

Geraldton District Hospital  
Minutes of the  
**Regular Board Meeting**

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Held in the Hospital Boardroom, Tuesday, January 11, 2011 at 6:00 p.m.

Present:	Dick Mannisto Elaine Mannisto (teleconference) Dr. Laine	Deanna Thibault Audrey Johnston	Willy Anton Dale Randa
	Kurt Pristanski Diane Kampela (recorder)	Martine Turner	Sylvie Duranceau
Regrets:	Victor Chapais Melanie Lankin	Marie-Jeanne Gignac Jim Bailey	Jamie McPherson
<b>Board Composition:</b>	<b>9 Elected,</b>	<b>4 Appointments</b>	<b>Total 13</b>
<b>Current Vacancies:</b>	<b>0 Elected</b>	<b>1 Appointments</b>	<b>Total 1</b>
<b>Board Members:</b>	<b>12</b>	<b>Present: 7</b>	<b>Attendance: 58%</b>

**1. CALL TO ORDER**

- The Board annual picture was postponed to the next meeting due to a number of members being absent.
  
- 1.1 D. Mannisto, Board Chair, called the meeting to order at 6:00 p.m. and welcomed everyone back following the Christmas holidays.
  
- 1.2 Education:
  - 1.2.1 *Guide to Good Governance – Chapter 11*
    - Chapter 11 – Board Orientation, Education and Evaluation – of the Guide to Good Governance was reviewed.
    - It was noted that Guide reports that Board members could have another orientation if reappointed to the Board. K. Pristanski added that if any member wishes to have another orientation to advise him.
    - K. Pristanski reported that the CQI Team is currently working on an individual evaluation/assessment.
    - Members all agreed that it would be too challenging to evaluate peers.
    - The chapter talks about evaluation of evaluations. K. Pristanski added that a few years ago the Board evaluated the Board evaluation and it was revised. Also, reviewing the meeting evaluation summary is evaluating the evaluation. Therefore, the Board acts on any items with concerns.
    - The chapter also notes that members should sit on committees where they feel they have strengths. D. Mannisto added that the OHA Board assigns members to committees.
    - **Chapter 12 (Board Committees) of the Guide to Good Governance will be reviewed at the next meeting.**

**2. ADOPTION OF THE AGENDA**

- D. Mannisto asked if there were any amendments to the agenda.  
The following item was added:  
7.5 Tree of Life Ad Hoc Committee  
D. Mannisto noted that items 13.1 and 13.2 of the agenda should actually follow item 14.0.  
**It was moved by A. Johnston and seconded by W. Anton to approve the agenda as amended.**
- Carried**

**3. DECLARATION OF CONFLICTS OF INTEREST**

None.

**4. ADOPTION OF MINUTES**

- 4.1 *Regular Meeting, December 7, 2010:*
  - D. Mannisto asked for errors or omissions to the December 7, 2010 regular Board meeting minutes.

<p>The following corrections were reported:          -In section 7.1, it should state deliveries were made to “LTC” residents.          -In section 7.2, “nearly” should be “merely”.          -In section 7.6, the agenda item should be Tree of Life “Ad Hoc” Committee.  <b>It was moved by D. Thibault and seconded by D. Randa to accept the minutes of the December 7, 2010 meeting as amended.</b></p>	<p><b>Carried</b></p>
<p><b>5. BUSINESS ARISING FROM MINUTES</b></p>	
<ul style="list-style-type: none"> <li>• None.</li> </ul>	
<p><b>6. NEW BUSINESS</b></p>	
<p><i>6.1 Board of Directors – Executive Limitations Policies and Procedures (BOD-EXL1 to BOD-EXL12):</i></p> <ul style="list-style-type: none"> <li>• Policies BOD-EXL1 through 12 were reviewed.</li> <li>• Policy BOD-EXL2 was revised to add the reference to the policy BOD-GP6 in number 4.</li> <li>• Policy BOD-EXL4 was revised to include the name to the acronym GAAP in number 7.</li> <li>• Policy BOD-EXL10 – a typo was revised “rated” in the second number 1 on page 2.</li> <li>• <b>The Board requested that K. Pristanski draft a new Board policy regarding procurement in particular procurement of consultants. The draft policy will then be presented at the next Board meeting.</b> A more detailed procurement policy will also be developed for administration policies.</li> <li>• The Board requested that Adam Brown provide an investment report because investments have not been reviewed for some time.</li> </ul>	
<p><b>It was moved by D. Thibault and seconded by W. Anton that the Board approve the Executive Limitation policies and procedures that were reviewed.</b></p>	<p><b>Carried</b></p>
<p><b>It was moved by A. Johnston and seconded by D. Randa that the Board approve the development of a procurement policy, as well as approve the revised Executive Limitation policies and procedures BOD-EXL2, BOD-EXL4 and BOD-EXL10.</b></p>	<p><b>Carried</b></p>
<p><i>6.2 North West LHIN: Request for Attestation</i>  <i>6.2.1 Auditor General’s Report</i></p> <ul style="list-style-type: none"> <li>• The members all agreed that according to the Report, it is a good idea to develop a procurement policy.</li> <li>• The Report was reviewed and discussed.</li> <li>• A Board member asked if it was okay for Board members to spend hospital funds to travel to Toronto to lobby the MOHLTC directly (not through consulting lobbyists).</li> <li>• K. Pristanski noted that Deb Mathews, the Minister of Health, on several occasions encouraged Boards and Management to do the lobbying and if hospitals were not allowed to spend hospital funds to travel to Toronto then this would be an advantage for Toronto hospitals and unfair for all other hospitals.</li> <li>• Members noted that 3 quotes should have been requested when Carl White was hired to consult; however the Report came out after the fact.</li> <li>• It was noted t hat the Government’s existing supply chain guidelines were for broader public sector organizations that receive funding of \$10 million or more from the Ministry. The upcoming regulations are not expected to exempt any sized organization.</li> <li>• In regards to Architects, members all thought it was a good idea that when an Architect firm is selected for a project, that firm should be secured for other related projects as well since they should already know the hospital’s plan (blue prints) and should know the hospital inside and out. However, based on the Report, hospitals should seek bids for every new project.</li> <li>• It was noted that documentation (paper trail) of projects is extremely important.</li> <li>• The Board members reviewed the Declaration of Compliance and it was noted that the second bullet was added by GDH. Members were in agreement of the Declaration; therefore D. Mannisto will sign the document.</li> </ul>	
<p><b>It was moved by A. Johnston and seconded by W. Anton that the Board accept the Declaration of Compliance as signed by the Board Chair.</b></p>	<p><b>Carried</b></p>
<p><b>7. LINKAGES &amp; PARTNERSHIPS</b></p>	

<p><b>7.1 Geraldton Hospital Auxiliary:</b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><b>7.2 Anishnabe Liaison Committee Minutes – Dec. 3/10:</b></p> <ul style="list-style-type: none"> <li>• K. Pristanski highlighted the minutes.</li> <li>• It was noted that on page 3 of the minutes, item 4.3, “Robertson” should be “Robinson”.</li> </ul> <p><b>7.3 Board of Directors CQI Team Notes – Dec. 8/10:</b></p> <ul style="list-style-type: none"> <li>• K. Pristanski highlighted the minutes.</li> <li>• He reported that a draft individual Board evaluation policy and form developed from the Atikokan General Hospital and St. Joseph’s Care Group policies will be reviewed at the next CQI Team meeting and presented to the Board next month.</li> </ul> <p><b>7.4 Bylaw Ad Hoc Committee Minutes – Dec. 15/10:</b></p> <ul style="list-style-type: none"> <li>• K. Pristanski highlighted the minutes. He added that the Ad Hoc Committee will meet one final time to review the entire package. It will then be presented to the Board.</li> </ul> <p><b>7.5 Tree of Life Ad Hoc Committee:</b></p> <ul style="list-style-type: none"> <li>• A. Johnston reported that the Ad Hoc Committee met on Dec. 13/10. She provided a verbal report of the meeting.</li> <li>• She reported that the Volunteer week for 2011 will be from April 10 – 16.</li> <li>• The deadline for nominations is February 25/11. The Committee will then meet again on March 1/11 to review the nominations.</li> <li>• D. Mannisto reported that he received the package for the GDH Board. He passed it on to K. Pristanski.</li> <li>• K. Pristanski and an Ad Hoc Committee will review the package and bring forward their nominations to the Board for approval.</li> <li>• It was noted that last year, discussion took place regarding the purchase of a plaque for all past Board Chairs. <b>K. Pristanski will look into this some more.</b></li> </ul>	
<p><b>8. MEDICAL STAFF</b></p>	
<p><b>8.1 Medical Advisory Committee Minutes – Dec. 2/10:</b></p> <ul style="list-style-type: none"> <li>• Dr. Laine highlighted the minutes.</li> <li>• S. Duranceau added that the Most Responsible Physician (MRP) funding has yet to be received.</li> <li>• It was noted that Paulette Lecuyer was omitted from the attendance at the meeting and the meeting adjourned time was incorrect.</li> </ul> <p><b>It was moved by Dr. Laine and seconded by D. Thibault to accept the minutes as distributed.</b></p> <p><b>8.2 Physician Privileges:</b></p> <p><b>It was moved by Dr. Laine and seconded by A. Johnston to move acceptance of temporary privileges for the locums listed, as well as consulting privileges for the physician listed.</b></p>	<p>Carried</p> <p>Carried</p>
<p><b>9. CEO REPORT</b></p>	
<p>K. Pristanski highlighted his CEO report.</p> <ul style="list-style-type: none"> <li>• Staff Events: K. Pristanski reported that staff were very thankful of the Board for putting on such a wonderful event (Christmas Dinner and Dance).</li> <li>• Capital Plan: K. Pristanski reported that Larry Joy did confirm that Christine Kaszycki, Ring of Fire Coordinator, will be in Greenstone on February 10/11 and will meet with him. Her trip was planned by the Greenstone Economic Development Corporation.</li> <li>• Workplace Violence and Harassment Prevention Committee: K. Pristanski reported that the committee has been in existence for several years but has recently changed and added policies and procedures in regards to the new legislation.</li> </ul>	
<p><b>10. ROUND-TABLE DISCUSSION</b></p>	
<ul style="list-style-type: none"> <li>• D. Mannisto welcomed Martine Turner.</li> <li>• S. Duranceau reported that Laboratory Accreditation Surveyors will be coming to the Hospital for a visit sometime before May. She added that the new Hospital website is now live. The address is:</li> </ul>	

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[www.geraldtondh.com](http://www.geraldtondh.com).

- D. Thibault inquired who developed the new website. S. Duranceau responded that it was some staff members with the help of Jay Lucas.

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## 11. EVALUATIONS

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### *11.1 Self-Evaluation Summary:*

- The summary was reviewed and found to be very good.

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## 12. ADJOURNMENT

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**It was moved D. Thibault and seconded by D. Randa that the regular meeting be adjourned at 7:15 p.m.**

**Carried**

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