

Geraldton District Hospital
Minutes of the
Regular Board Meeting

Held in the Greenstone Family Health Team Boardroom, Tuesday, June 7, 2011 at 6:00 p.m.

Present:	Dick Mannisto	Victor Chapais	Willy Anton
	Elaine Mannisto	Jamie McPherson	Audrey Johnston
	Marie-Jeanne Gignac	Dale Randa	Melanie Lankin
	Dr. Laine	Kurt Pristanski	Kelly Elliott
	Sylvie Duranceau	Diane Kampela (recorder)	

Regrets: Deanna Thibault

Board Composition:	9 Elected	2 Appointments	Total 11
Current Vacancies:	0 Elected	1 Appointments	Total 1
Total Board Members (voting):	10	Present: 9	Attendance: 90%

1. CALL TO ORDER

1.1 D. Mannisto, Board Chair, called the meeting to order at 6:02 p.m.

- D. Mannisto reminded all Board members of the upcoming AGM on June 28/11 at 7:00 p.m. in the Greenstone Family Health Team boardroom.
- He also reminded Audit Committee members of the upcoming meeting on June 13/11 at 10:00 a.m. in the telemedicine room.
- D. Mannisto noted that self-evaluation questionnaires are attached to the back of the Board package and should be completed for tonight's meeting.
- D. Mannisto added that the accreditation is progressing very well and everyone is welcome to attend the debriefing tomorrow at 1:00 p.m. in the dining room.

1.2 Correspondence:

1.2.1 *NW LHIN re: New Chair and Vice Chair*

- This was notice of the new Chair and Vice Chair of the NW LHIN.

1.2.2 *NW LHIN re: HIRF Announcement*

- The Hospital was advised back in January of the HIRF funding and it was recently published. Geraldton District Hospital will receive \$209,141 in funding for the 2010/11 fiscal year that can be used in 2011/12.

1.3 Rural and Northern Health Care Conference Verbal Reports:

- D. Mannisto, E. Mannisto and K. Pristanski attended the conference in Toronto and provided verbal reports.
 - K. Pristanski reported that he attended several sessions of the conference. One of the sessions he attended was on telemedicine and video-conferencing. With this equipment and service, 61,000,000 miles are avoided each year and 25 million dollars are saved in travel grants each year. K. Pristanski also attended a session regarding physician assistants (PA). He added that it was reported that the guidelines utilized last year for grants were not good guidelines because the PAs took positions in cities (GTA) and none came to rural areas. The guidelines will change this year. K. Pristanski also reported that he attended a session with an Aboriginal physician speaker who talked about healing methods (#1 method through elders and #2 through ceremonies). He added that another session he attended had 3 Ministry speakers talking about the executive office constraints. There still are no guidelines or details in place regarding constraints, except that 10% savings are expected in the next 2 years. K. Pristanski also attended a session with Dr. Peter Jansen regarding the third factor, "manage yourself so others don't have to manage you".
 - E. Mannisto attended a session by Liz Sandals regarding telemedicine and it was noted that the telemedicine service needs to be expanded. She also reported that more funding is needed for mental health and addiction. E. Mannisto reported that it was a very intensive conference. There were too many
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speakers for the time allotted. She added that she has many Power Point presentations from the conference if anyone is interested in the information.

- D. Mannisto reported that one session was regarding tele-home care (case management) reaching out to clients. He reported that 1% of the Ontario population consumes 49% of health care. D. Mannisto reported that he attended a session with Mel Griffin regarding bar coding of patients. All records are electronic. It was noted that it takes more time to do the patient care, but in the end it improves the quality of care. Another session discussed the Excellent Care for All Act and that the CEO expense reports should be approved by the Board Chair. **D. Mannisto noted that a policy should be developed as such.** He also attended a session by Janet Hardy regarding executive compensations. He added that CEOs need to think 2-3 years ahead. What does success look like? What does failure look like? D. Mannisto added that the Board should consider looking at this in the fall. He also reported that the Dr. Jansen session noted using emotion and imagination. "It is not real if you can't see it" and "embracing adversity". Set backs tell you you're not ready to go forward yet. D. Mannisto reported that it was an excellent conference.

2. ADOPTION OF THE AGENDA

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

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

- D. Randa reported that he will be living with a Hospital staff member and that it may be a conflict.
- K. Pristanski added that the Bylaws were revised to remove the section regarding Board members and staff (relationship). However, should something arise to discuss that certain staff member, then D. Randa would have to step out for the discussion.
- **K. Pristanski will find the specific section from the Bylaw and include it in the next minutes.**

4. ADOPTION OF MINUTES

4.1 Regular Meeting, May 3, 2011:

- D. Mannisto asked for errors or omissions to the May 3, 2011 regular Board meeting minutes.
It was moved by A. Johnston and seconded by E. Mannisto to accept the minutes as presented.

Carried

5. BUSINESS ARISING FROM MINUTES

5.1 Grandfather Teachings:

- D. Kampela sent a copy to the Board members who did not have an email address.

5.2 Expense Report – Meal Allowance:

- Members reviewed the expense statement and discussed the meal allowance.
- It was noted that some public sectors have to follow government guidelines and the allowance is much lower than what the Hospital currently compensates, while some other public sector agencies are higher.
- Members requested to remove the "\$\$ without receipt" for breakfast, lunch and dinner.
- **The Board requested that K. Pristanski contact other hospitals to ask what their meal allowances are and this will be reviewed at the next meeting.**

6. NEW BUSINESS

6.1 Committee Attendance 2010/11:

- It was requested by the Board QI Team to draft a committee attendance spreadsheet.
- Members reviewed the spreadsheet. Some members noted that the figures were not an accurate reflection of attendance.
- It was requested to add Board QI Team to the list of committees for next year's review.
- J. McPherson noted that he is a member of the Anishnabe Committee. **D. Kampela will make the correction.**

7. LINKAGES & PARTNERSHIPS

7.1 Geraldton Hospital Auxiliary:

- M. Lankin reported that the Auxiliary will cease their meetings for the summer months. She added that the gift shop is doing really well.

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- M. Lankin also reported that the Auxiliary will be purchasing a chair and DVD player for the chemo room.

7.2 Board of Directors QI Team Notes – May 4/11:

- D. Randa noted that he was not in attendance at the May 4 meeting (as noted in the notes).
- K. Pristanski distributed copies of the Hospital programs and services (as listed on the hospital website) to the Board members who are not members of the QI Team, as requested by the QI Team.
- K. Pristanski highlighted the notes noting that the Total Margin (item 6.2) should be > 2.0 (not 3.0). A typo was also noted in item 8.1.
- K. Pristanski highlighted the score card, noting that the paid sick time figures were corrected. He also noted that the results for the staff satisfaction survey were received. Results were 71%, an improvement from last year (60%). The Reward and Recognition Team will review the survey results and make recommendations for further improvement.

7.3 Nominating Committee Minutes – May 10/11:

- K. Pristanski highlighted the minutes, noting that there were several important governance issues to be discussed by the full Board.

7.3.1 Replacement for Jim Bailey:

- Discussion took place regarding removing (or not removing) the industrial representation Board position. Members wished to keep the position “industrial representative, as a priority, otherwise include other businesses, such as tourist outfitters and/or government agencies, such as field workers at the MNR”. The position shall remain vacant until an industrial sector representative is found.
- V. Chapais reported that Victor Tschajka, who was in a management position at Longlac Wood Industries (formerly Weldwood of Canada) has shown interest in being a Hospital Board member.
- Members agreed that V. Tschajka would have to be advised that the industry representative is an annual appointment.
- **This will be further discussed with the Nominating Committee.**

7.3.2 Officer Succession Planning:

- K. Pristanski highlighted the 3 options as noted in the minutes.
- J. McPherson reported that he met with D. Thibault last week and she briefed him on the position of Treasurer.
- V. Chapais added that he has concerns with taking the position of Chair because of work priorities. However, he does not mind remaining as Vice-Chair.
- The suggested option is:
 - Chair: Deanna Thibault
 - Vice-Chair: Victor Chapais
 - Treasurer: Jamie McPherson
- **This will be further discussed with the Nominating Committee.**

- K. Pristanski noted that he does not have a forwarding address for Jim Bailey. **W. Anton has the address and will forward it to K. Pristanski so that the thank you letter and print can be mailed.**
- The Board members suggested that a policy be drafted based on the principles listed in the Nominating Committee May 10/11 minutes.
 - Members who complete their 12 year term receive an engraved watch.
 - Members who complete at least 1 full term (3 years) will receive a print.
 - Members who complete less than 1 full term will receive a thank you letter.
- **K. Pristanski will draft a new policy.**

7.4 Quality Improvement Committee Minutes – May 20/11:

- J. McPherson thanked K. Elliott for all the follow up items.
 - E. Mannisto highlighted the minutes.
 - Lab Accreditation: S. Duranceau reported the lab will receive a report by the end of July with requirements of the 7 standards that were unmet.
 - S. Duranceau reported that the OLA surveyors inquired if the Board recognizes staff for quality and safety. She added that this is a new standard and acknowledgement has to come from the Board and not
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management. **D. Mannisto asked S. Duranceau to draft a letter, which he will sign on the Board's behalf. The letter should be addressed to all lab staff, as well as posted on the bulletin board to share with all staff.**

7.4.1 Graphs vs. Charts:

- J. McPherson explained what he meant at the QI Committee meeting regarding graphs vs. charts. He wishes to have graphs with results, compared with the target instead of charts compared with the target.
- Members agreed that it would be nice to see a graph with the figure, compared with the target.
- K. Pristanski agreed that this can be done but it may take a few months to make the conversion.

7.5 Anishnabe/Hospital Liaison Committee Minutes – May 20/11:

- W. Anton noted that it was very impressive the way K. Elliott welcomed the members in the Ojibway language.
- K. Elliott highlighted the minutes noting that several of the Elders present can provide education regarding the Four Sacred Medicines and the Medicine Wheel.

8. MEDICAL STAFF

8.1 Medical Advisory Committee Minutes – May 18/11 and May 27/11:

- Dr. Laine highlighted both sets of minutes, noting that many Pre-Printed Medical Orders (PPMO) were reviewed, revised and approved.

It was moved by Dr. Laine and seconded by W. Anton to accept the minutes of May 18 and May 27/11 as received.

- Dr. Laine also noted that a 2nd year medical resident from NOSM will be doing a placement with him in August.

- A. Johnston reported that Kara Ten Hoeve, who previously did a medical student placement with Dr. Laine in the past is graduating from U of T this week.

8.2 Physician Privileges:

It was moved by Dr. Laine and seconded by M. Lankin to move acceptance of the Active privileges, Dental privileges, RN (EC) privileges, Locum tenens, Courtesy privileges and Consulting privileges for the physicians listed.

9. CEO REPORT

K. Pristanski highlighted his CEO report.

- Regional Employee Benefit Request for Proposals (RFP): it was noted that the savings should be \$12,000 annually (not \$24,000). K. Pristanski noted that there would be no increase for 3 years. He added that a company has been selected but it is currently confidential information until all hospitals agree to the proposal.

- It was noted that the unions require a 5 month notification prior to the change in supplier.

It was moved by M. Lankin and seconded by E. Mannisto that the Geraldton District Hospital commit to accept the Regional Employee Benefit Request for Proposal for 3 years.

- K. Pristanski reported that there are 3 bursary recipients for École Secondaire Château-Jeunesse. He asked if anyone was interested in attending the graduation on June 16 to present the bursaries.

- No one was available; therefore K. Pristanski will send the bursaries to the teacher responsible for bursaries.

- K. Pristanski also reported that there are 2 bursary recipients for the Geraldton Composite High School.

K. Elliott will make the bursary presentations at the June 10 graduation.

10. ROUND-TABLE DISCUSSION

- Dr. Laine reported that Melissa Crawford, who previously did a medical student placement with him has graduated and will be doing her residency at Dalhousie.

11. BOARD ANNUAL EVALUATION SUMMARY

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| <ul style="list-style-type: none">● D. Mannisto highlighted the annual evaluation summary. He reported that last year's grand average was 8.84, compared to 8.7 this year.● K. Pristanski reported that the QI Team evaluated and recommended the following education:<ul style="list-style-type: none">-Financial: completed last month and will be done again in the fall-Services: material was distributed-Governance process: reviewed monthly topics in Guide to Good Governance but this takes years to learn everything | |
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12. MEETING EVALUATION

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| <ul style="list-style-type: none">● Members were reminded to complete the monthly meeting evaluation and to submit it to D. Kampela.● The summary will be reviewed at the September Board meeting. | |
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13. TERMINATION OF REGULAR BOARD MEETING

It was moved A. Johnston and seconded by M.-J. Gignac that the regular meeting be adjourned at 7:59 p.m.	Carried
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