

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

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Held in the Hospital Boardroom, Tuesday, March 1, 2011 at 6:00 p.m.

Present:	Dick Mannisto Elaine Mannisto Dale Randa	Victor Chapais Audrey Johnston Dr. Laine	Willy Anton Marie-Jeanne Gignac Melanie Lankin
	Kurt Pristanski	Martine Turner	Diane Kampela (recorder)
Regrets:	Jim Bailey Sylvie Duranceau	Deanna Thibault	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: 9</b>	<b>Attendance: 75%</b>

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## 1. CALL TO ORDER

1.1 D. Mannisto, Board Chair, called the meeting to order at 5:59 p.m.

- D. Mannisto reminded all Board members to complete their individual self-assessment form and return it to D. Kampela. Only 8 completed assessments have been received to date.
- D. Mannisto provided a verbal report of meetings attended in the last month, as well as upcoming conferences.
- On February 3/11, he and K. Pristanski attended an OHA Forum in Thunder Bay. Topics included value of having OHA regions and a summary of the NW sub-region priorities. He added that Region 1 is the only region who showed interest in the Report. He also attended the Regional Executive Committee Council and added that the OHA will be conducting a review of region structures. More information will follow.
- On February 8/11 he attended a LHIN "blue print" meeting regarding the 10 year plan.
- On February 10/11 he and K. Pristanski attended an information session organized by the Greenstone Economic Development Corporation with mining representatives. K. Pristanski did a presentation to the mining representatives regarding hospital services available and the proposal for expansion.
- He reminded all Board members of the upcoming Region 1 North West Educational Conference being held in Thunder Bay from April 13-15.
- He also reminded all Board members of the upcoming Rural and Northern Health Care Conference in Toronto from May 11-13. Members who wish to attend either conference should contact D. Kampela.

1.2 Education:

1.2.1 *Guide to Good Governance – Chapter 13*

- Chapter 13 – Members – of the Guide to Good Governance was reviewed.
- It was noted that members receive quarterly financial statements. K. Pristanski added that financial statements are available at the Annual General Meeting. A News Release also goes in the newspaper for anyone in the community who may wish to receive a copy of the financial statements.
- Members noted that it was surprising that the Chapter states that directors do not have to be members and also that members are not entitled to the Board minutes. However, the Hospital does post its Board minutes on a bulletin board and they are also posted on the website.
- Members all agreed that with the new Prototype Bylaw in place, this chapter is no longer applicable.
- **Chapter 14 (Meeting Processes) 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 items were added:

6.3 Succession Planning

6.4 Financial Variance Report

7.4 Tree of Life Ad Hoc Nominating Committee

**It was moved by W. Anton and seconded by M.-J. Gignac to approve the agenda as amended.**

**Carried**

**3. DECLARATION OF CONFLICTS OF INTEREST**

None.

**4. ADOPTION OF MINUTES**

*4.1 Regular Meeting, February 1, 2011:*

- D. Mannisto asked for errors or omissions to the February 1, 2011 regular Board meeting minutes. The following corrections were reported:
  - In section 9.0, "10 minute presenting" should be "10 minute presentation".
  - In section 11.1, Members were "reminded", not minded.
  - It was also clarified that in section 7.4; the Greenstone Municipality was established in 2001, not 2000.
- It was moved by A. Johnston and seconded by D. Randa to accept the minutes as amended.**

**Carried**

**5. BUSINESS ARISING FROM MINUTES**

*5.1 Quality Improvement Statement and Plan:*

- K. Pristanski distributed an email from J. McPherson with his comments for the Statement.
  - J. McPherson added a sentence in #2 for clarification. Board members concurred with it.
  - K. Pristanski noted that the wording "certifies" and "goal" are from government guidelines; therefore terminology should not be changed.
  - Members reviewed and revised the Statement.
- It was moved by E. Mannisto and seconded by W. Anton to accept the draft Quality Improvement Statement as amended.**

**Carried**

*5.2 Letter to MOHLTC re: Rural & Northern Health Care Plan:*

- The attached letter has been signed but not mailed yet.
- For member information.

*5.3 Thank You Letter to Hospital Auxiliary:*

- For member information.
- M. Lankin added that the Auxiliary were very pleased with the letter.

*5.4 Individual Board Member Assessment Policy and Procedure (revised):*

- K. Pristanski reported that it was brought to his attention by A. Johnston that the original policy was revised by the QI Team but the revisions were not brought to the Board.
  - Members reviewed and further revised the attached policy and procedure.
- It was moved by M. Lankin and seconded by A. Johnston to approve the Individual Board Member Assessment policy and procedure as amended.**

**Carried**

*5.5 Individual Board Member Assessment Summary:*

- It was noted that according to the policy, the summary should be reviewed by the Board QI Team prior to coming to the Board.

**6. NEW BUSINESS**

*6.1 Bylaw Ad Hoc Committee Minutes – Feb. 22/11:*

- K. Pristanski highlighted the minutes and members reviewed the Bylaw changes made from the last Ad Hoc Committee meeting.
  - Members also made new revisions to the Bylaw.
- It was moved by D. Randa and seconded by M. Lankin to approve the revised Bylaw.**
- The Bylaw will be presented to the members for ratification at the AGM to be scheduled in June 2011.

**Carried**

*6.2 Governance Process Policies and Procedures (BOD-GP 1 to 12):*

- Members reviewed the policies and made some revisions.
- The revised policies are:
- BOD-GP1, procedure 8, 9, and 9.5
- BOD-GP2, policy item b)
- BOD-GP3, policy and procedure 1.3

- BOD-GP7, catchment area was added
- BOD-GP8, item 3.3
- BOD-GP12, policy

**It was moved by E. Mannisto and seconded by W. Anton to approve the Governance Process policies and procedures as reviewed and amended.**

Carried

*6.3 Succession Planning:*

- E. Mannisto inquired after reviewing at the Board of Directors listing if V. Chapais will automatically move to the position of Chair since he is currently Vice-Chair. V. Chapais responded "no, it is not automatic". He noted that the Board has to take into consideration with regards to executive positions that some of the Board members have full-time employment and it is difficult to make a big commitment to also attend linkages meetings and conferences.
- A. Johnston reported on behalf of Dorothy Friske that Melanie Lankin will remain the Auxiliary representative on the Board for the year 2011.
- Discussion took place and members agreed that the Nominating Committee will review the Board of Directors listing, as well as the Succession Planning for Officers spreadsheet.

*6.4 Financial Variance Report:*

- E. Mannisto inquired if Board members could receive a modified version of the Financial Reports because there are many details on the Report that a few members seem to have difficulty comprehending.
- Discussion took place regarding the understanding of the financial reports and K. Pristanski will ask Adam Brown to provide an education session on the understanding of the financial reports when he next visits the Hospital.

**7. LINKAGES & PARTNERSHIPS**

*7.1 Geraldton Hospital Auxiliary:*

- M. Lankin reported that March is membership drive month.
- She also reported that the Penny Auction will take place on Saturday, March 12/11.

*7.2 Board of Directors QI Team Notes – Feb 2/11:*

- K. Pristanski highlighted the minutes and score card.
- K. Pristanski noted that there is one missing chart from health records and therefore 2 of the indicators cannot be tallied until the chart is found.
- It was noted that 2 Board members attended an education event in January. This will be corrected.
- Board members were extremely pleased with the significant decrease of medication errors for the month of January.

*7.3 Quality Improvement Committee Minutes – Feb. 23/11:*

- K. Pristanski highlighted the minutes, noting that meetings were not held in December and January. Therefore there were several score cards to review at the last meeting.
- He added that the minute format will be improved starting next month.
- Members discussed the new mandatory membership for the Committee. **K. Pristanski will send Marylin Power a letter informing her of the changes, noting that she is now a guest at the meeting and no longer a voting member, as per the new Excellent Care for All Act.**

*7.4 Tree of Life Ad Hoc Nominating Committee:*

- A. Johnston reported that the Ad Hoc Committee met earlier today.
- Tree of Life nominations were accepted as follows:
  - Patsy Dryden
  - Laina Starka
  - Maria Hagner
  - Jeanine Beaudoin
  - Joe Audia
- A. Johnston also reported that the Volunteer Social will be held on Monday, April 11/11 at 7:00 p.m. in the Hospital lobby. D. Mannisto is not available to attend but K. Pristanski and V. Chapais will be in attendance.

<ul style="list-style-type: none"> <li>● K. Pristanski reported that a nomination form for the late Leonard Webb was sent to his son for consent but the consent was not returned.</li> </ul>	
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**8. MEDICAL STAFF**

*8.1 Medical Advisory Committee Minutes – Feb. 16/11:*

<ul style="list-style-type: none"> <li>● Dr. Laine highlighted the minutes.</li> </ul> <p><b>It was moved by Dr. Laine and seconded by A. Johnston to accept the minutes as distributed.</b></p>	Carried
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*8.2 Physician Privileges:*

<p><b>It was moved by Dr. Laine and seconded by E. Mannisto to move acceptance of reappointment privileges for the RN (EC) as listed, as well as the courtesy privileges for the physician listed.</b></p>	Carried
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**9. CEO REPORT**

<p>K. Pristanski highlighted his CEO report.</p> <ul style="list-style-type: none"> <li>● Staff events: K. Pristanski reported that the Moccasin Joe event was well attended and it was a great turn-out.</li> <li>● Capital Plan: K. Pristanski noted that the Past, Present, Future presentation at the Greenstone Region Familiarization Tour (information session) organized by the Greenstone Economic Development Corporation will be in next week's paper as a news release.</li> <li>● K. Pristanski provided a verbal report from the LHIN meeting in Marathon on February 24/11. He noted that all 5 hospitals were in attendance, as well as St. Joseph's Care Group, Thunder Bay Regional Health Sciences Center, North of Superior Counselling Programs and Wesway. CCAC was not represented and ALC patients are a big concern with only the TRBHSC in the NW LHIN.</li> <li>● He also reported that a webcast was held on February 3 regarding the Excellent Care for All Act, Pay for Performance. K. Pristanski and D. Mannisto could not attend the webcast due to a previous commitment, but S. Duranceau, M. Turner, V. Chapais, D. Thibault and Myrna Letourneau attended. He added that the webcast was part of the Quality Improvement Plan. A set of indicators was provided as examples to help determine the pay performance but the Board will finalize the percentage. The draft QI Plan will be reviewed at the next QI Committee meeting and will then be recommended to the Board at the April 5/11 meeting.</li> </ul>	
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**10. ROUND-TABLE DISCUSSION**

<ul style="list-style-type: none"> <li>● M. Turner reported that one part-time RN was hired, as well as 3 temporary part-time PSWs. She added that the hospital is still looking to recruit part-time RNs.</li> </ul>	
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**11. EVALUATIONS**

*11.1 Self-Evaluation Summary:*

<ul style="list-style-type: none"> <li>● Members reviewed the summary.</li> <li>● It was noted that one evaluation was rated "1" but a Board member did apologize for not being prepared for the meeting.</li> <li>● D. Mannisto added that the Bylaw Ad Hoc Committee should be commended for a job well done on the revision of the Bylaw.</li> </ul>	
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**12. TERMINATION OF REGULAR BOARD MEETING**

<p><b>It was moved M.-J. Gignac and seconded by V. Chapais that the regular meeting be adjourned at 8:12 p.m.</b></p>	Carried
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