Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, April 2, 2013 at 6:00 p.m.

Present: Victor Chapais Jamie McPherson Willy Anton

Voting Shirley Tyance Audrey Johnston Dale Randa

Chico Tschajka

Non-Voting Kurt Pristanski Sylvie Duranceau (recorder) Laurie Heerema

Regrets: Shannon Kristjanson Deanna Thibault Melanie Lankin

Voting Marla Michel

Regrets: Dr. Laine Dr. Hargassner

Non-Voting

# Board Composition (voting): 9 Elected 2 Appointments Total 11

**Current Vacancies (voting): 0 Elected 0 Appointments Total 0**

**Total Board Members (voting): 11 Present: 7 Attendance: 64%**

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| 1. CALL TO ORDER | |
| * 1. The meeting was called to order at 5:58 p.m., by the Chair, Victor Chapais.   **1.2 Correspondence:**  1.2.1 OHA Rural and Northern Health Care Governance Workshop – May 7/13:  ● Members were asked to advise D. Kampela if they are interested in attending the workshop.  1.2.2 OHA Innovation and Leadership in Rural and Northern Health Care Conference – May 8-9/13:  ● Members were asked to advise D. Kampela if they are interested in attending the conference.  **1.3 Tour of Patient Services:**  ● L. Heerema provided a tour of the Hospital’s nursing areas. |  |
| 2. ADOPTION OF THE AGENDA | |
| ● V. Chapais asked if there were any amendments to the agenda.  ● The following item was added to the agenda:  6.3 2013/14 Hospital Service Accountability Agreement (H-SAA)  **It was moved by S. Tyance and seconded by J. McPherson to approve the agenda as amended.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None. |  |
| **4. ADOPTION OF MINUTES** | |
| **4.1 Regular Meeting, March 5, 2013:**  ● V. Chapais asked if there were any errors or omissions in the March 5, 2013 regular Board meeting minutes.  **It was moved by W. Anton and seconded by A. Johnston to accept the minutes as presented.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 OHA Region 1 Annual Conference – April 17-18/13:**  ● K. Pristanski reported that the agenda arrived after last month’s Board meeting and was distributed.  ● V. Chapais reported that he is registered for the conference but has a conflict and cannot attend the conference. The registration fee cannot be reimbursed but it can be transferred.  ● L. Heerema will attend the conference instead of V. Chapais. D. Kampela will request the transfer.  **5.2 Investment Policy: Equities:**  ● K. Pristanski reported that Adam Brown will remain Director of Finance until May 30/13.  ● K. Pristanski reported that A. Brown recommends leaving the Investment policy as is, per his attached email.  ● **The policy will be reviewed again next year during the annual review of all Board/Executive policies.** |  |
| **6. NEW BUSINESS** | |
| **6.1 2013/14 Capital Budget:**  ● K. Pristanski distributed a revised copy of the 2013/14 capital budget as some additions were made to the budget.  ● The total request for 2013/14 is $968,400. Equipment costs ($312,400) are covered by amortization, while renovations costs ($656,000) would come from the Hospital’s reserve account.  ● C. Tschajka inquired if the generator is still functional. K. Pristanski responded that it is but it has reached its life span. The old generator would be kept as back-up.  ● J. McPherson inquired if quotes were attained for the electrical renovations and K. Pristanski responded that quotes were indeed received.  ● A. Johnston inquired if the flooring replacement at the Northern Horizon Health Centre was for the entire building. K. Pristanski responded that it was for the lobby area.  **It was moved by C. Tschajka and seconded by J. McPherson that the total equipment budget in the amount of $968,400 be approved for 2013/14.**  **6.2 2013/14 Quality Improvement Plan:**  ● K. Pristanski reported that the Quality Improvement Plan (QIP) was reviewed in detail by the Quality Improvement Committee (QIC) and the Committee recommended the Plan to the Board of Directors.  ● A. Johnston noted several required changes in the document.  It was moved by A. Johnston and seconded by W. Anton that the Board approves the Quality Improvement Plan for 2013/14 as amended.  **6.3 2013/14 Hospital Service Accountability Agreement (H-SAA):**  ● K. Pristanski reported that the H-SAA was received March 28/13 and the signing deadline was April 1/13.  ● He added that the base funding was decreased by $119,000; however the funding was given back in the specific procedures based on an estimate amount and number.  ● K. Pristanski reported that the small hospitals are very concerned due to the limited cases and efficiencies. The small hospital CEOs have requested a meeting with the NW LHIN to discuss this issue.  ● K. Pristanski recommended that the Board not sign the Agreement. If the LHIN insists that it be signed, K. Pristanski will set up an Executive Committee meeting.  ● The OHA was consulted regarding the process and the OHA was informed that the NW LHIN is the only LHIN enforcing this funding process.  ● Board members want all small hospitals to stick together.  ● The Board agreed not to sign the H-SAA at this time.  ● K. Pristanski will follow-up with a letter to the NW LHIN. | **Carried**  **Carried** |
| **7. LINKAGES & PARTNERSHIPS** | |
| **7.1 Geraldton Hospital Auxiliary:**  ● No report.  7.2 Board of Directors QI Team Meeting Notes:  ● No meeting was held in March.  7.3 Quality Improvement Committee Minutes – March 20/13:  ● A. Johnston asked if there were any questions regarding the minutes.  ● S. Tyance inquired about the LTC falls and if anything is being done to address this issue. K. Pristanski responded that with the new government regulations, all restraints are restricted. There are other processes in place to help decrease falls. L. Heerema also noted that the Falls Committee meets regularly.  It was moved by A. Johnston and seconded by S. Tyance that the Report from the Quality Improvement Committee be accepted.  7.4 GDH 50th Anniversary Planning Ad Hoc Committee – March 4 and March 25/13:  ● K. Pristanski asked if there were any questions regarding the notes and the events schedule.  ● A. Johnston inquired when the invitations would be sent out. K. Pristanski responded that they would probably be sent by early May at the latest.  ● C. Tschajka inquired why videotaping the event was so important. K. Pristanski responded that some people may wish to watch the video at a later time.  ● K. Pristanski reported that the dance would only be open to staff, physicians, volunteers and guests of those people.  **It was moved by C. Tschajka and seconded by W. Anton that the Reports from the GDH 50th Anniversary Planning Ad Hoc Committee be accepted.**  **7.5 Healthier Community Advisory Committee Meeting Minutes – Feb. 28/13:**  ● K. Pristanski highlighted the minutes. He added that there was a good presentation from Julie Lamarche from the Family Resource Centre.  ● W. Anton inquired why the supportive housing item was being removed from the agenda. K. Pristanski responded that the municipality has no funding to provide supportive housing. The buildings are not owned by the municipality.  **It was moved by A. Johnston and seconded by C. Tschajka that the Report from the Healthier Community Advisory Committee be accepted.** | **Carried**  **Carried**  **Carried** |
| **8. MEDICAL STAFF** | |
| **8.1 Medical Advisory Committee Minutes – March 6/13:**  ● K. Pristanski asked if there were any questions or concerns regarding the minutes.  ● C. Tschajka inquired about the nursing concerns. L. Heerema responded that the physicians have agreed to stop the practice of prescribing antibiotics before assessing the patient.  ● C. Tschajka questioned the comment regarding encouraging more deliveries. L. Heerema responded that with the new MoreOB training, the hospital may see more deliveries.  **It was moved by A. Johnston and seconded by D. Randa that the Report from the Medical Advisory Committee be accepted.**  **8.2 Physician Privileges:**  **It was moved by C. Tschajka and seconded by S. Tyance that the Board of Directors approves the reappointment of Courtesy privileges for Dr. Escott, as well as regional courtesy privileges and courtesy privileges for Dr. Banayan and Dr. Sorial at the NorWest Community Health Centre, as recommended by the MAC.** | **Carried**  **Carried** |
| **9. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● L. Heerema asked if there were any questions or concerns regarding her report.  ● C. Tschajka inquired about the Janzen’s Pharmacy services. L. Heerema responded that the delivery provider changed recently due to numerous complaints from hospital staff. Janzen’s ensured L. Heerema that emergency deliveries would be completed as required.  ● L. Heerema also reported that staffing should be stable enough to ensure vacation requests for the summer months.  ● L. Heerema briefed the members about her meeting with Susan Ouellet.  **It was moved by D. Randa and seconded by W. Anton that the CNO Report be accepted.** | **Carried** |
| **10. CHIEF CLINICAL SERVICES (CCS) REPORT** | |
| ● Nothing new to report. |  |
| **11. CEO REPORT** | |
| ● K. Pristanski asked if there were any questions regarding his report.  ● GFHT: A. Johnston raised a concern regarding the GFHT Board not functioning very well and they are responsible for providing health care services to the community.  ● NW LHIN BluePrint Meetings: K. Pristanski reported that notice was received today regarding local Hub meetings scheduled for the week of April 15-22/13.  ● Capital Project: C. Tschajka suggested that K. Pristanski include other organizations, such as Errington’s new project the next time the Ministry is updated.  **It was moved by C. Tschajka and seconded by D. Randa that the CEO report be accepted.** | **Carried** |
| **12. ROUND-TABLE DISCUSSION** | |
| ● A. Johnston inquired about the Long Service Awards Social. K. Pristanski will provide further information in next month’s report. She asked if a summary report from the January 30/13 Governance to Governance session had been received. **K. Pristanski replied not yet but when it arrives it will be attached to the Board package.**  ● C. Tschajka inquired about the fish derby. K. Pristanski will provide further information in next month’s report. |  |
| **13. BI-MONTHLY MEETING SUMMARY:** | |
| ● Members reviewed the summary.  ● C. Tschajka noted that the rating for question 7 was low. He felt that members have every opportunity to participate in the meeting. |  |
| **14. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved A. Johnston and seconded by C. Tschajka that the regular meeting be adjourned at 7:55 p.m.** | Carried |