 Geraldton District Hospital

Minutes of the

### Regular Board Meeting

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

Present: Dorene Boulanger Mark Wright Victor Tschajka

Voting Jamie McPherson (T) Ralph Humphreys Sanna Humphreys

Willy Anton Terry Popowich

Non-Voting Lucy Bonanno Dr. Ryan Zufelt Dr. Roy Laine Brigitte Ouellet Ian McPherson Laurie Heerema

Jena Goulet (recorder)

Regrets: Kathryn Legault Cheryl Checkley

Voting

Regrets:

Non-Voting

Guests: Scott Potts (T) Lindy Roy

# 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%**

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| CALL TO ORDER | | | | |
| **1.1 Welcome and Chair’s Opening Remarks:**  ● The meeting was called to order at 5:33 pm, by the Chair, D. Boulanger.  ● D. Boulanger read the Treaty Acknowledgement. | | |  | |
| 2.0 DECLARATION OF CONFLICTS OF INTEREST | | | | |
| ● Nothing declared. | | |  | |
| **3.0 ADOPTION OF THE AGENDA** | | | | |
| ● D. Boulanger asked if there were any amendments to the agenda.  ● Item 7.1 Regular Board Meeting Minutes, move from Consent Agenda to Item 8.1 Lifted from Consent Agenda,  ● Item 7.2 MAC Meeting Minutes, move from Consent Agenda to Item 8.2 Lifted from Consent Agenda,  ● Item 7.4 CNE Report, move from Consent Agenda to Item 8.3 Lifted from Consent Agenda,  ● Add under New Business, Item 11.1 Nomination Committee,  ● Add under New Business, Item 11.2 Minutes and Attendance,  ● Add under New Business, Item 11.3 GDH Article in the Times Star.  **It was moved by W. Anton and seconded by S. Humphreys that the agenda be approved as amended.**  **CARRIED.** | | | **RES 87** | |
| **4.0 PRESENTATIONS** | | | | |
| **4.1 360° Assessment Results**  ● Voting Board Members were privy to the presentation of the 360° Assessment Results for L. Bonanno presented by L. Roy. The Management Team, including L. Bonanno stepped out during their discussion.  **Non-Voting Board Members stepped out of the meeting at 5:35 pm.**  **Non- Voting Board Members returned to the meeting at 5:42 pm.**  ● There were no further discussions following the return of the Non-Voting Members.  **4.2 ER Project Updates**  ● S. Potts presented the project updates to the Board members.  ● S. Potts explained that the structural steel is being placed into position at this time and the crane will be on site for the next 6-9 months.  ● An updated schedule has been provided from Tom Jones with a new completion date set for March 2021. This increases the timeframe from 18 months to 21 months. S. Potts explained that it is still being reviewed by all teams and more details to be provided in the future.  ● S. Potts stated that the main focus for November is to complete the footings, the floors, and the walls for the first floor.  ● There were a few obstacles that created Change Directives. S. Potts indicated that these have all been resolved but is still waiting for the final cost of these changes that needed to occur.  ● The first payment installment was received from the Ministry for 1.3 million. This is summarized at the end of the report provided by S. Potts.  ● S. Potts shared that a commissioning agent has been contracted. The building plans are to be shared with the agent in order to negotiate appropriate time frames for their systems testing. The commissioning agent’s responsibility is to ensure that what has been built matches the designs and meets specifications.  ● S. Potts is trying to find incentives and grants that could apply to the project.  ● S. Potts stated that the established tender for Tom Jones has been revised to 16.4 million with a cost savings of 1.26 million. The contract value is 19.8 million.  ● S. Potts expressed that 1.01 million has been spent as of the end of September 2019.  ● T. Popowich asked if any incentives were discovered from Hydro One. S. Potts explained that he has not yet found any incentives through Hydro One. | | |  | |
| **5.0 CORRESPONDENCE** | | | | |
| **5.1 News Release – Ontario Expanding Hospital Department in Geraldton**  ● Nothing noted.  **5.2 OHA – Pressing Need for a New Approach to Hospital and Health Services Funding**  ● D. Boulanger voiced her interest in how Ontario hospital funding is very different compared to the other provinces during the years 2012 to 2018. Provincial government funding to Ontario hospitals increased by only 3.5% where all other provinces’ funding to hospitals increased by 12%.  **5.3 Patient Story**  ● L. Bonanno summarized the story for the Board members.  ● D. Boulanger expressed that she was pleased with the positive feedback. | | |  | |
| **6.0 EDUCATION** | | | | |
| **6.1 Guide to Good Governance – Chapter 7 pg. 135 - 156**  ● Page 144 – J. McPherson voiced his concerns about Board retreat evaluations and how the GDH Board has struggled with this over the last few years. He would like this added to the next Board meeting in December.  ● **Chapter 8, pages 178-200 assigned for reading for the next Board meeting.** | | |  | |
| **7.0 CONSENT AGENDA** | | | | |
| **7.1 Regular Board Meeting Minutes – October 1, 2019:**  ● Lifted from Consent Agenda.  **7.2 Medical Advisory Committee Meeting Minutes – October 24, 2019**  ● Lifted from Consent Agenda  **7.3 CCS Report:**  ● Nothing to report at this time.  **7.4 CNE Report:**  ● Lifted from Consent Agenda.  **7.5 COS Report**  **●** Nothing to report at this time.  **It was moved by R. Humphreys and seconded by S. Humphreys to accept the Consent Agenda as amended.**  **CARRIED.** | | | **RES 88** | |
| **8.0 ITEMS LIFTED FROM CONSENT AGENDA** | | | | |
| **8.1 Regular Board Meeting Minutes – October 1, 2019:**  ● M. Wright noticed an error in the minutes under the Capital Plan about the surplus funds that are available. It was recorded that the funds would be spent to accelerate current and planned future projects.  ● The Board members agreed that it should read that the Board is asking for a new capital budget plan for the requested accelerated projects to be presented to the members for approval before deciding what will be done with the surplus of funds.  ● J. Goulet will make the necessary changes to the Board Meeting minutes from October 1, 2019.  **8.2 Medical Advisory Committee Meeting Minutes – October 24, 2019**  ● S. Humphreys stated that the minutes for Item 7.1 Lab Menu Changes were unclear. It seems as though some critical tests are being discontinued.  ● Dr. Zufelt also mentioned that the minutes for this item need some rewording.  ● B. Ouellet explained that the AST is being removed from the liver function test and that the ALT test is the recommended test at this time.  ● B. Ouellet also clarified that CK will no longer be order along with Troponin. CK will still be a lab test available on site.  ● J. Goulet will make the necessary changes to the MAC Meeting minutes from October 24, 2019.  **8.3 CNE Report**  ● The Board members asked for clarification of the CNE Report.  ● L. Heerema explained that the entire chemotherapy program has been revamped.  ● L. Heerema stated that it is best practice that the administering nurse should never leave the patient during treatment to prevent incorrect dosing.  ● The program is very demanding and GDH will be offering 1 treatment per day from a chemotherapy certified nurse.  ● L. Heerema is hoping to start up the program again once the Chemotherapy Room is up and running in the new Emergency Department.  ● M. Wright asked if L. Heerema could provide an estimated dollar amount for the over budget hours. L. Heerema stated that she will figure out statistics and costs if 1 treatment was provided per day a few times per week and present the number to the Board at the next meeting.  ● J. McPherson explained that cost should always be part of the report when it concerns finances and/or budget.  **It was moved by R. Humphreys and seconded by W. Anton to accept the Items Lifted from Consent Agenda as amended.**  **CARRIED.** | | | **RES 89** | |
| **9.0 BUSINESS ARISING FROM MINUTES** | | | | |
| ● Nothing noted. | | |  | |
| 1. **CAPITAL PLAN / CFO REPORT** | | | | |
| **10.1 Finance & Risk Management – Q2**  ● I. McPherson began his report with the financial highlights from Q2.  ● GDH is operating with a surplus of $621,000 as of September 30th, 2019, which is largely due to MOHLTC Base Funding, MOHLTC One Time Funding, Interest Income, Donations, and lower than expected expenses in salaries and wages.  ● I. McPherson expressed that these numbers are great but they will be used up for the remainder of the fiscal year.  ● J. McPherson voiced his concerns with the numbers and that they look inconsistent. He suggested that K. Legault take a look at the numbers to verify the reports.  ● M. Wright noted that interest that is being reinvested should not be considered as available funds until they are cashed out. The interest should not be considered for day-to-day management of funds.  ● I. McPherson stated that GDH is in a good financial position and that the assets are increasing.  ● At the end of September, GDH has a cash balance of 1.4 million.  ● I. McPherson then presented the Capital Budget.  ● Out of the approved 33 items, 13 have been completed, 1 will be completed within 90 days, 10 items will be completed in over 90 days, and 9 items have been deferred or cancelled.  ● As of the October Board meeting, 3 new projects were accepted by the Board: Steamer for Support Services (ordered), Bed Frames and Mattresses for Acute Care (12 beds per year over 2 years), and Nursing Residence Renovations (approximately $200,000 with the contractor beginning work in the next 30 days).  ● M. Wright inquired if GDH has a procurement process policy and if an RFP was created for the renovations that are costing over $100,000. L. Bonanno assured the Board that the hospital does have a policy in place. The Board is requesting that the renovations be put on hold until an RFP is created.  ● The Proposed Accelerated Future Capital Budget was presented to the Board by I. McPherson.  ● This Plan is a forecast of the accelerated projects for the next 3 years; FY2020 to FY2023.  ● In addition, the following 7 items are being proposed as well: New Elevator, Finance Wing Air System (Study & Renovations), Purchase Additional House for Physicians, New Security Camera System, Landscaping for the New Emergency Department Entrance, Renovations for the Old Emergency Department, and the Sprinkler System.  ● I. McPherson informed the Board that the Accelerated 3 Year Capital Budget with the Proposed New Projects would cost approximately 7.1 million.  ● Dr. Zufelt stated that these proposed projects should be prioritized as needed and GDH should attempt to find outside funding for the projects. Because the hospital has a surplus of funds, it does not mean that they should be spent.  ● I. McPherson assured the Board that the additional projects will be added to the Capital Project as needed.  ● Risk Management Q2 was summarized by I. McPherson.  ● Financial Status is up 11.9 from Q1  ● Retention of staffing, mainly RPNs, continues to be an issue. Recruitment is ongoing.  ● Education is up 7 from Q1  ● Building & Equipment Maintenance is up 5 from Q1  ● Building Safety & Security is down 0.6 from Q1  ● Fire suppressant system must be replaced by 2025 to remain compliant.  ● Health & Safety for Patients is down 9 from Q1  ● Current Negative Pressure room still meets standards  ● 2 Negative Pressure rooms being constructed in the new Emergency Department  ● New Largest Risk: Acute Care washrooms are too small for walkers/wheelchairs and results in more falls  ● Insurance Score is 0  ● HIROC confirmed no gaps from a liability, property, or boiler insurance perspective. | | |  | |
| |  |  |  | | --- | --- | --- | | **11.0 NEW BUSINESS** | | | | **11.1 Nomination Committee**  ● D. Boulanger stated that another Board representative is needed to replace M. Letourneau for the Nomination Committee to sit with L. Bonanno and V. Tschajka.  ● L. Bonanno offered the seat to S. Humphreys since she has taken over for M. Letourneau on the Board and the Auxiliary.  ● S. Humphreys will need to know more about the committee and its responsibilities before making a decision about joining the Nomination Committee.  **11.2 Minutes and Attendance**  ● J. McPherson has requested to sit down with J. Goulet to help her improve her skills in recording minutes. There are a few areas where training is required.  ● J. McPherson will contact J. Goulet to arrange a time once he is back in town.  **11.3 GDH Article in the Times Star**  ● S. Humphreys read an article that was published in the paper from the Geraldton District Hospital about the artwork in LTC that does not meet infection control standards was being removed and given back to the donating party.  **M. Wright stepped out due to a conflict of interest at 6:54 pm.**  ● S. Humphreys stated that she was contacted by an individual from the community that was upset about the article and upset that the residents of LTC are no longer allowed to have art displayed in their rooms.  ● L. Heerema explained that the member misunderstood the article. She told the person about how the art did not meet the standards for infection control and had been taken down.  ● T. Popowich asked how many pieces of artwork are being stored. L. Heerema stated that there were approximately 8 pieces but 1 has been picked up already.  ● L. Bonanno will speak with her Communications Representative about the article.  **M. Wright returned to the meeting at 7:01 pm.** | |  |   **12.0 LINKAGES & PARTNERSHIPS** | | | | |
| **12.1 QIC Meeting Minutes – Next Meeting: December 12th, 2019**  ● Nothing to report at this time.  12.2 HCAC Meeting Minutes – Next Meeting: December 11th, 2019  ● Nothing to report at this time.    **12.3 ER Project Report – October 2019**  ● D. Boulanger expressed that the presentation given by S. Potts thoroughly explained the report and meeting minutes from October 24th, 2019.  12.3.1 ER Project Ad Hoc Committee Meeting Minutes – October 24, 2019  ● Nothing noted.  12.4 Geraldton District Hospital Auxiliary Report  ● S. Humphreys stated Provincial Governing Body for the Hospital Auxiliary committees have disbanded. The only committees still running in Ontario are Geraldton and Manitouwadge.  ● The gift shop is running well and S. Humphreys has taken over scheduling. She stated that she has 52 volunteers who have requested to work in the gift shop.  ● As stated in the last meeting, healthier food options were being added to the shop. She disclosed that these options are not popular with the customers.  ● The gift shop has replaced plastic straws with paper straws.  ● S. Humphreys is attempting to find Indigenous gifts to sell in the shop.  ● The Auxiliary is also in the process of making a donation to the hospital and would like to make a formal presentation of their donation.  12.5 Audit Committee Meeting  ● J. McPherson stated that the Audit Committee should meet with the auditors to review the proposed scope of audit.  ● J. McPherson would like direction from the Board about what areas the committee should focus on.  ● J. McPherson has asked that i. McPherson prepare an agenda and schedule a meeting with the auditors in January 2020.  12.6 Geraldton District Hospital Staff Christmas Party – November 30th, 2019  ● L. Bonanno presented the invitation to the Board members about the Annual Christmas Party.  ● A few members stated that they have purchased their dinner tickets.  ● The Board members were advised that the due date for purchasing tickets is Friday, November 8th.  12.7 Geraldton District Hospital Children’s Christmas Party – December 15th, 2019  ● L. Bonanno presented the invitation for the Children’s Christmas Party. She explained that members could bring their children/grandchildren to the event if they are under the age of 12.  ● The Board members were very happy that this event is being organized once again and hopes that it will continue in future years.  It was moved by T. Popowich and seconded by V. Tschajka that the Linkage and Partnership reports be accepted as presented.  CARRIED. | | **RES 90** | | |
| **13.0 CEO REPORT:** | | | | |
| ● L. Bonanno summarized her report for the Board members.  ● L. Bonanno expressed that the Physician Recruiter’s retreat went very well and she made some new  contacts.  ● GDH is focusing on team building at the moment with the Christmas Party approaching and the hospital is also planning to start our Christmas door decorating contest on December 1st.  ● L. Bonanno stated that the mental health room is in the process of being renovated and that the pharmacy’s upgrades are nearly completed.  ● L. Bonanno shared that she will be attending numerous meetings in November.  ● L. Bonanno also shared that GDH is receiving one time funding of $103, 000 from the Ministry.  **It was moved by M. Wright and seconded by T. Popowich that the report from the CEO be approved as presented.**  CARRIED. | | **RES 91** | | |
| |  |  | | --- | --- | | **14.0 DECISION OF BOARD:** | | | **14.1 Physician Privileges**  ● The physicians’ privileges were voted upon and approved by the Board of Directors.  **It was moved by T. Popowich and seconded by M. Wright that the list of Physician Privileges be approved as presented.**  **CARRIED.** | **RES 92** | | |  |  |  | | --- | --- | --- | | **15.0 ROUND TABLE DISCUSSION** | | | | ● T. Popowich stated that there seems to be a common theme during the last few meetings which is, a shortage of nurses. He wants to know what kind of plans and incentives GDH has in order to attract nurses to the area.  ● V. Tschajka, R. Humphreys, S. Humphreys, W. Anton, Dr. Laine, Dr. Zufelt, B. Ouellet, and L. Bonanno all voiced that the meeting went well.  ● L. Heerema reminded the Board members to get their flu shots and informed them that they can be done by appointment with her. |  | | | | | | |
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Board Chair Signature