

Geraldton District Hospital
Minutes of the
Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, May 3, 2011 at 6:00 p.m.

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| Present: | Dick Mannisto Willy Anton Marie-Jeanne Gignac | Victor Chapais Elaine Mannisto | Deanna Thibault Audrey Johnston |
| | Dr. Laine Diane Kampela (recorder) | Kurt Pristanski | Kelly Elliott |
| Regrets: | Jamie McPherson Sylvie Duranceau | Dale Randa | Melanie Lankin |
| Board Composition: | 9 Elected | 2 Appointments | Total 11 |
| Current Vacancies: | 0 Elected | 1 Appointments | Total 1 |
| Total Board Members (voting): | 10 | Present: 7 | Attendance: 70% |

1. CALL TO ORDER

1.1 D. Mannisto, Board Chair, called the meeting to order at 6:27 p.m.

- A financial education session took place on the financial statements prior to the meeting being called to order.
- A tour of the ventilation room took place prior to the meeting being called to order.
- D. Mannisto provided a verbal report of meetings attended in the last month, as well as upcoming conferences.
- Next week D. Mannisto, E. Mannisto and K. Pristanski will be attending the OHA Innovation and Leadership in Rural and Health Care conference in Toronto.
- He reminded all Board members that the Accreditation surveyors will be on site next month (June 5-8).
- He advised all Board members that the June Board meeting will take place in the Greenstone Family Health Team boardroom.

1.2 Education:

1.2.1 New Ventilation Room Tour

- The tour took place before the start of the meeting.

1.3 Correspondence:

1.3.1 NW LHIN re: New Board Members Appointed

- One of the two new members was Dan Levesque from Geraldton.

1.3.2 NW LHIN re: Marathon, Manitouwadge, Terrace Bay

- D. Mannisto noted that as stated in the attached letter, the three hospitals will review the final report submitted by Prism Partners Inc. and then present their own report with joint recommendations to the LHIN sometime during the summer.

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 A. Johnston to approve the agenda as presented.

- D. Mannisto, M.-J. Gignac, W. Anton, E. Mannisto, A. Johnston, K. Pristanski, K. Elliott and B. Rasinaho attended the Region 1 North West Education Conference in Thunder Bay April 13-15 and provided verbal reports.
- W. Anton provided her verbal report, noting that there are many deaths in hospitals that are preventable, adding that the deaths are equivalent to 1 jumbo jet crashing and killing everyone on board every 2 days.

Carried

She added that Board members need to feel comfortable enough to question CEOs and COS'.

- E. Mannisto provided her verbal report, noting that she received a tool kit (binder) containing considerable information. The workshops and facilitators were very good. She added that Board members were advised to ask “why, what and show it” for results to QI Plans. Focus should be shifted from financial to quality and safety. Statistics (numbers) should be turned into actual people. She added that Board members need to be comfortable enough to question the CEOs and COS'. Very informative conference.
- M.-J. Gignac verbally reported that it was a very interesting conference.
- A. Johnston provided her verbal report, noting that she felt challenged with all the material handed out. Board members need to ensure that quality and patient safety are offered to everyone. She added that Board members should be challenged to ensure that the QIP is met and tied in with the hospital's Mission, Vision & Values.
- D. Mannisto provided his verbal report, noting that the Board has to ensure that the Mission, Vision & Values are tied to the QIP. Ask questions; why, what, show me. The Board's role is to drive the Strategic Plan. He added that it was a very intense conference.
- Those who attended the conference all agreed that it was unfortunate that K. Pristanski could not attend the same sessions as the Board members.
- Dr. Laine noted that many hospitalizations and deaths are self induced and preventable (drug and alcohol abuse, obesity, diabetes, etc.).
- K. Pristanski provided his verbal report, noting that he attended the Board session the first night and was surprised that of the three 3 speakers, two were out of province and none were from small/rural facilities. However, they did a good job of scaring Board members with responsibilities and accountabilities so that Board members ask more questions. The administration sessions of the conference discussed freedom of information and procurement. It was a very good conference.

3. DECLARATION OF CONFLICTS OF INTEREST

- D. Thibault reported that one investor from Investors Group is retiring and she is taking over his clients. One of the clients is the Hospital's RRSP group plan. D. Thibault added that she would therefore meet with some of the hospital staff members to discuss and review their investments.
- D. Mannisto added that unless investments are discussed at the Board meetings, it should not be a conflict of interest.

4. ADOPTION OF MINUTES

4.1 Regular Meeting, April 5, 2011:

- D. Mannisto asked for errors or omissions to the April 5, 2011 regular Board meeting minutes.
- It was noted that in section 1.1, Kelly Elliott should be clarified as the Director of Nursing Services.
- In section 1.3.1, there was a typo. Members “to” not have to leave the room should be Members “do” not have to leave the room.
- In section 10., it should be clarified residents “in LTC”.

It was moved by M.-J. Gignac and seconded by E. Mannisto to accept the minutes as amended.

Carried

5. BUSINESS ARISING FROM MINUTES

5.1 Letter to Deb Matthews, Minister of Health:

- Members reviewed the letter regarding Chief of Staffs not having voting rights but should have them.

5.2 7 Grandfather Teachings (previously distributed):

- D. Kampela emailed the 7 Grandfather Teachings to Board members; **however she forgot to send a hard copy to A. Johnston and M.-J. Gignac. She will get this done.**

6. NEW BUSINESS

6.1 CEO Annual Evaluation:

- Members were asked to fill out the CEO annual evaluation and give to D. Mannisto by the end of the meeting.

6.2 Board Annual Evaluation:

- Members were asked to fill out the board annual evaluation and give to D. Kampela by the end of the meeting.

7. LINKAGES & PARTNERSHIPS

7.1 Geraldton Hospital Auxiliary:

- No report.

7.2 Board of Directors Quality Improvement Team Notes – April 6/11:

- K. Pristanski highlighted the minutes, reminding members that the Accreditation surveyors will be on site June 5-8. Everyone should have received a copy of the surveyors' schedule.
- K. Pristanski also highlighted the score card, noting that a few new indicators will be added to the new fiscal year score card.

7.3 Nominating Committee Minutes – April 19/11:

- K. Pristanski highlighted the minutes, noting that the Nominating Committee is still searching for a replacement for Jim Bailey.
- The Board members requested that K. Pristanski send a thank you letter to Jim Bailey for his dedication to the Board.
- It was noted that discussion took place regarding slate of officers at the last Nominating Committee meeting and this was not in the minutes. Discussion took place and Board members agreed that the Nominating Committee move forward with this.

7.4 Board Meeting Attendance:

- Members reviewed the attached spreadsheet.
- D. Mannisto added that he met with the Board member whose attendance was low.

7.5 Quality Improvement Committee Minutes – April 20/11:

- Members reviewed the attached minutes. A few typos were noted.
- K. Pristanski highlighted several indicators from Acute Care/OBS/ER, Environment/Infection Control and Pharmacy Teams.
- K. Elliott reported that she has done all of the follow-ups listed in the minutes.

7.6 Healthier Community Advisory Committee Minutes – April 21/11:

- K. Pristanski highlighted the minutes.
- E. Mannisto provided some insight on DSSAB housing from when she was on the DSSAB Board of Directors.
- Discussion took place regarding meals on wheels and how costly the program is.

8. MEDICAL STAFF

- Dr. Laine reported that he will have a local student working with him in June.

9. CEO REPORT

K. Pristanski highlighted his CEO report.

- Capital Project: it was noted that of the letters, Michael "Gravelle" should be Michael "Power".
- Annual Capital Plan: members reviewed the approved equipment items. K. Pristanski added that the LTC tornado was purchased last year; therefore those dollars will be reallocated. It was suggested that in the future the 4-year Plan be attached with the approved Plan.
- Risk Management Report: The incident reports were reviewed and K. Pristanski reported that the incident summaries are now more detailed. The overall patient and staff incident rates have been recently declining.
- Goals and Objectives: K. Pristanski went over his goals and objectives, item by item.
- K. Pristanski reported that Adam Brown brought to his attention that the Board should review the current mileage allowance and consider increasing it.
- Discussion ensued regarding the allowance for meals and how it is low. **Meal allowance will be reviewed at the next meeting.**

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| It was moved by E. Mannisto and seconded by W. Anton that the mileage allowance be increased to \$0.50/km, effective May 1, 2011. | Carried |
| 10. ROUND-TABLE DISCUSSION | |
| <ul style="list-style-type: none">• E. Mannisto said thank you for having Adam Brown provide education on the financial statements.• A. Johnston noted that she appreciated attending the conference in Thunder Bay last month. | |
| 11. SELF-EVALUATION SUMMARY | |
| <i>11.1 Self-Evaluation Summary:</i> <ul style="list-style-type: none">• The summary was reviewed. | |
| 12. TERMINATION OF REGULAR BOARD MEETING | |
| It was moved V. Chapais and seconded by W. Anton that the regular meeting be adjourned at 8:18 p.m. | Carried |