

Geraldton District Hospital
Minutes of the
Regular Board Meeting

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

Present:	Deanna Thibault	Victor Chapais	Willy Anton
Voting	Shirley Tyance	Dick Mannisto	Audrey Johnston
	Marla Michel	Dale Randa	Chico Tschajka
	Melanie Lankin		

Non-Voting	Dr. Laine	Kurt Pristanski	Kelly Elliott
	Sylvie Duranceau	Diane Kampela (recorder)	

Regrets:
Voting Jamie McPherson

Regrets:
Non-Voting

Board Composition:	9 Elected	2 Appointments	Total 11
Current Vacancies:	0 Elected	1 Appointments	Total 1
Total Board Members (voting):	11	Present: 10	Attendance: 91%

1. CALL TO ORDER

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

- D. Thibault welcomed Shirley Tyance to the meeting.
- D. Thibault reported that a letter will be sent to Michael Gravelle congratulating him on his new election appointment. **The letter will be attached in next month's package.**

1.2 Correspondence:

1.2.1 Generative Governance and Leadership: Opportunities and Challenges for Health Care Boards

- K. Pristanski noted that if anyone wishes to attend this conference to contact D. Kampela and she will make the arrangements.

1.2.2 Building a Culture of Good Governance:

- K. Pristanski noted that if anyone wishes to attend this conference to contact D. Kampela and she will make the arrangements.
- **D. Kampela will follow up with the OHA to see if the two conferences are available via Webinar or if they will be available in archives at a later date.**

1.2.3 Sonnybrook – Centre for Prehospital Medicine:

- This was for information purposes regarding their name change. It was also a promotion of their services.

1.2.4 St. Joseph's Care Group:

- The letter is for information sharing regarding reduction of the Dementia Program and of mental health patient beds.
- Board members find these bed reductions quite disturbing.

1.3 Five Hospitals Board Education Evaluation: Summary:

- K. Pristanski noted that there were 26 people in attendance at the Board retreat and only 10 of those people returned their evaluations. One person returned their evaluation after the summary was already compiled.
 - Members reviewed the summary and comments.
 - It was noted that the retreat was excellent and it was an excellent networking opportunity.
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<p>1.4 Board Education: Skills and Role (purple section):</p> <ul style="list-style-type: none"> • Deferred because not all the binders have arrived yet. 	
<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 W. Anton and seconded by C. Tschajka to approve the agenda as amended.</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><i>4.1 Regular Meeting, October 4, 2011:</i></p> <ul style="list-style-type: none"> • D. Thibault asked for errors or omissions to the October 4, 2011 regular Board meeting minutes. • A typo was noted in section 1.2; “chocking” should be “choking”. • It was noted that in section 7.3., the word “recognition” should be omitted before the word “staff”. <p>It was moved by A. Johnston and seconded by M. Lankin to accept the minutes as amended.</p>	<p>Carried</p>
<p>5 BUSINESS ARISING FROM MINUTES</p>	
<p><i>5.1 Longlac Catholic Women’s League: Thank You Letter:</i></p> <ul style="list-style-type: none"> • The letter was attached for member information. • K. Elliott reported that she has not received the stuffed animals yet. <p><i>5.2 Board Planning and Cycle Agenda Control:</i></p> <ul style="list-style-type: none"> • The Cycle Agenda Control was emailed to all members, as well as included in their Board package. • It was noted the Quality Improvement Plan should be added to the Agenda. • D. Kampela will make the change and resend the Agenda to all members. <p><i>5.3 Board Committee Membership:</i></p> <ul style="list-style-type: none"> • The Board Committee Membership was emailed to all members, as well as included in their package. <p><i>5.4 Hand Hygiene Compliance: Letters to Staff:</i></p> <ul style="list-style-type: none"> • K. Pristanski noted that this is only one copy of the letter. A personal letter was sent to all staff members signed by the Board Chair. <p><i>5.5 QI Committee – Representative at Large: Advertisement:</i></p> <ul style="list-style-type: none"> • The advertisement was in the newspaper a couple of weeks ago. • K. Pristanski reported that he has not received any responses to the ad yet. <p><i>5.6 Nursing Staff – Completion of 2 Courses: Acknowledgement:</i></p> <ul style="list-style-type: none"> • K. Elliott reported that this is only one copy of the letter that was sent to all nursing staff that completed the 2 courses. • She added that staff were very pleased to receive such a letter individually signed by the Board Chair. 	
<p>6. NEW BUSINESS</p>	
<p><i>6.1 Freedom of Information and Protection of Privacy Act Compliance Policy and Procedure:</i></p> <ul style="list-style-type: none"> • K. Pristanski reported that all hospitals now require a policy regarding FIPPA. • Members reviewed the policy that gave the authority of the CEO to be responsible for the freedom of information (FOI) process at GDH. • K. Pristanski noted that the policy is word for word from the Thunder Bay Regional Health Sciences Centre policy that was sent to all area hospitals. • Members recommended that staff time be documented for such requests. • D. Mannisto reported that the OHA staff and Board members are working on advisory notes, webinars and handbooks for hospitals to use with regards to releasing CEO contracts and how to address pressures to top CEO salaries. He added that a package will be released on November 18/11 regarding posting CEO contracts. Once CEO contracts are posted on their respective website, then there would be one less FOI 	

<p>request on or after January 1, 2012. It was moved by M. Michel and seconded by S. Tyance to approve the Freedom of Information and Protection of Privacy Act Compliance policy and procedure.</p>	<p>Carried</p>
<p>7. LINKAGES & PARTNERSHIPS</p>	
<p><i>7.1 Geraldton Hospital Auxiliary:</i> <ul style="list-style-type: none"> ● M. Lankin reported that the Auxiliary raised \$650 with their bake sale. It is the most money ever raised with the bake sale. It was moved by M. Lankin and seconded by A. Johnston that the Report from the Geraldton Hospital Auxiliary be accepted.</p>	<p>Carried</p>
<p><i>7.2 Board QI Notes and Score Card – Oct. 5/11:</i> <ul style="list-style-type: none"> ● K. Pristanski highlighted the attached notes and score card, noting that the majority of indicators were above average. Those that are above or below target have the appropriate Teams analyzing the indicators. ● K. Pristanski noted that J. McPherson reported (by email) that he is very encouraged that the Medication Incident Committee is looking at the root cause analysis of med errors. It was moved by M. Michel and seconded by D. Mannisto that the Report from the Board QI Notes be accepted.</p>	<p>Carried</p>
<p><i>7.3 Quality Improvement Committee Minutes – Oct. 20/11:</i> <ul style="list-style-type: none"> ● A. Johnston highlighted the minutes. It was noted that in the regrets section of the minutes, it should be Chico Tschajka that was absent and not Victor Chapais. ● A. Johnston reported that one-day Excel training (graphs) was requested for Kathy Michaud, Yvonne Stahlmann and Diane Kampela. ● D. Mannisto reported that a follow-up meeting regarding the Patient Safety Governance Conference held in April 2011 is scheduled for November 16/11. ● K. Pristanski reported that the ALC target is set by the LHIN, therefore GDH cannot change it. It was moved by A. Johnston and seconded by W. Anton that the Report from the Quality Improvement Committee be accepted.</p>	<p>Carried</p>
<p><i>7.4 Anishnabe Hospital Liaison Committee Minutes – Oct. 14/11:</i> <ul style="list-style-type: none"> ● K. Elliott highlighted the minutes. ● She reported that the opening of the Manidoosowin / Spiritual Room was a success. It was a wonderful ceremony. ● K. Pristanski added that a news release regarding the opening will be in next week's paper. It was moved by S. Tyance and seconded by M. Michel that the Report from the Anishnabe Hospital Liaison Committee be accepted.</p>	<p>Carried</p>
<p>8. MEDICAL STAFF</p>	
<p><i>8.1 Physician Privileges:</i> It was moved by Dr. Laine and seconded by V. Chapais to move acceptance of the Locum tenens, and Courtesy privileges for the physicians listed.</p>	<p>Carried</p>
<p><i>8.2 Medical Advisory Committee Meeting Minutes – Oct. 27/11:</i> <ul style="list-style-type: none"> ● K. Pristanski reported that the minutes will be included in the December package. </p>	
<p>9. CNO REPORT</p>	
<p>● K. Elliott highlighted her CNO report regarding nursing staffing levels and recruitment activities. It was moved by A. Johnston and seconded by D. Mannisto that the Report from the CNO be accepted.</p>	<p>Carried</p>
<p>10. CCS REPORT</p>	
<p>● S. Duranceau highlighted her Director of Clinical Services (Chief Clinical Services) report. <ul style="list-style-type: none"> ● Accessibility: S. Duranceau noted that if anyone has a copy of a certificate for completion of accessibility training, please bring her a copy. She also noted that she has copies of the documents from GDH accessibility education if anyone wishes to have a copy. The Accessibility documents will now be included in </p>	

the Board orientation binders. M. Michel added that the Thunderbird Friendship Centre will be holding a 4-hour education course on accessibility soon. The ad will be in this week's Times Star.

- French as a Second Language (FSL): W. Anton and A. Johnston requested a copy of the Plan because they are attending a French language session at the HealthAchieve next week.
- Physicians: There were about 50-60 physicians that visited the booth at the Ottawa recruitment fair. S. Duranceau added that a few of them are interested in permanent positions.
- Lab: Members reviewed the attached Point of Care Testing (POCT) policy. Members had a concern with approving the policy because they don't know how they will be ensured that the POCT tasks are being done. A lengthy discussion took place regarding how the Board will be made aware if there are problems, etc.

S. Duranceau will bring the policy back to the Senior Lab Tech for further documentation. The policy will be reviewed again at the next meeting.

It was moved by D. Mannisto and seconded by D. Randa that the Report from the CCS be accepted.

Carried

11. CEO REPORT

K. Pristanski highlighted his CEO report.

- Staff events: it was noted that the wrong poster for the Christmas dance was included. The correct date is December 3/11. K. Pristanski added that the Funspiel will take place sometime in January and the Reward and Recognition Committee is hosting a dinner and entertainment with an Elvis impersonator in February.
- Workplace Violence and Harassment Prevention (WVHP) Committee: J. McPherson noted in an email that there is no need for a WVHP Committee when there is already a Joint Health and Safety Committee in place. K. Pristanski reported that the WVHPC, which has been in place for over 8 years is a very active committee and valued by the staff because the Hospital is mainly a female workforce, many staff work at night, a few staff work alone and nurses work with drugs that may be illegally sought after by patients or the public. Both committees will remain in place as staff do not want Workplace Violence and Harassment Prevention diluted if merged with the Joint Occupational Health and Safety Committee.
- Risk Management: members reviewed the patient, visitors, volunteers and physicians incident reports. Discussion took place regarding analysis of repeat falls. K. Elliott reported that the Falls Committee analyzes the falls and documents every fall and repeat falls.
- Members also reviewed the staff incident reports for July to September and they are very good. K. Pristanski reported that there is lost time in June but the Hospital has made an appeal. **K. Pristanski will follow up with the Infection Control Manager regarding the September YTD nursing assault figures.**
- Building, Property and Equipment Safety Improvements: A. Johnston reported that there is a problem with the Gift Shop door. **K. Pristanski will advise plant operations.**

It was moved by W. Anton and seconded by M. Michel that the Report from the CEO be accepted.

Carried

12. ROUND-TABLE DISCUSSION

- S. Tyance reported that she is enjoying her position as a Board member and looking forward to learning more.
- M. Michel reported that she is learning more each meeting.
- A. Johnston reported that she is pleased with K. Elliott and S. Duranceau's reports.
- K. Elliott welcomed S. Tyance and noted that she appreciates C. Tschajka's questions.
- D. Mannisto reported that the OHA is searching for a new CEO. The OHA will be conducting interviews in mid-January. He added that he attended the Aboriginal Conference last week and it was a good conference. It focused on government and leadership. He did note that he felt the conference was more beneficial to First Nations' people. It was a good networking opportunity.
- C. Tschajka reported that he is learning something new every meeting and he is impressed with the Board.

13. BI-MONTHLY MEETING EVALUATION SUMMARY

- Members reviewed the summary.
- D. Thibault reported that if anyone is not comfortable with noting something on the evaluation form, to please let her know.

14. TERMINATION OF REGULAR BOARD MEETING

It was moved A. Johnston and seconded by M. Michel that the regular meeting be adjourned at 7:43 p.m.

Carried