Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, February 5, 2013 at 6:00 p.m.

Present: Victor Chapais Deanna Thibault Willy Anton

Voting Shirley Tyance Shannon Kristjanson Audrey Johnston

Marla Michel (T) Chico Tschajka

Non-Voting Kurt Pristanski Sylvie Duranceau Dr. Hargassner

Diane Kampela (recorder)

Regrets: Jamie McPherson Melanie Lankin Dale Randa

Voting

Regrets: Dr. Laine

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: 8 Attendance: 73%**

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| 1. CALL TO ORDER | |
| * 1. The meeting was called to order at 5:59 p.m., by the Chair, Victor Chapais.   ● V. Chapais welcomed Dr. Hargassner to the Board.  ● Introductions took place.  **1.2 Correspondence:**  1.2.1 MOHLTC re: Nursing Graduate Guarantee Initiative  ● Members were pleased to see the correspondence regarding the implementation of the Nursing Graduate Guarantee (NGG) initiative.  1.2.2 OHA Region 1 Annual Conference: Save the Date  ● Members noted the date of the conference, April 17-19, 2013. Further details will follow.  ● Members were asked to advise D. Kampela if they are interested in attending the conference.  **1.3 Guide to Good Governance, Chapter 9**  ● V. Chapais asked if there were any comments regarding Chapter 9, Governance Best Practices and Reviews.  ● Members concurred there was good information in the chapter.  ● Most of the information was familiar, which means the Board is on the right track.  ● K. Pristanski reported that he has the Letters Patent. The Letters Patent were updated twice. The original date is 1939, it was amended in 1952 to remove “private” from the hospital name and in 1962 it was amended with the name change from Little Longlac Hospital to Geraldton District Hospital.  ● **Chapter 10 will be reviewed 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, January 8, 2013:**  ● V. Chapais asked if there were any errors or omissions in the January 8, 2013 regular Board meeting minutes.  ● It was noted that in section 6.1, Hospice Committee requires an “s” to Committees (x2).  ● It was noted that in section 7.4, “Ad Hoc” should be added to Volunteer Tree of Life Committee.  **It was moved by A. Johnston and seconded by S. Tyance to accept the minutes as amended.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 Governance to Governance Session: Registration and Reservations:**  ● The registrations and reservations were done. The conference has since been held.  ● A. Johnston provided a verbal report, noting that there were many topic diversions, making it very distracting. However, it was still a good session. She added that several people did not realize that Marathon would be the District Hub. She added that good material was handed-out.  ● K. Pristanski provided a verbal report, noting that several people asked which health care organizations are in each individual Hub. A spreadsheet of such information was received the following day by email. He added that a meeting is scheduled for the end of February with Managers to discuss Hubs.  ● V. Chapais provided a verbal report, noting that it was a good meeting and a good networking opportunity. He added that everyone had a chance to voice their opinions.  **5.2 Financial Planning Policy and Procedure (BOD-EXL2):**  ● K. Pristanski reported that the policy was revised to include the Regulation and Section number.  **5.3 BOD-EXL6 and BOD-EXL11:**  ● Copies of the policies were sent to the Auxiliary and Hospice Committees.  **5.4 Investment Policy:**  ● K. Pristanski reported that Adam Brown is in the process of verifying with the TBRHSC to see if they have revised their investment policy.  ● **A copy will be included in next month’s meeting package.**  **5.5 Whistle-Blower Policy and Procedure:**  ● K. Pristanski reported that the reference in the whistle-blower policy came from Grant Thornton.  ● C. Tschajka requested that “external sources” be added to the list of who may raise concerns based on this policy.  **It was moved by C. Tschajka and seconded by W. Anton to add external sources to the list of who may raise concerns based on this policy.**  **5.6 Automated Message Machine:**  ● C. Tschajka inquired if a screen or monitor linked to the automated message machine that will be placed in the main lobby could be installed in the emergency department (ED).  ● K. Pristanski responded that there is not much space in the ED and he would have to verify with the IT department is this is possible.  ● K. Pristanski added that the use of the machine will be monitored to see if it is useful in the lobby and then consider installing something similar in the ED.  ● There was a short discussion regarding the Mission, Vision and Values being stenciled on the window.  ● K. Pristanski responded that this could be done in addition to the automated message machine if the Board desires it. | **Carried** |
| **6. NEW BUSINESS** | |
| **6.1 Governance Process Policies and Procedures:**  ● Policies BOD-GP1 through 17 were reviewed.  ● J. McPherson inquired in an email sent if the Mission, Vision, Values statement should be added to policy BOD-GP2, Governance Process. A. Johnston responded that there already is a Mission policy; therefore there is no need for duplication.  ● BOD-GP11, Handling of Operational Complaints: what if the complaint is about the CEO?  **It was moved by C. Tschajka and seconded by S. Kristjanson to add number 3, “Contact the Board Chair if the complaint is regarding the CEO”.**  ● BOD-GP14, Board Member Resignation Gift: need to revise number 3.  **It was moved by A. Johnston and seconded by C. Tschajka to revise number 3 to read “Maximum number of terms, as per the Bylaw, thank you letter and engraved watch”.**  ● BOD-GP16, Deputations/Presentations to the Board: it was suggested to add “a maximum of” 10 minutes to item 4.  **It was moved by A. Johnston and seconded by D. Thibault to add “a maximum of” 10 minutes to item 4.**  ● It was noted that the policies and procedures were quite lengthy to review. | **Carried**  **Carried**  **Carried** |
| **7. LINKAGES & PARTNERSHIPS** | |
| **7.1 Geraldton Hospital Auxiliary:**  ● A. Johnston highlighted the letter addressed to K. Pristanski, on behalf of the Auxiliary Secretary.  ● Members reviewed the Constitution.  **It was moved by A. Johnston and seconded by C. Tschajka that the Report from the Geraldton District Hospital Auxiliary be accepted.**  7.2 Board of Directors QI Team Meeting Notes – Jan. 9/13:  ● K. Pristanski asked if there were any questions regarding the notes and the score card.  It was moved by W. Anton and seconded by C. Tschajka that the Report from the Board of Directors QI Team be accepted.  7.3 Quality Improvement Committee Minutes – Jan. 17/13:  ● A. Johnston asked if there were any questions regarding the minutes.  It was moved by A. Johnston and seconded by D. Thibault that the Report from the Quality Improvement Committee be accepted.  7.4 Healthier Community Advisory Committee Minutes – Jan. 10/13:  ● K. Pristanski noted that it was a very good meeting and a good presentation from the LHIN and asked if there were any questions regarding the minutes.  ● It was questioned why the Hospital cannot provide services to the assisted living clients.  ● K. Pristanski responded that the Hospital cannot provide 24/7 service with such little funding of $12,000 per year, per client. The CCAC cannot do it for that little so how can any other organization do it.  **It was moved by C. Tschajka and seconded by W. Anton that the Report from the Healthier Community Advisory Committee be accepted.**  **7.5 Executive Committee Meeting Minutes – Jan. 18/13:**  ● A lengthy discussion took place regarding GDH becoming the main fly-in health centre for First Nations communities.  -Dr. Hargassner noted that Sioux Lookout is better equipped to serve the first nations communities since their hospital has a CT scanner, radiologist, etc.  -V. Chapais added that most first nations’ people have a place to stay in the Geraldton area (Grace Lodge) and transportation is provided to non-urgent people.  -V. Chapais noted that the Hospital would have to develop a program to present to the Nishnawbe Aski Nation.  -Dr. Hargassner noted that patients are already complaining about ED wait times. Servicing 4 other communities would simply make matters worse.  -K. Pristanski noted that the Hospital, Family Health Team and/or Clinic could provide primary care/chronic disease management programs, such as COPD (asthma) clinics, diabetes clinics, etc. geared for the First Nations communities.  **It was moved by C. Tschajka and seconded by W. Anton that the Report from the Executive Committee be accepted.**  ● The Executive Committee recommended a couple of additions to the CEO position description after comparison with Sioux Lookout and Marathon hospitals job descriptions.  ● Members made a few more minor changes to the position description.  **It was moved by D. Thibault and seconded by C. Tschajka to approve the CEO position description as revised.**  **7.6 Volunteer Tree of Life Ad Hoc Committee Minutes – Jan. 23/13:**  ● V. Chapais read J. McPherson’s comment that he found children of two previous board members who are looking for documentation regarding their father’s role in the hospital. He also said that it may be too late for this year’s nomination though, but could be kept for nomination next year.  **It was moved by A. Johnston and seconded by S. Kristjanson that the Report from the Volunteer Tree of Life Ad Hoc Committee be accepted.**  **7.7 GDH 50th Anniversary Planning Ad Hoc Committee – Jan. 24/13:**  ● K. Pristanski reported that another meeting is scheduled for next week.  **It was moved by W. Anton and seconded by A. Johnston that the Report from the 50th Anniversary Planning Ad Hoc Committee be accepted.** | **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried** |
| **8. MEDICAL STAFF** | |
| **8.1 Medical Advisory Committee Minutes – Jan. 17/13:**  ● K. Pristanski reported that if there are any questions regarding the minutes, Dr. Hargassner can answer them.  ● Dr. Hargassner briefed on the tele-dermatology program, noting that it is a great program because some patients wait up to 2 years to see a Dermatologist.  **It was moved by D. Thibault and seconded by S. Tyance that the Report from the Medical Advisory Committee be accepted.**  **8.2 Physician Privileges:**  ● K. Pristanski reported that there is now a new regional process for physicians external of GDH to receive privileges at GDH and vice-versa.  ● He added that all Thunder Bay physicians in good standing from TBRHSC will require approval after receiving notice from TBRHSC that their privileges were approved at the TBRHSC. Such notice is expected in the coming months.  **It was moved by S. Kristjanson and seconded by C. Tschajka that the Board of Directors approve the reappointment of Active and Courtesy privileges, as well as courtesy privileges for the radiologists, and courtesy privileges for Dr. Burden at the NorWest Community Health Centre, as recommended by the MAC.** | **Carried**  **Carried** |
| **9. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● No report. |  |
| **10. CHIEF CLINICAL SERVICES (CCS) REPORT** | |
| ● S. Duranceau asked if there were any questions regarding her report.  ● V. Chapais noted that J. McPherson’s enjoyed the detailed report about services provided and this should be reported each year.  **It was moved by A. Johnston and seconded by D. Thibault that the CCS report be accepted.** | **Carried** |
| **11. CEO REPORT** | |
| ● K. Pristanski asked if there were any questions regarding his report.  ● GFHT: K. Pristanski reported that today’s meeting was cancelled. A lengthy discussion took place regarding GFHT’s cancelled Board meetings and their services.  ● Monarca: how much will it cost the Hospital? K. Pristanski responded approximately $700/month. This is the equivalent of 2 sick days and it is expected that the new service will save 2 or more sick days/month.  ● K. Pristanski reported that he received information regarding the HAPS on Friday, February 1/13. The deadline for submission is March 1/13. The first FAC meeting will take place this Friday. The HAPS will be recommended to the Board at the March meeting. It will be submitted to the LHIN as a draft on March 1 and then the final copy will be sent once approved by the Board on March 5/13.  **It was moved by C. Tschajka and seconded by S. Kristjanson that the CEO report be accepted.** | **Carried** |
| **12. ROUND-TABLE DISCUSSION** | |
| ● A. Johnston reported that it was a good meeting and she welcomed Dr. Hargassner.  ● D. Thibault said it was good to be in attendance after missing a few meetings. |  |
| **13. BI-MONTHLY MEETING EVALUATION:** | |
| ● No comments were made. |  |
| **14. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved A. Johnston and seconded by C. Tschajka that the regular meeting be adjourned at 7:57 p.m.** | Carried |