Geraldton District Hospital

Minutes of the

### Regular Board Meeting

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

Present: Deanna Thibault Jamie McPherson Willy Anton

Voting Shannon Kristjanson Audrey Johnston Dale Randa

Melanie Lankin Chico Tschajka

Non-Voting Kurt Pristanski Sylvie Duranceau Dr. Hargassner

Laurie Heerema Dr. Laine Diane Kampela (recorder)

Regrets: Victor Chapais Marla Michel Shirley Tyance

Voting

Regrets:

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 6:02 p.m., by the Vice-Chair, Deanna Thibault.   ● Introductions were held to welcome Laurie Heerema, the new Chief Nursing Officer.  **1.2 Correspondence:**  1.2.1 North West LHIN re: New Plan for Health Care in Northwestern Ontario:  ● This was a Press Release for member information.  1.2.2 Effective Communication in Open Board Meetings Conference:  ● Members were asked to advise D. Kampela if they are interested in attending the conference.  1.2.3 OHA Region 1 North West Sub-Region Conference:  ● D. Kampela reported that there is no official agenda for the conference yet.  ● **D. Kampela will distribute the agenda upon arrival.**  ● K. Pristanski added that the conference is supposed to be 1.5 days instead of 2 days’ duration.  ● Members were asked to advise D. Kampela if they are interested in attending the conference.  1.2.4 Good Governance for Health Care Organizations Conference:  ● Members were asked to advise D. Kampela if they are interested in attending this OHA conference.  1.2.5 Conference for Board Finance Committee Members:  ● Members were asked to advise D. Kampela if they are interested in attending this OHA conference.  **1.3 Guide to Good Governance, Chapter 10**  ● D. Thibault asked if there were any comments regarding Chapter 10, The Not-for-Profit Corporations Act.  ● Members appreciated the table format but it was a very confusing chapter.  ● K. Pristanski noted that Board members have travel and accident insurance, for Board travel purposes only, through HIROC.  ● There was a concern regarding the Audit Committees Provisions. The Bylaw states the opposite from the Guide. |  |
| 2. ADOPTION OF THE AGENDA | |
| ● D. Thibault asked if there were any amendments to the agenda.  ● The following item was added to the agenda:  6.2 Volunteer Tree of Life Ad Hoc Committee  **It was moved by C. Tschajka and seconded by W. Anton to approve the agenda as amended.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None. |  |
| **4. ADOPTION OF MINUTES** | |
| **4.1 Regular Meeting, February 5, 2013:**  ● D. Thibault asked if there were any errors or omissions in the February 5, 2013 regular Board meeting minutes.  ● It was noted that “Board of Directors Nominating” should be added to the title of item 7.6.  **It was moved by A. Johnston and seconded by W. Anton to accept the minutes as amended.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 Investment Policy:**  ● K. Pristanski noted that the changes made by Adam Brown are in color.  ● D. Thibault reported that she, Adam Brown and the security specialist previously discussed the policy and she believes the equities should have been changed to a maximum of 25% (instead of 10%).  ● **K. Pristanski will follow-up with A. Brown and report back at the next meeting.**  ● J. McPherson inquired about the automated machine. K. Pristanski responded that the new IT Coordinator is reviewing this item. The machine will not be purchased this current fiscal year. |  |
| **6. NEW BUSINESS** | |
| **6.1 CEO Relationship Policies and Procedures:**  ● Policies BOD-BC1 through 5 were reviewed.  ● No changes were made.  **6.2 Volunteer Tree of Life Ad Hoc Committee:**  ● A. Johnston briefed about the meeting that was held earlier today.  ● She reported that 2 nominations were received from the Hospice North West Geraldton; Chris Walterson and Marie-Jeanne Gignac. Two nominations were also received from the Hospital Auxiliary; Helen Mehaffey and Elsie McMahon.  ● The Volunteer Tree of Life Ad Hoc Committee members accepted the 4 nominations.  ● A. Johnston also reported that no nominations were received from the Board, the Horticultural Society or the Hospital LTC. A response was received from the Longlac Hospice that they would not be making any nomination.  ● K. Pristanski reported that the Board had potential nominees but they are all volunteers from the 50s and 60s. J. McPherson is trying to get some information from family members for next year of those potential nominees.  ● A. Johnston reminded everyone that the Volunteer Social will take place on Monday, April 22/13 at 7:00 p.m. |  |
| **7. LINKAGES & PARTNERSHIPS** | |
| **7.1 Geraldton Hospital Auxiliary:**  ● M. Lankin reported that $3,100 was raised at the Penny Auction.  ● She also reported that the Auxiliary will be purchasing 6 personal hygiene slings and 2 commodes for the LTC unit.  ● She also reported that the Auxiliary are currently conducting their annual membership drive.  **It was moved by M. Lankin and seconded by S. Kristjanson that the Report from the Geraldton District Hospital Auxiliary be accepted.**  7.2 Board of Directors QI Team Meeting Notes – Feb. 6/13:  ● K. Pristanski asked if there were any questions regarding the notes and the score card.  ● Members noted that the Board attendance was low at the February meeting.  It was moved by J. McPherson and seconded by C. Tschajka that the Report from the Board of Directors QI Team be accepted.  7.3 Quality Improvement Committee Minutes – Feb. 20/13:  ● A. Johnston asked if there were any questions regarding the minutes.  It was moved by A. Johnston and seconded by W. Anton that the Report from the Quality Improvement Committee be accepted.  7.4 GDH 50th Anniversary Planning Ad Hoc Committee – Feb. 11/13:  ● K. Pristanski noted that this was the second meeting held and the Committee brought forward some good ideas.  ● A. Johnston suggested that past Board members be invited to the events.  **It was moved by C. Tschajka and seconded by W. Anton that the Report from the GDH 50th Anniversary Planning Ad Hoc Committee be accepted.**  **7.5 Fiscal Advisory Committee Meeting Minutes – Feb. 8/13:**  ● K. Pristanski highlighted the minutes, noting that the North West LHIN and MOHLTC only provided one month’s notice to complete the 2013/14 HAPS.  **It was moved by A. Johnston and seconded by C. Tschajka that the Report from the Fiscal Advisory Committee be accepted.**  **7.6 Fiscal Advisory Committee Meeting Minutes – Feb. 20/13:**  ● K. Pristanski highlighted the minutes, noting that many departments requested staffing increase but there were insufficient funds to recommend such request except for one because of infection control purposes.  **It was moved by J. McPherson and seconded by A. Johnston that the Report from the Fiscal Advisory Committee be accepted.**  **7.6.1 2013/14 Hospital Annual Planning Submission (HAPS):**  ● K. Pristanski highlighted the 2013/14 HAPS, noting that even with zero percent funding from the North West LHIN and MOHLTC, combined with arbitration awards from 0% to 3%, plus a small staffing increase, a balanced Hospital Annual Planning Submission was produced.  **It was moved by J. McPherson and seconded by M. Lankin that the Board accept the Fiscal Advisory Committee’s recommendation to approve the 2013/14 HAPS.** | **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried** |
| **8. MEDICAL STAFF** | |
| **8.1 Medical Advisory Committee:**  ● The next meeting is scheduled for tomorrow. |  |
| **9. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● L. Heerema reported that since the report was distributed, 12 interviews have been conducted and letters of offer have been done.  ● She also reported that the Hospital has applied for 2 supernumary positions.  ● L. Heerema also reported that More OB training was held yesterday and today for nursing staff and physicians.  **It was moved by C. Tschajka 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.  ● Staff Events: K. Pristanski reported that the Meg Soper entertainment event was a successful turn out.  ● Board members suggested that a congratulatory letter be sent to Adam Brown on his new position. **K. Pristanski will draft a letter.**  **It was moved by A. Johnston and seconded by S. Kristjanson that the CEO report be accepted.** | **Carried** |
| **12. ROUND-TABLE DISCUSSION** | |
| ● A. Johnston noted that it was a very good meeting.  ● Dr. Laine reported that 12 core members attended the More OB Program. The certification is good for 3 years. It was a very good and comprehensive course. |  |
| **13. BI-MONTHLY MEETING SELF-EVALUATION:** | |
| ● Members were reminded to complete their self-evaluation and hand it in to D. Kampela.  ● The summary will be reviewed at the next meeting. |  |
| **14. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved C. Tschajka and seconded by W. Anton that the regular meeting be adjourned at 6:56 p.m.** | Carried |