this committee as did D. Boulanger and V. Tschajka.  ● T. Popowich inquired regarding the Terms of Reference and L. Bonanno noted this will be brought forth at the first meeting.  **4.4 Patient Stories**  ● L. Bonanno presented the patient story which was sent directly to her email. It was from a family who’s relative was brought into the ED department who were extremely pleased with the manner in which their loved one was taken care of. | | |  | |
| **5.0 CORRESPONDENCE** | | | | |
| ● **None to present this month.** | | |  | |
| **6.0 EDUCATION** | | | | |
| **6.1 Guide to Good Governance – Chapter 4 Pg 61-91**  ● T. Popowich inquired on page 62, if we have an action plan and L. Bonanno noted we have an plan in place with the Municipality.  ● M. Letourneau inquired if the annual report is published in the paper and L. Bonanno indicated it is.  **● For the June meeting the agenda is quite full so the readings will be tabled until September 2019. At which time the members will resume at Chapter 5 page 91.** | | |  | |
| **7.0 CONSENT AGENDA** | | | | |
| **7.1 Regular Board Meeting Minutes – April 2, 2019:**  ● Nothing noted.  **7.2 CCS Report:**  ● Nothing noted.  **7.3 CNE Report:**  ● No report at this meeting.  **It was moved by W. Anton and seconded by K. Legault to accept the Consent Agenda as presented.**  **CARRIED** | | | **RES 44** | |
| **8.0 ITEMS LIFTED FROM CONSENT AGENDA** | | | | |
| **8.1** The consent agenda was approved as presented, no items lifted. | | | **RES 45** | |
| **9.0 BUSINESS ARISING FROM MINUTES** | | | | |
| **9.1 Investment Policy Review BOD-EXL10**  ● K. Legault reported the bond rating and international investment sections were amended. Members accepted the policy as revised. | | |  | |
| 1. **CAPITAL PLAN / CFO REPORT** | | | | |
| **10.1 Finance**  ● A. Kolisnyk presented his reports noting 70% of the capital plan has been completed. Electrical panels have been completed and the radiant heat lamps will be completed shortly.  ● T. Popowich inquired regarding the oxygen concentration. A. Kolisnyk noted a number of the regional CFO’s met and it was agreed to give Praxair 4 months to improve their service prior to making the change. T. Popowich noted the cost savings with the concentrator however A. Kolisnyk noted it also comes with some risks as it is new technology.  ● R. Humphreys inquired how we structure risk management with education and A. Kolisnyk noted there is a lot of information out there and it can be rolled out as mandatory management education. | | |  | |
| |  |  |  | | --- | --- | --- | | **11.0 NEW BUSINESS** | | | | **11.1 Incident Reports (RL6) March 2019**  ● T. Popowich noted the trends are impressive and what can this be credited to? L. Bonanno noted there is a lot more incident reporting and follow up taking place now than in previous year’s which is helping to reduce indicents.  ● D. Boulanger noted one patient on LTC can skew the results.  **11.2 Annual OHA Evaluation**  ● S. Penner had provided an electronic copy by email with this month’s Board package or there is a hard copy included in your package. Please complete and return by May 20, 2019. | |  |   **12.0 LINKAGES & PARTNERSHIPS** | | | | |
| **12.1 QIC Meeting Minutes and Score Card**  ● The next QIC meeting is scheduled for June 20, 2019    **12.2 HCAC Meeting Minutes**  ● The next HCAC meeting is scheduled for June 12, 2019  **12.3 Geraldton District Hospital Auxiliary Report**  ● M. Letourneau presented the Geraldton District Hospital Auxiliary report.  It was moved by T. Popowich and seconded by R. Humphreys that the Linkage and Partnership reports be accepted as presented.  CARRIED | | **RES 46** | | |
| **13.0 CEO REPORT:** | | | | |
| ● L. Bonanno presented her report and provided a brief overview.  ● L. Bonanno noted we have a senior team member, S. Duranceau retiring and there was a tea held on May 3rd in her honour. B. Ouellet will be taking over the role of Chief of Clinical Services. L. Bonanno thanked Sylvie for her years of service and noted she will be missed.  ● L. Bonanno reported in regards to the Ontario Health Teams, we are part of a readiness submission to become part of a team with the LHIN. A working group was developed with various stakeholders and the proposal will be submitted May 15th. L. Bonanno will share the report when available.  ● T. Popowich inquired within our community how many partners have signed up and Lucy noted that this submission is at a higher level through TB.  ● J. McPherson noted from the presentations he attended today, primary care is at the forefront of the plan moving forward.  ● L. Bonanno noted she included Bill 74 which has received royal assent on the third reading as an addendum to her report.  ● M. Letourneau noted she is pleased L. Bonanno is proactive.  **It was moved by M. Letourneau and seconded by T. Popowich that the report from the CEO be approved as presented.**  CARRIED | | **RES 47** | | |
| |  |  | | --- | --- | | **14.0 DECISION OF BOARD:** | | | **14.1 Physician Privileges**  ● There was no Privilege requests for the May 2019 Board Meeting. |  | | |  |  |  | | --- | --- | --- | | **15.0 ROUND TABLE DISCUSSION** | | | | ● D. Boulanger noted the Hike for Hospice will be taking place May 25th. M. Letourneau noted there are a number of Board Members who are hiking if you would like to support them.  ● K. Legault noted she has enjoyed servicing on the Board with S. Duranceau.  ● S. Duranceau noted she has enjoyed being part of this board and growing with this hospital.  ● J. McPherson noted it was a good conversation.  ● M. Letourneau welcomed B. Ouellet to the Board. |  | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **16.0 MONTHLY MEETING EVALUATION** | | | ● The Evaluation summary was provided to members. |  | | | | | **17.0 IN CAMERA MEETING** | | | | ● There was no in Camera Session held on May 7, 2019. |  | | | **18.0 TERMINATION OF IN CAMERA MEETING** | | | | ● There was no in Camera Session held on May 7, 2019. |  | | | **19.0 MEETING WITH MANAGEMENT (CEO ONLY)** | | | | ● Nothing to report at this time. |  | | | | | | |
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Board Chair Signature