Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, June 5, 2012 at 6:00 p.m.

Present: Deanna Thibault Victor Chapais Jamie McPherson (T)

Voting Dick Mannisto Audrey Johnston Marla Michel

Chico Tschajka

Non-Voting Dr. Laine Kurt Pristanski Sylvie Duranceau

Diane Kampela (recorder)

Regrets: Willy Anton Shirley Tyance Dale Randa

Voting Melanie Lankin

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: 7 Attendance: 64%**

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| 1. CALL TO ORDER | |
| * 1. The meeting was called to order at 6:11 p.m., by the Chair, Deanna Thibault.   **1.2 Correspondence:**  1.2.1 Ministry of Health and Long-Term Care:  ● The letter was to advise of one-time funding that the Hospital received to support extraordinary expenses incurred supporting the emergency evacuations due to the forest fires of the summer of 2011.  **1.3 Board Education: Guide to Good Governance, Second Edition, Chapter 5:**  ● Members reviewed Chapter 5, The Board’s Role in the Credentialing Process.  ● D. Thibault asked if there were any items up for discussion.  ● K. Pristanski reported that he is part of the Regional Credentialing Committee, which is funded by the LHIN. He added that regional credentialing is a very complex process.  ● K. Pristanski provided an overview of the credentialing process for the Hospital.  ● Members concurred that if any credentialing issues arise regarding individual physician concerns, the discussion would have to move to an in-camera session.  ● **Chapter 7 will be reviewed at the next meeting.** |  |
| 2. ADOPTION OF THE AGENDA | |
| ● D. Thibault asked if there were any amendments to the agenda.  ● The following items were added to the agenda:  6.1 Presentations to the Board  6.2 NW LHIN Blue Print Meeting  **It was moved by C. Tschajka and seconded by V. Chapais to approve the agenda as amended.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● D. Thibault declared a conflict for item 5.3; Investments. |  |
| **4. ADOPTION OF MINUTES** | |
| **4.1 Regular Meeting, May 1, 2012:**  ● D. Thibault asked for errors or omissions to the May 1, 2012 regular Board meeting minutes.  ● There were concerns with some references to reports and pages made in the minutes.  ● **K. Pristanski will reword those statements.**  ● **It was requested to carry the statement “a separate meeting will be held in October to discuss future capital projects” on the agenda as an action.**  **It was moved by A. Johnston and seconded by C. Tschajka to accept the minutes as presented.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 Conflict of Interest:**  ● D. Kampela reported that there is no Board conflict of interest policy in place.  ● Members reviewed the administration Conflict of Interest policy and procedure.  ● Members concurred that the Hospital will have to define gifts in excess of $500 and also ensure that the policy meets the current requirements.  ● It was noted that “Chairman” should be “Chair”.  ● **K. Pristanski will research Board Conflict of Interest policies for the next meeting.**  **5.2 Meeting re: PMPs:**  ● K. Pristanski reported that he and David Stenlund were both away last month at different times and that D. Stenlund has been extremely busy working on the Hospital projects.  ● **K. Pristanski will follow-up with D. Stenlund again to try to set up a meeting with J. McPherson.**  ● J. McPherson added to try to schedule a meeting for Monday, June 11 since he will be in the Hospital for the Audit Committee meeting.  **5.3 Investments: A. Brown:**  ● K. Pristanski reported that A. Brown is still working on an investment Request for Proposal and there has been some delays.  **5.4 Gift for Dr. DePetrillo:**  ● K. Pristanski reported that Dr. DePetrillo was presented an owl print by Gelineau Fisher and that he was vey pleased with his gift.  **5.5 OHA Conference Presentation Distribution:**  ● D. Kampela emailed the presentation to all members. |  |
| **6. NEW BUSINESS** | |
| **6.1 Presentations to the Board:**  ● J. McPherson suggested that the Board set some standards for anyone wishing to make a presentation to the Board (i.e.: length of presentation, number of people presenting).  ● K. Pristanski added that there is currently no such policy in place but he will ensure people are advised ahead of time when requesting to make a presentation to the Board.  ● Members concurred to a maximum of 10 minutes for the presentation and one speaker, followed by a question period.  ● **K. Pristanski will draft a policy and procedure for review at the next meeting.**  **6.2 NW LHIN Blue Print Meeting:**  ● K. Pristanski reported that the LHIN Board members and staff talked about hubs, districts and regions. He added that it is currently only this district (LHIN 14) implementing this system transformation.  ● It was emphasized by the LHIN that the Districts and chosen location for the District head office were non-negotiable.  ● It was noted that some corporations may be dissolved.  ● D. Thibault reported that the LHIN is trying to eliminate individual boards. She added that the Hospital should be proactive and go along with the LHIN’s plan.  ● A. Johnston believes that the Hospital Board should hold a special meeting to discuss this issue.  ● D. Mannisto believes that the plan is to amalgamate all services. He added that the focus needs to remain on the clients.  ● D. Mannisto also reported that the Board will have to build this impending change in the Strategic Plan and the CEO goals and objectives.  ● D. Mannisto suggested that a letter be sent to the LHIN requesting a list of all agencies/service providers who are part of LHIN 14. **K. Pristanski will send a letter.**  ● More meetings will take place with the LHIN in the fall. |  |
| **7. LINKAGES & PARTNERSHIPS** | |
| **7.1 Geraldton Hospital Auxiliary:**  ● No report.  7.2 Board of Directors QI Team Meeting Minutes – May 2/12:  ● D. Thibault asked if there were any questions regarding the QI Team minutes.  ● D. Thibault noted that the individual assessments were completed and are to be kept between the Chair and the CEO. She reported that no specific concerns were brought forward but there is a need for education.  ● A. Johnston noted that the Board targets on the score card have changed.  It was moved by A. Johnston and seconded by C. Tschajka that the Report from the Board of Directors QI Team be accepted.  7.3 Quality Improvement Committee Minutes – May 24/12:  ● Members inquired as to how to comply with the unmet Accreditation standard. K. Pristanski replied that a teleconference will take place with Accreditation Canada because there were two separate standards and one was met and one was not. Clarification will be requested from Accreditation Canada.  It was moved by A. Johnston and seconded by M. Michel that the Report from the Quality Improvement Committee be accepted.  7.4 Nominating Committee Meeting Minutes – May 15/12:  ● K. Pristanski reported that the Nominating Committee has recommended to the Board the nominations for Shannon Kristjanson, Victor Chapais and Shirley Tyance.  ● A. Johnston reported that D. Thibault and V. Chapais are in agreement to change positions for the 2012/13 year. Nominations and elections of Officers will take place immediately following the Annual General Meeting.  ● V. Chapais declared a conflict when members discussed the new application.  It was moved by M. Michel and seconded by D. Mannisto that the Board of Directors recommends to the Geraldton District Hospital Corporation the nominations of Shannon Kristjanson, Victor Chapais and Shirley Tyance.  It was moved by A. Johnston and seconded by M. Michel that Chico Tschajka be appointed for another term as the industry representative.  It was moved by C. Tschajka and seconded by V. Chapais that Dick Mannisto be appointed as the OHA representative (non-voting member) on the Geraldton District Hospital Board of Directors.  It was moved by A. Johnston and seconded by D. Mannisto that the Report from the Nominating Committee be accepted.  7.5 Healthier Community Advisory Committee Minutes – April 25/12:  ● K. Pristanski asked if there were any questions regarding the minutes.  It was moved by C. Tschajka and seconded by M. Michel that the Report from the Healthier Community Advisory Committee be accepted.  7.6 Fiscal Advisory Committee Minutes – May 16/12:  ● K. Pristanski asked if there were any questions regarding the minutes.  ● J. McPherson inquired about the hospital hiring a security guard. K. Pristanski replied that the Hospital will contract a security guard from a security agency. It was a recommendation from the unions. Security is a big concern for night-shift staff.  It was moved by A. Johnston and seconded by M. Michel that the Report from the Fiscal Advisory Committee be accepted.  7.7 Fiscal Advisory Committee Minutes – May 25/12:  ● K. Pristanski reported that the FAC is recommending the HAPS to the Board. He noted that it was a recorded vote.  ● He added that the CUPE Redeployment Committee met once for 3 hours after the FAC meeting and there will be no staff lay-offs. However there will be some reclassifications of positions.  ● K. Pristanski reported that the HAPS is balanced even though there were many challenges, such as:  -Zero percent funding increase  -Absorbing 5% salary increases for RPNs  -Transforming nursing services  -Add security services  It was moved by C. Tschajka and seconded by M. Michel that the Report from the Fiscal Advisory Committee be accepted.  7.7.1 HAPS 2012-2013: ● Members reviewed the HAPS. It was noted that the new targets for 2012/13 are the 90th percentile.  ● A third-party reviews the Employee Future Benefits every 3 years.  ● There were some concerns with the big increase in lab costs. S. Duranceau responded that that there is a big increase in supplies and that the physicians are requesting more tests. She added that some quality control are not covered. Dr. Laine also added that the costs also depend on the type of patients the Hospital receives.  It was moved by J. McPherson and seconded by D. Mannisto that the Board of Directors approve the HAPS 2012-2013. | **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried** |
| **8. MEDICAL STAFF** | |
| **8.1 Medical Advisory Committee Minutes – May 16/12:**  ● D. Thibault asked if there were any questions for Dr. Laine regarding the MAC minutes.  **It was moved by D. Mannisto and seconded by M. Michel that the Board approve the Report of the Medical Advisory Committee meeting as presented.**  **8.2 Physician Privileges:**  **It was moved by V. Chapais and seconded by M. Michel to accept the Locum Privileges for Drs. E. Hargassner, A. Khan and M. Hodge as recommended by the Medical Advisory Committee meeting, as well as Courtesy Privileges for the Hôpital Notre-Dame Hospital of Hearst physicians listed on a separate sheet.** | **Carried**  **Carried** |
| **9. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● CNO absent; therefore there is no report. |  |
| **10. CHIEF CLINICAL SERVICES (CCS) REPORT** | |
| ● S. Duranceau noted that there is nothing new since her report last month. |  |
| **11. CEO REPORT** | |
| ● K. Pristanski asked if there were any questions to his report.  ● Capital Plan: he reported that the meeting with Michael Gravelle and Cortney Pasternak was a good meeting. A discussion took place regarding Hospital reserves and the possibility of asking for funding from Cliffs (or others) if the Hospital decides to pursue the capital project.  ● Fourth Quarter Financial Statements: K. Pristanski noted that $100,000 was accrued for potential lay-offs. Also some departments have finally purchased equipment from the approved budget of last year.  ● K. Pristanski provided a verbal report regarding a new item to his Report; Northern and Rural Conference May 10-11/12. He reported that home care services were discussed at the conference with the Minister of Health, Deb Matthews. The WestJet co-founder, Don Bell, noted that he paid the WestJet staff to attend general staff meetings. He also reported that the Drummond Report was discussed, as well as the Ring of Fire and the need for more education for First Nations people. Overall it was a great conference. D. Mannisto reported that he felt it was the best conference he has ever attended.  **It was moved by C. Tschajka and seconded by M. Michel that the CEO report be accepted.** | **Carried** |
| **12. ROUND-TABLE DISCUSSION** | |
| ● M. Michel reported that she is glad to be in attendance at this evening’s meeting after missing the last couple of meetings.  ● D. Mannisto reported that the OHA has a new CEO effective June 4, Pat Campbell. He added that she has a good understanding of small hospital issues. He reminded the members that the Member Engagement Forum will be held on September 18/12. |  |
| **13. ANNUAL MEETING SUMMARY:** | |
| ● The summary was reviewed.  ● Members were pleased with a grand average of 8.8. |  |
| **14. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved D. Mannisto and seconded by A. Johnston that the regular meeting be adjourned at 8:17 p.m.** | Carried |