

Geraldton District Hospital
Minutes of the
Regular Board Meeting

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

Present:	Deanna Thibault	Victor Chapais	Jamie McPherson
Voting	Willy Anton Marla Michel	Dick Mannisto Dale Randa	Audrey Johnston
Non-Voting	Dr. Laine Diane Kampela (recorder)	Kurt Pristanski	Kelly Elliott
Regrets: Voting	Melanie Lankin		
Regrets: Non-Voting	Sylvie Duranceau		
Guests:	Jon Sigurdson	Eldar Karsanov	
Board Composition:	9 Elected	2 Appointments	Total 11
Current Vacancies:	1 Elected	1 Appointments	Total 2
Total Board Members (voting):	9	Present: 8	Attendance: 89%

1. CALL TO ORDER

1.1 The meeting was called to order at 5:59 p.m., by the new Chair, Deanna Thibault.

• D. Thibault welcomed all members back following the summer break. She also welcomed the new Board member, Marla Michel.

“Wireless Radio-Microwave Communications: Patient-Staff-Public Health Impacts”

- Material for the presentation was distributed prior to the start of the meeting.
- A brief presentation was provided by Jon Sigurdson.
- Mr. Sigurdson reported that WiFi can cause interference, cancer, allergic reactions, etc.
- Mr. Sigurdson suggested that the Hospital conduct a radio metric survey to find out where the signals are and what is on the Hospital site and property.
- Board members reported that the Hospital has to assess the risk benefits of conducting a radio metric survey.
- Mr. Sigurdson also suggested that the Hospital get grounding primer paint to absorb WiFi waves.
- E. Karsanov noted that if this was done, the internal telemetry would not function, which would be detrimental to patient care.
- The Board thanked Mr. Jon Sigurdson for his presentation.
- K. Pristanski reported that if WiFi was so dangerous, the government would provide one-time funding for facilities to remove their WiFi and this is not happening.
- **Board members recommended that K. Pristanski send a thank you letter to Mr. Sigurdson for his time, presentation and information provided and inform him that such survey be initiated by government regulators.**

• D. Thibault thanked the Board members ahead of time for their patience and time during her transition to her new position as Chair. She added that any constructive comments/suggestions are welcome.

1.2 Correspondence:

1.2.1 MOHLTC, Deb Matthews

• Members reviewed the letter regarding the role physician’s play in hospital governance, noting that the Ministry is not considering any changes at this time.

<p>1.2.2 MOHLTC, Deb Matthews</p> <ul style="list-style-type: none"> ● Members reviewed the letter regarding the \$40,000 one-time funding for quality patient care. ● K. Pristanski added that K. Elliott is working on a proposal (with CUPE and ONA) to apply for the funding. ● D. Mannisto reported that there is a follow-up interview call for the conference that took place regarding ECFAA. All members who attended the conference are welcome to participate on the conference call. ● K. Pristanski will give D. Kampela the email with the suggested dates and she will contact members for their preference. Everyone is to choose 5 dates/times by order of preference. 	
<p>2. ADOPTION OF THE AGENDA</p>	
<ul style="list-style-type: none"> ● D. Thibault asked if there were any amendments to the agenda. <p>It was moved by A. Johnston and seconded by W. Anton to approve the agenda as presented.</p>	<p>Carried</p>
<p>3. DECLARATION OF CONFLICTS OF INTEREST</p>	
<ul style="list-style-type: none"> ● None. 	
<p>4. ADOPTION OF MINUTES</p>	
<p>4.1 Regular Meeting, June 7, 2011:</p> <ul style="list-style-type: none"> ● D. Thibault asked for errors or omissions to the June 7, 2011 regular Board meeting minutes. <p>It was moved by D. Mannisto and seconded by W. Anton to accept the minutes as presented.</p>	<p>Carried</p>
<p>4.2 Special Meeting, June 28, 2011:</p> <ul style="list-style-type: none"> ● D. Thibault asked for errors or omissions to the June 28, 2011 Special meeting minutes. <p>It was moved by J. McPherson and seconded by D. Randa to accept the minutes as presented.</p>	<p>Carried</p>
<p>5. PRESENTATION: WiFi MICROWAVE EXPOSURES (Jon Sigurdson)</p>	
<ul style="list-style-type: none"> ● The presentation was done at the start of the meeting. 	
<p>6 BUSINESS ARISING FROM MINUTES</p>	
<p>6.1 CEO Expense Report Related Policy and Procedure:</p> <ul style="list-style-type: none"> ● Members reviewed the attached policy. ● Members requested to have a signature line on the expense report spreadsheet for the Chair's signature. <p>It was moved by J. McPherson and seconded by W. Anton to approve the CEO Expense Reporting and Approval policy and procedure as amended.</p> <p>6.2 Board Member Conflict... Bylaw:</p> <ul style="list-style-type: none"> ● K. Pristanski reported that this item was in regards to concerns regarding a Board member being the spouse of an employee. ● He added that there is no such statement/section in the new Bylaw. <p>6.3 Meal Allowance Review:</p> <ul style="list-style-type: none"> ● Board members reviewed the attached meal allowance summary from several health care facilities, as well as the Travel Expense policy and procedure. ● Members concurred to leave the meal allowance amount as is and add Recommendation #2 (a., b., c.) to the existing Travel Expense policy and procedure. <ul style="list-style-type: none"> a. Not provided by hotel b. Not provided by host c. Not provided if leaving from home <p>It was moved by J. McPherson and seconded by D. Mannisto to approve the Travel Expense policy and procedure as recommended.</p>	<p>Carried</p> <p>Carried</p>

6.4 Board Member Resignation Policy and Procedure:

- Members reviewed the attached draft policy that was requested in order for the Board to be consistent with member resignations and gifts.

It was moved by A. Johnston and seconded by M. Michel to approve the Board Member Resignation Gift policy and procedure as presented.

Carried

6.5 Thank You Letter to Jim Bailey:

- The attached letter was sent to Jim Bailey. It was sent late because nobody had an address for J. Bailey.

6.6 Letter to GDH Laboratory Staff:

- Members reviewed the attached letter addressed to Ms. Brigitte Ouellet.
- K. Pristanski reported that all laboratory staff received a personal letter.

6.7 McCausland Hospital Equipment Update:

- Adam Brown advised K. Pristanski earlier today that the McCausland Hospital will be purchasing 2 lifts (approximately \$2,200/each + taxes and shipping). K. Pristanski will provide the exact amount once an invoice is received.
- E. Mannisto, D. Mannisto, A. Johnston and K. Pristanski attended the McCausland LTC grand opening. All agreed it went really well.

7. NEW BUSINESS

7.1 Perquisites Policy and Procedure (draft):

- K. Pristanski reported that information was received from the government that a perquisite policy now has to be in place. Wording in the policy came directly from the guidelines provided by the government.
- Members reviewed the attached draft policy as per the Broader Public Sector Accountability Act and Directive.

It was moved by J. McPherson and seconded by A. Johnston to approve the Perquisites policy and procedure as presented.

Carried

7.2 Board Planning and Cycle Agenda Control:

- Members reviewed and revised the Agenda.
- K. Pristanski reported that a confidentiality video will be viewed next month as part of Board education.
- He added that starting in November, Board members will review one chapter per month of the Effective Governance for Quality and Patient Safety manual. Extra copies of the manual will be ordered.
- **The revised Agenda will be included in next month's meeting package.**

- K. Pristanski reported that the grand opening of the spiritual room will take place on September 23/11 immediately before the Anishnabe Liaison Committee meeting. Members will receive a tour of the spiritual room following the regular meeting.

7.3 Board Committee Membership:

- Members reviewed the list and noted which committee they wish to participate in.
- **The membership list will be reviewed again next month with the new Board members.**

7.4 Thank You Letter to Elaine Mannisto:

- K. Pristanski will give E. Mannisto's print to D. Mannisto.

8. LINKAGES & PARTNERSHIPS

8.1 Geraldton Hospital Auxiliary:

- Deferred.

8.2 Executive Committee Meeting Minutes – June 13/11:

- Members reviewed the attached minutes.

8.3 Nominating Committee Minutes – June 20/11:

- Members reviewed the attached minutes.
 - An application was received from Victor Tschajka.
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<p><i>8.4 Nominating Committee Minutes – July 26/11:</i></p> <ul style="list-style-type: none"> • Members reviewed the attached minutes. • An application was received from Shirley Tyance. <p>It was moved by A. Johnston and seconded by V. Chapais that Victor Tschajka be appointed as a Board member to fill the vacant Industrial Representative position for a one-year term.</p> <p>It was moved by A. Johnston and seconded by V. Chapais that Shirley Tyance be accepted as a Board member to fill the vacant Elected position until the next Annual General Meeting.</p> <ul style="list-style-type: none"> • K. Pristanski will inform them both and set up a date for Board orientation. <p><i>8.5 Board QI Notes and Scorecard – June 1/11:</i></p> <ul style="list-style-type: none"> • K. Pristanski highlighted the notes and the score card noting that the Emergency Department visits were high in July due to the fire evacuations of many northern communities. • K. Pristanski noted that % of FT Nurses is low in July likely due to the vacation season. • Discussion took place regarding how Board members know if the Hospital is short of nursing staff. <p>Further discussion will take place at tomorrow’s Board QI Team meeting.</p> <ul style="list-style-type: none"> • Members noted that the medication errors and falls are quite high for the month of June. The QI Committee meeting will be reviewing those indicators at the September 15/11 meeting. <p><i>8.6 Quality Improvement Committee Minutes – June 29/11:</i></p> <ul style="list-style-type: none"> • Members reviewed the minutes. A typo was noted on page one. • Members were pleased with the Accreditation results. • Information Management, Human Resources and Long-Term Care indicators were reviewed and found to be satisfactory. • Discussion took place regarding the quorum for the Committee. D. Kampela will verify the Terms of Reference and advise Board members. <p><i>8.7 Healthier Community Advisory Committee Minutes – June 23/11:</i></p> <ul style="list-style-type: none"> • K. Pristanski highlighted the minutes. A typo was noted on page 3. • D. Thibault clarified that the video mentioned in section 4.2 is not on insurance. She will email D. Kampela the correct titles of the videos available. <p><i>8.8 Fiscal Advisory Committee Meeting Minutes – August 30/11:</i></p> <ul style="list-style-type: none"> • K. Pristanski noted that the FAC is a Committee mandated by the government. He highlighted the minutes. • He added that another meeting is scheduled for September 16/11. A balanced budget has to be submitted to the government by September 30/11. • Since there is no other regular Board meeting scheduled before the submission deadline; the FAC will have to recommend the balanced budget to the Executive Committee for approval. • K. Pristanski reported that the Hospital has applied for a grant for a Physician Assistant. Thirty-eight grants will be given for PAs. <p>It was moved by D. Randa and seconded by A. Johnston that the Board accept all above reports (Executive Committee Minutes – June 13/11, Nominating Committee Minutes – June 20/11 and July 26/11, Board QI Notes – June 1/11, Quality Improvement Committee Minutes – June 29/11, Healthier Community Advisory Committee Minutes – June 23/11, Fiscal Advisory Committee Minutes – August 30/11) as received.</p>	<p>Carried</p> <p>Carried</p> <p>Carried</p>
<p>9. MEDICAL STAFF</p>	
<ul style="list-style-type: none"> • D. Kampela reported that there were no physician privileges to approve because they all have to go to MAC first. • Dr. Laine reported that Marie-Joe Doiron, a second year resident was at the Hospital in August and she was a big help. She was very good. 	

9. CEO REPORT

K. Pristanski highlighted his CEO report.

- Staff Events: there were actually 22 people who participated in the fish derby.
- Capital Project: members reviewed the attached letters. Once the elections are over, the Hospital will continue lobbying for the Emergency Department addition project.
- Financial Statements: K. Pristanski highlighted the financial statements, noting a current surplus of \$166,996.70.
- Board Education: members who are interested in attending the education in Rosspoint should contact D. Kampela. An agenda will be forwarded once complete.
- Risk Management: K. Pristanski highlighted all incident reports. An error was found in the May patient incident reports. An error was also found in the lost days in the June employee incident report. These will be corrected.
- EMAT: K. Pristanski noted that they set up a 10-bed hospital just in case the fire situation worsened. Dr. Laine noted that the biggest help with having EMAT in Geraldton was them seeing the people at the complex rather than the people coming in to the emergency department. He did concur that it would have been appreciated if the EMAT physician could have taken a rotation in the ED that week.
- Solar Logix Study: members reviewed the attached summary. The total cost was \$89,900. It is an approximate 8-year pay back with an estimated revenue of \$127,901 over 12 years. Discussion took place regarding costs for maintenance, repairs, storms, etc. How many kilowatts will be produced? Is there a deadline for the purchase? **K. Pristanski will get more information from David Stenlund and this will be further discussed at the next Board meeting.**
- Goals and objectives: members reviewed the five goals and objectives that align with the Hospital's Strategic Plan.

- **Members suggested to have a list of what items/meetings require motions.**

11. ROUND-TABLE DISCUSSION

- M. Michel noted that it was nice to meet everyone.
- A. Johnston noted that it was a very good meeting and she welcomed M. Michel to the Board.
- K. Elliott congratulated D. Thibault for her new role and welcomed M. Michel.
- V. Chapais reported that he really appreciated what the staff at GDH did during his illness. He noted that he was really well looked after.
- D. Mannisto noted what a fine job D. Thibault did at chairing her first meeting this evening.
- K. Pristanski reported that it was a good meeting, a little long but it had been 3 months since a regular Board meeting. He also asked Board members to try on the Accreditation reward and recognition jackets and advise D. Kampela of their size.

12. BI-MONTHLY MEETING EVALUATION SUMMARY

- K. Pristanski highlighted the evaluation summary, noting a grand average of 8.4.

13. TERMINATION OF REGULAR BOARD MEETING

It was moved V. Chapais and seconded by D. Mannisto that the regular meeting be adjourned at 8:37 p.m.

Carried