Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, November 13, 2012 at 6:00 p.m.

Present: Victor Chapais Jamie McPherson (T) Melanie Lankin

Voting Shannon Kristjanson Audrey Johnston Chico Tschajka

Non-Voting Kurt Pristanski Sylvie Duranceau (recorder)

Regrets: Deanna Thibault Shirley Tyance Dale Randa

Voting Marla Michel Willy Anton

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: 6 Attendance: 55%**

|  |  |
| --- | --- |
| 1. CALL TO ORDER | |
| * 1. The meeting was called to order at 6:07 p.m., by the Chair, Victor Chapais.   ● V. Chapais welcomed everyone to the meeting.  **1.2 HealthAchieve Verbal Reports:**  ● K. Pristanski noted that the conference had good speakers. He mentioned that Desjardins paid for the registration fees. He attended a session on capital planning and they were informed that there will be no money for capital projects this year. He also attended a human resources and the Northern Rural Hospital sessions. K. Pristanski also mentioned that he will be attending a workshop on Hiring Smart in Thunder Bay next week.  ● A. Johnston gave a brief report on the sessions that she attended; Peter Jensen – coaching for high performance, Quality and Safety, Green Health and the governance session. She encouraged other Board members to attend the conference as it is very informative. Next year’s conference is scheduled for November 4-6/13.  ●A. Johnston also noted that she attended the OHA AGM and the motion was passed to decrease the number of Board members to 21.  ● K. Pristanski noted that D. Mannisto resigned from the Board, with regrets as he is no longer a member of the OHA Board.  **It was moved by C. Tschajka and seconded by A. Johnston to accept Dick Mannisto’s resignation, with regrets.**  ● V. Chapais noted that he followed the OHA conference via twitter.  ● C. Tschajka asked if there was a conflict of interest accepting Desjardins’ sponsorship for registration. K. Pristanski indicated that it was offered to all hospitals that are current customers of Desjardins.  **1.3 Guide to Good Governance, Chapter 7:**  ● **Deferred.** | **Carried** |
| 2. ADOPTION OF THE AGENDA | |
| ● V. Chapais asked if there were any amendments to the agenda.  **It was moved by A. Johnston and seconded by S. Kristjanson to approve the agenda as presented.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None. |  |
| **4. ADOPTION OF MINUTES** | |
| **4.1 Regular Meeting, October 2, 2012:**  ● V. Chapais asked if there were any errors or omissions in the October 2, 2012 regular Board meeting minutes.  ● It was noted that in item 6.2, the word “expenses” was missing following out-of-pocket.  **It was moved by C. Tschajka and seconded by A. Johnston to accept the minutes as amended.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 LHIN re: Health Services BluePrint:**  ● K. Pristanski reported that he is still waiting for the information requested last September. It may take some time for the LHIN to prepare.  **5.2 Governance to Governance Surveys (2):**  ● K. Pristanski and V. Chapais completed and submitted the surveys.  **5.3 CEO Position Description:**  ● Members reviewed the CEO position description.  ● Executive Director was changed to Chief Executive Officer.  ● **Due to the limited members present this evening, further review will be deferred to the next meeting.** |  |
| **6. NEW BUSINESS** | |
| ● None. |  |
| **7. LINKAGES & PARTNERSHIPS** | |
| **7.1 Geraldton Hospital Auxiliary:**  ● M. Lankin reported that the Gift Shop is scheduled to be opened at least once a day, every day, for the next few months.  **It was moved by M. Lankin and seconded by A. Johnston that the Report from the Geraldton District Hospital Auxiliary be accepted.**  7.2 Board of Directors QI Team Meeting Notes – Oct. 3/12:  ● K. Pristanski asked if there were any questions regarding the notes or score card.  ● A. Johnston noted that there is a typo in item 6.0. The first sentence should read that the indicators and score card were reviewed for the first “six” months.  ● J. McPherson noted that his attendance at the OHA education seminar in October was missed on the score card.  ● K. Pristanski will verify with D. Kampela, perhaps the event was counted in September.  ● A. Johnston asked if the special course that she and W. Anton attended should be counted separately.  ● The education attendance for November will be amended to 4 on the score card.  It was moved by S. Kristjanson and seconded by J. McPherson that the Report from the Board of Directors QI Team be accepted.  7.3 Quality Improvement Committee Minutes – Oct. 25/12:  ● A. Johnston asked if there were any questions regarding the minutes.  ● There were no questions or concerns.  It was moved by A. Johnston and seconded by C. Tschajka that the Report from the Quality Improvement Committee be accepted. | **Carried**  **Carried**  **Carried** |
| **8. MEDICAL STAFF** | |
| **8.1 Medical Advisory Committee Minutes – Oct. 25/12:**  ● K. Pristanski asked if there were any questions regarding the minutes.  ● A. Johnston asked if the physicians can use their cell phones in the hospital. K. Pristanski responded that they can utilize their cell phones but only for patient care and not in patient care areas. Their cell phones must be checked by the IT department. The public are not allowed to use cell phones. Notices have been posted throughout the Hospital.  ● C. Tschajka asked if Paul Cloutier followed-up on the 2 diagnosis. S. Duranceau responded that Dr. Laine will follow up at the next meeting.  ● C. Tschajka asked for an explanation of CritiCall. K. Pristanski explained that CritiCall coordinates the transfers of critical patients. The use of CritiCall is now mandatory.  **It was moved by M. Lankin and seconded by A. Johnston that the Board approve the Report of the Medical Advisory Committee meeting as presented.**  **8.2 Physician Privileges:**  **It was moved by C. Tschajka and seconded by M. Lankin to accept the Courtesy Privileges for Drs.**  **Antonenko and Lo at the NorWest Community Health Centre.** | **Carried**  **Carried** |
| **9. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● No report. |  |
| **10. CHIEF CLINICAL SERVICES (CCS) REPORT** | |
| ● C. Tschajka inquired if the numbers listed on the report were the actual numbers of people. S. Duranceau responded that it was; however not everyone stops at the hospital’s booth.  ● C. Tschajka asked if anybody knows why the attendance at the recruitment fair was so low. S. Duranceau responded that it could be due to location, date, conflict with classes or other things happening at the same time.  **It was moved by A. Johnston and seconded by S. Kristjanson that the CCS report be accepted.** | **Carried** |
| **11. CEO REPORT** | |
| ● K. Pristanski asked if there were any questions regarding his report.  ● Reward and Recognition Team: A. Johnston noted the comment made by a nurse on LTC. This will be discussed during in-camera. C. Tschajka noted the comment made about the cost of the fish derby; “the cost is too expensive for the number of attendees”. He asked if other dates for the event should be considered as there are other events occurring at the same time. K. Pristanski responded that with some events like the fish derby and entertainment night are dependent on the availability of the 3 charter boats and entertainer, respectively. He also noted that the fish derby is one of the least expensive events. Some events are two to three times the cost of the fish derby.  ● HCAC – Special Meeting: A. Johnston asked if a date was scheduled for the Board BluePrint meeting in January. K. Pristanski said not yet.  ● Financial Statements: J. McPherson asked why the drug costs were so much under budget. K. Pristanski responded that it could be because the Hospital increased the budget because of a national shortage and the pricing increases did not increase as much as expected.  ● C. Tschajka asked for a definition of current ratio. K. Pristanski responded that it is dividing the short-term liabilities into the short-term assets.  ● C. Tschajka asked about the patient funds held in Trust. K. Pristanski responded that it is patients’ money that the Hospital looks after on their behalf, only if there is no one else to do this.  ● Northwest Health Network Meeting: A member asked about the one-time funding. K. Pristanski responded that it covers all 10 small hospitals in Northwestern Ontario. The Network is waiting for official notice and specific amounts, as well as guidelines.  **It was moved by A. Johnston and seconded by C. Tschajka that the CEO report be accepted.** | **Carried** |
| **12. ROUND-TABLE DISCUSSION** | |
| ● A. Johnston stated that it was a good meeting.  ● C. Tschajka asked who Sue Powell was. K. Pristanski responded that she is a Nurse Practitioner from Nipigon who visits the LTC unit quarterly to do resident assessments on behalf of the physicians.  ● A member inquired what happens when Dr. Laine is not available for coroner cases. K. Pristanski responded that the district coroner finds someone else to cover. |  |
| **13. BI-MONTHLY MEETING SELF-EVALUATION:** | |
| ● V. Chapais reminded the member to complete their evaluation. |  |
| **14. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved A. Johnston and seconded by C. Tschajka that the regular meeting be adjourned at 6:52 p.m.** | Carried |