

Geraldton District Hospital
Minutes of the
Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, September 7, 2010 at 6:00 p.m.

Present:	Dick Mannisto Willy Anton Dr. Laine	Deanna Thibault Audrey Johnston Jim Bailey	Victor Chapais Marie-Jeanne Gignac
	Kurt Pristanski Diane Kampela (recorder)	Sylvie Duranceau	Verotchka Cheng

Regrets:	Elaine Mannisto Jamie McPherson	Dale Randa	Melanie Lankin
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Board Composition:	9 Elected,	4 Appointments	Total 13
Current Vacancies:	0 Elected	1 Appointments	Total 1
Board Members:	12	Present: 8	Attendance: 67%

1. CALL TO ORDER

1.1 The meeting was called to order at 5:58 p.m. by D. Mannisto, Board Chair. He welcomed everyone back after the summer.

1.2 Tour of the Boiler Room:

- D. Stenlund provided the Board members a tour of the boiler room and explained the new system.

1.3 Correspondence:

1.3.1 MOHLTC re: Licences under the LTC Homes Act

- D. Mannisto and K. Pristanski have signed the authorization for GDH to receive a replacement licence under the Act. This was attached for member information.

1.3.2 Sioux Lookout Meno Ya Win Health Centre Grand Opening

- D. Mannisto and K. Pristanski are planning on attending the grand opening on Friday, October 15/10.

1.4 OHA List of Upcoming Education Programs:

- If any Board member is interested in attending any of the listed educational events, please contact D. Kampela.

1.5 Diversity Session – Thunder Bay, September 9/10:

- K. Pristanski reported that he has a previous engagement therefore cannot attend this session.
- If any Board member decides they wish to attend, please contact D. Kampela.

1.6 HBAM:

- He reminded all Board members of the Health-Based Allocation Model (HBAM) education session taking place on September 16/10 from 2:00 to 3:30 p.m. in the computer training room.

2. ADOPTION OF THE AGENDA

- D. Mannisto asked if there were any amendments to the agenda.
It was moved by A. Johnston and seconded by W. Anton to approve the agenda as presented.

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

None.

4. ADOPTION OF MINUTES

4.1 Regular Meeting, June 1, 2010:

- D. Mannisto asked for errors or omissions to the June 1, 2010 regular Board meeting minutes.
- It was noted that there was a typo on page 2 of the minutes in section 1.5.

It was moved by A. Johnston and seconded by D. Thibault to accept the minutes of the June 1, 2010 meeting as amended.

Carried

4.2 Special Meeting, June 29, 2010:

- D. Mannisto asked for errors or omissions to the June 29, 2010 Special meeting minutes.

It was moved by D. Thibault and seconded by W. Anton to accept the minutes of the Special meeting as presented.

Carried

5. BUSINESS ARISING FROM MINUTES

5.1 Capital Plan Follow Up:

5.1.1 North West LHIN

- Members reviewed the letter dated July 5/10 that thanked the LHIN Board for listening to GDH concerns on May 26/10.
- Copies of the Strategic Plan and Economic Impact Report were enclosed for each LHIN board member.

5.1.2 North West LHIN

- Members reviewed the letter dated July 6/10 to the LHIN Management that included the Economic Impact Report that would help justify support for the Hospital's proposed ER Project.

5.1.3 MOHLTC from North West LHIN

- The members reviewed the letter dated July 7/10 that supported the ER project and it is now in the hands of the MOHLTC.
- D. Mannisto reported that K. Pristanski and himself met with MPP Gravelle and his Assistant, Larry Joy, on July 19/10. They were updated about the proposed ER project and Larry Joy will try and set up a meeting between himself, D. Mannisto and K. Pristanski with Minister Matthews, as well as Michael Gravelle sometime in the fall. Michael Gravelle will be lobbying on the Hospital's behalf for the ER expansion project.
- **It was requested that a congratulatory letter be sent to Laura Kokocinski, new CEO for the North West LHIN. K. Pristanski will draft a letter for D. Mannisto to sign.**

5.2 Marketing Proposal Rebranding:

- This was previously discussed during the strategic planning sessions with Carl White.
- Following Carl White's report and the Board's recommendation, K. Pristanski contacted a consultant to provide a rebranding proposal (Firedog Communications).
- Should the Board decide to go through with the proposal, Firedog Communications would conduct focus groups and provide feedback afterward. The cost is approximately \$10,000 plus travel expenses.
- Discussion took place regarding moving forward (or not) with the study.
- The Board requested that K. Pristanski contact Carl White to see how many comments/requests were made for a name change for the hospital to see if it is worth while to go through with this issue.
- **K. Pristanski will contact Carl White and this will be further discussed at the next meeting.**

5.3 North Shore Hospital's Annual Board Retreat, Rosspoint, September 24-25/10:

- One of the topics that will be discussed at the retreat is integration.
 - D. Mannisto, W. Anton, A. Johnston, V. Chapais and K. Pristanski will attend the retreat.
- D. Kampela will make the necessary arrangements.**

6. NEW BUSINESS

6.1 Audit Committee Meeting Minutes – June 25/10:

- The minutes were reviewed.

<ul style="list-style-type: none"> • D. Mannisto noted that Adam Brown has made plans to improve the process next year. <p>It was moved by M.-J. Gignac and seconded by V. Chapais to accept the minutes as received.</p>	<p>Carried</p>
<p><i>6.2 Executive Committee Meeting Minutes – June 29/10:</i></p> <ul style="list-style-type: none"> • The minutes were reviewed. • It was noted that there was one typo in section 2 of the minutes. <p>It was moved by A. Johnston and seconded by W. Anton to accept the minutes as amended.</p>	<p>Carried</p>
<p><i>6.3 Fiscal Advisory Committee Meeting Minutes – August 27/10:</i></p> <ul style="list-style-type: none"> • K. Pristanski highlighted the minutes and spreadsheet and noted that it is mandated by the Public Hospital's Act that a Fiscal Advisory Committee have representation from management, the Medical Advisory Committee and the unions and report budgetary concerns directly to the Board of Directors. • The Hospital received 1.74% funding increase from the LHIN. • The Operating budget included an increase in staffing in LTC for Resident Assessment Instrument (RAI) implementation. Extra funding was received directly from the MOHLTC. • The only other staffing change was an increase in physiotherapists. The extra costs were absorbed in the budget. • The Fiscal Advisory Committee recommends to the Board the 2010/11 Operating Budget with a projected surplus of \$55,000. <p>It was moved by W. Anton and seconded by M.-J. Gignac to accept the minutes as received.</p>	<p>Carried</p>
<p>It was moved by D. Thibault and seconded by J. Bailey that the Board accepts the operating budget for 2010/11 as presented.</p>	<p>Carried</p>
<p><i>6.4 Annual Board Planning Cycle and Agenda Control (draft) 2010/11:</i></p> <ul style="list-style-type: none"> • The agenda was reviewed and revised. • The Bylaws need to be reviewed in conjunction with the OHA Bylaws. An Ad Hoc Committee will be formed to review the Bylaws. The Committee will meet once a month starting in October and report to the Board in January. • It was noted that succession planning is very important and should be added to the agenda as well. The Nominating Committee will work on this issue starting in November and report to the Board in February. 	
<p><i>6.5 Board Committees and Representatives 2010/11:</i></p> <ul style="list-style-type: none"> • The spreadsheet was reviewed and revised. Members reported which committee they wish to participate in. • D. Kampela will revise the spreadsheet and redistribute at the next meeting. 	
<p>7. LINKAGES & PARTNERSHIPS</p>	
<p><i>7.1 Geraldton Hospital Auxiliary:</i></p> <ul style="list-style-type: none"> • No report. 	
<p><i>7.2 Board of Directors CQI Team Notes and Score Card:</i></p> <ul style="list-style-type: none"> • K. Pristanski highlighted the notes and the score card. • Clarification was requested regarding the total weighted cases. • K. Pristanski explained that this is calculated after a patient is discharged. Therefore, when a long stay patient leaves, then the indicator is skewed for that particular month. 	
<p><i>7.3 Healthier Community Advisory Committee Meeting – June 17/10:</i></p> <ul style="list-style-type: none"> • The minutes were reviewed. 	
<p>8. MEDICAL STAFF</p>	
<p><i>8.1 Physician Privileges:</i></p> <p>It was moved by Dr. Laine and seconded by J. Bailey to approve the reappointment privilege of the RN in the Extended Class, Locum Tenens privileges of the listed physicians and Courtesy privileges of the listed physicians.</p>	<p>Carried</p>

- It was noted that Dr. Aaron Khan has signed a 5-year commitment with the Longlac NorWest Community Health Centre.

9. CEO REPORT

K. Pristanski highlighted his CEO report.

- LTC RAI Update: K. Pristanski reported that an achievement certificate has been received and a celebration will take place once staff appreciation gifts are received.
- News Release: There was an error in the AGM news release; it was Audrey Johnston that was acclaimed, not Willy Anton. K. Pristanski accepted responsibility and apologized for the error.
- Ventilation Project: K. Pristanski reported that this project is below budget but is also behind by a couple of months as D. Stenlund is having a difficult time finding sub-contractors for the project.
- Physician Assistant Grant: K. Pristanski reported that the government gave the Hospital one week to put together a proposal for this grant. The proposal was accepted but there are restrictions in place as to who can be hired. Only new graduates from McMaster University can be hired.
- First Quarter Risk Management Report: the month of June should have been included for health and safety of patients, as well as health and safety of staff. **The June reports will be included in next month's CEO report.** K. Pristanski reported that the number of incidents is up but Denise Veilleux is promoting the incident reporting, therefore more reports are being filled out. If incidents are not reported, then correction action cannot be taken. Also, the medication errors and falls are high. The Medication Reconciliation Team is dealing with the med errors and root cause. The falls are high because the Regional Falls Team is promoting no restraints; therefore patients and residents have more freedom, resulting in more falls. He added that the frequency rate is slowly going down for staff WSIB claims.
- CEO Goals and Objectives: K. Pristanski highlighted the attached. **It was requested that measures be provided in achieving revenues for CCAC physiotherapy services, as well as NOSP psychiatry services. K. Pristanski will provide more detailed information next month. It was moved by W. Anton and seconded by M.-J. Gignac that the Board accepts the CEO Goals and Objectives 2010/11 as revised.**

Carried

10. ROUND-TABLE DISCUSSION

- W. Anton reported that she really enjoyed the luncheon at the golf course with the NOSM students.
- V. Cheng reported that there are no RPN vacancies and only one part-time RN vacancy. GDH will be attending a career fair at Lakehead University in October. She also reported that the RPN Full Scope of Practice has started to be implemented this month but could take up to 3 months for full implementation.
- Dr. Laine reported that he had 2 medical students during the summer. Kara Ten Hoeve from Geraldton was here in July and Melissa Crawford from Longlac was here in August. They both had a very good time and were very enthusiastic.
- A. Johnston inquired about the chemotherapy service. V. Cheng reported that the second RN just completed her exam. Once the third RN receives her training (by end of October), the service will resume. The chemotherapy room has been repaired since the flood. **It was recommended that a hook be installed in the room to hang jackets.**
- S. Duranceau reported that a first year family resident came for a site visit in July because she is interested in GDH. However she still has 2 years before she can start practicing.

11. EVALUATIONS

11.1 June Self-Evaluation Summary:

- The evaluation summary was reviewed. Everything looked good.

12. ADJOURNMENT

It was moved A. Johnston and seconded by D. Thibault that the regular meeting be adjourned at 8:15 p.m.

Carried