Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, April 3, 2012 at 6:00 p.m.

Present: Victor Chapais Jamie McPherson Willy Anton

Voting Shirley Tyance Audrey Johnston Dale Randa

Melanie Lankin Chico Tschajka Dick Mannisto (teleconference)

Non-Voting Dr. Laine Kurt Pristanski (recorder) Sylvie Duranceau

Regrets: Deanna Thibault Marla Michel

Voting

Regrets: Kelly Elliott

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: 9 Attendance: 82%**

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| 1. CALL TO ORDER | |
| * 1. The meeting was called to order at 6:01 p.m., by the Vice-Chair, Victor Chapais.   ● V. Chapais welcomed everyone.  1.2 Correspondence:  *1.2.1 North West LHIN: 2012/13 H-SAA Amending Agreement:*  ● K. Pristanski noted that last year there were 2 amended agreements plus the finalized agreement. He added that D. Thibault signed the agreement, which was submitted by the March 31 deadline.  1.3 Board Education: Guide to Good Governance, Second Edition, Chapter 4, Page 56-89:  ● Members reviewed pages 56 to 89 of Chapter 4, Role and Functions of a Board.  ● J. McPherson inquired if the Hospital’s emergency plan was linked to the Municipality’s plan. K. Pristanski responded that the Incident Management System (IMS) is based on the provincial system received by the OHA. The Hospital’s plan was shared with the Fire Department, the OPP and the EMS.  ● C. Tschajka inquired if the auditors attend the annual meeting. K. Pristanski replied that the auditors attend the Audit Committee meeting and a report is provided for the AGM. Adam Brown attends the AGM and responds to all finance questions. The auditors are from Sault Saint Marie and were selected by the 5 North Shore hospitals.  ● J. McPherson inquired about stakeholders’ input regarding strategic planning. K. Pristanski responded that the Hospital’s stakeholders are members of the HCAC and Hospital clients provide input through strategic planning group meetings.  ● C. Tschajka inquired if the Hospital has a succession plan. K. Pristanski replied that there is no formal plan in place; however the CEO’s contract requests a 3-month notice. This could be reviewed during the upcoming annual CEO evaluation process.  ● Board members noted that the Chapter had much valuable information.  ● A. Johnston suggested that Chapter 6 or 7 may be more beneficial for the next meeting; adding that Chapter 5 could be reviewed at a later date.  ● Board members were asked to review the CEO evaluation section as a reference prior to the next meeting.  ● **Board members agreed to review Chapter 6 at the next meeting.** |  |
| 2. ADOPTION OF THE AGENDA | |
| ● V. Chapais asked if there were any amendments to the agenda.  **It was moved by C. Tschajka and seconded by W. Anton to approve the agenda as presented.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None. |  |
| **4. ADOPTION OF MINUTES** | |
| *4.1 Regular Meeting, March 6, 2012:*  ● V. Chapais asked for errors or omissions to the March 6, 2012 regular Board meeting minutes.  ● M. Lankin noted a correction in section 7.1. It was the “penny auction” sale and not the “bake sale” that was recently held. She also corrected the amount of money raised. It was $2,700.  ● It was noted that in section 8.2, “and” should be added between “Dr. Smith” and “Nurse Pascoe”.  ● C. Tschajka asked for clarification on the Hospital Infrastructure Renewal Fund (HIRF). K. Pristanski provided an explanation of the funding and its use. He stated that the Hospital did not receive any funding this year and a letter was sent to the North West LHIN regarding this issue.  ● Two typos were noted in section 5.3. In the first bullet, “suppose” should be “supposed” and in the last bullet, it should state page “233”, not page “235”.  **It was moved by A. Johnston and seconded by D. Mannisto to accept the minutes as amended.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| *5.1 Meeting re: PMPs:*  ● K. Pristanski reported that David Stenlund was gone another week for education and he has been extremely busy.  ● **K. Pristanski will keep trying to set up a meeting between D. Stenlund and J. McPherson.**  *5.2 Investments: A. Brown:*  ● A. Brown contacted Thunder Bay Regional Health Sciences Centre regarding their process for tendering investments to ensure that GDH follows proper procurement regulations.  ● The current bank has been advised that the Hospital’s investments will be tendered to local investors.  ● It was decided not to approach the Scotia Bank in Beardmore. |  |
| **6. NEW BUSINESS** | |
| *6.1 Board Succession Planning:*  ● Members were asked to verify the information and provide any changes to Diane Kampela.  ● Members holding executive positions should advise the Nominating Committee of their intent to continue in those positions.  ● D. Mannisto’s term finishes this year but will continue as a non-voting OHA representative.  ● V. Chapais indicated that he is interested in remaining on the Board and would remain Vice-Chair, unless someone else has an interest in the position.  ● S. Tyance noted that she would like to remain on the Board and she inquired if there was information to explain the terms and election process. K. Pristanski replied that all the information is in the Bylaws.  ● K. Pristanski noted that C. Tschajka and M. Lankin are appointed 1-year term positions. Those members can stay in the positions or run for 3-year terms.  ● Board members were all asked to inform D. Kampela or the Nominating Committee of their intentions. |  |
| **7. LINKAGES & PARTNERSHIPS** | |
| *7.1 Geraldton Hospital Auxiliary:*  ● M. Lankin reported that membership letters have been distributed.  ● The Spring Conference is taking place April 20-21/12 in Dryden.  ● S. Tyance asked what the Gift Shop hours were. M. Lankin replied 1:00 to 4:00 p.m. and 6:00 to 8:00 p.m. Some members work 2:00 to 4:00 p.m.  ● Myrna Letourneau is the contact person if anyone is interested in volunteering in the Gift Shop.  **It was moved by M. Lankin and seconded by A. Johnston that the Report from the Geraldton Hospital Auxiliary be accepted.**  *7.2 Board QI Notes and Score Card – March 7/12:*  ● K. Pristanski noted that the information is on page 13-16 and he would gladly answer questions.  ● Members had no questions.  It was moved by D. Mannisto and seconded by C. Tschajka that the Report from the Board QI Notes be accepted.  *7.3 Quality Improvement Committee Minutes – March 15/12:*  ● A. Johnston noted that the minutes are on page 17-21 and she would gladly answer questions.  ● She added that the next meeting is scheduled for Wednesday, April 25, 2012.  ● J. McPherson will send notes to D. Kampela as he is away. He noted that there was nobody identified to send a list of acronyms. K. Pristanski will have D. Kampela distribute an updated acronyms list.  It was moved by A. Johnston and seconded by W. Anton that the Report from the Quality Improvement Committee be accepted.  7.4 Healthier Community Advisory Committee Minutes – March 8/12:  ● K. Pristanski noted that the minutes are on page 22-25 and he would gladly answer questions.  ● A. Johnston noted that the presentation by Carl Pettigrew was excellent.  ● A. Johnston asked if the NOSP mental health and addictions manager position was a new position. D. Randa responded that it is an existing position, but it was vacant and recently filled.  It was moved by A. Johnston and seconded by W. Anton that the Report from the Healthier Community Advisory Committee be accepted.  7.5 Fiscal Advisory Committee Minutes – March 26/12:  ● K. Pristanski noted that the minutes are on page 26-28. He added that there are several meetings to take place. This was only the first draft.  ● W. Anton asked for clarification on item 4.4. K. Pristanski stated that it was an error that was corrected during the Board approval last year.  ● K. Pristanski added that the next meeting is scheduled for April 24 and probably another meeting will take place in May. The Hospital has to wait for the MOHLTC funding announcement before finalizing the budget.  It was moved by J. McPherson and seconded by D. Randa that the Report from the Fiscal Advisory Committee be accepted. | **Carried**  **Carried**  **Carried**  **Carried**  **Carried** |
| **8. MEDICAL STAFF** | |
| ● The next MAC is scheduled for tomorrow evening. |  |
| **9. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● The CNO report can be found on page 29-30.  ● J. McPherson asked about the drug shortages. K. Pristanski replied that the Hospital is currently holding its own but it is tight. Some drugs are in very short supply and not having them creates a risk. Such risk is in every hospital across Canada.  ● A. Johnston inquired if the Holter monitors were ready for use. Dr. Laine replied that he believes the final arrangements need to be made with the cardiologist.  **It was moved by A. Johnston and seconded by S. Tyance that the Report from the CNO be accepted.** | **Carried** |
| **10. CHIEF CLINICAL SERVICES (CCS) REPORT** | |
| ● S. Duranceau reported that her report was on page 31.  ● She added that Dr. DePetrillo has been accepted into a sport medicine program which starts this summer. He will be leaving.  ● Dr. Hamilton is expected to start full-time in the Fall.  ● D. Mannisto suggested having a Board/Medical staff get-together in the Fall to meet the new physicians.  **It was moved by D. Mannisto and seconded by V. Chapais that the Report from the CCS be accepted.** | **Carried** |
| **11. CEO REPORT** | |
| ● K. Pristanski noted that his CEO report was on page 32-36 and he would gladly answer questions.  ● J. McPherson asked about the Capital Budget and the request to spend $428,000 on the air conditioning unit in LTC. What is the process to request capital projects? How do Board members know that it is being justified to approve this amount?  ● K. Pristanski responded that a 4-year plan is presented to the Board each year and he explained that the air conditioner has been failing and was reprioritized for this year.  ● J. McPherson noted that a study needs to be done ahead of time for next year’s electrical upgrade request of $999,000.  ● K. Pristanski noted that $30,000 was requested in this year’s budget to determine specifications for next year’s electrical upgrade.  ● D. Mannisto suggested that K. Pristanski present a history of the capital projects discussed and previously implemented. Also need to project the building infrastructure over several years.  ● C. Tschajka inquired about home repairs. K. Pristanski stated that it is for a house owned by the Hospital.  ● D. Mannisto stated that in the past the Capital Budget was around $400,000. K. Pristanski noted this year’s request is less. Also, HIRF funding is usually around $200,000 but will not be received this year, as discussed earlier.  **It was moved by J. McPherson and seconded by M. Lankin that the total equipment budget in the amount of $317,800 be approved for 2012/13.**  ● The renovation budget will be looked at when more information is presented next month.  ● A. Johnston noted that the 75th anniversary is for Geraldton, not Greenstone.  ● K. Pristanski added one item to his report; the LHIN’s Health Services Blue Print. A meeting will be held in Marathon on May 28/12 to discuss this issue. All Board members and senior managers from all organizations are invited.  ● J. McPherson asked if the meeting could be changed to Nipigon as it would be easier to get to. **K. Pristanski will inquire.**  **It was moved by A. Johnston and seconded by W. Anton that the CEO report be accepted.** | **Carried**  **Carried** |
| **12. ROUND-TABLE DISCUSSION** | |
| ● W. Anton reported that there is a webcast on Aboriginal Mental Health: Treatment through Cultural Continuity has been booked at the Hospital. The webcast will be held on April 11/12 from 12:00 noon to 1:30 p.m.  ● D. Mannisto announced that Pat Campbell is the new OHA President and CEO. She was Chief Executive Officer of ECHO (an organization committed to improving Women's Health in Ontario) and past President and CEO of Grey Bruce Health Services.  ● D. Mannisto also noted that the OHA regional forum to be held in Thunder Bay on May 28/12 conflicts with the North West LHIN Blue Print meeting. **K. Pristanski will follow up with the LHIN regarding this issue.**  ● It was noted that if members do not highlight reports and minutes then the meeting goes more quickly and the Board may not need a consent agenda. |  |
| **13. BI-MONTHLY MEETING EVALUATION** | |
| ● V. Chapais reminded the Board members to complete their evaluation. |  |
| **14. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved W. Anton and seconded by M. Lankin that the regular meeting be adjourned at 7:10 p.m.** | Carried |