Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, October 2, 2012 at 6:00 p.m.

Present: Victor Chapais Deanna Thibault Jamie McPherson (T)

Voting Willy Anton Shirley Tyance Shannon Kristjanson

Audrey Johnston Marla Michel Dale Randa

Melanie Lankin

Non-Voting Dr. Laine Dick Mannisto Kurt Pristanski

Kelly Elliott Diane Kampela (recorder)

Regrets: Chico Tschajka

Voting

Regrets: Sylvie Duranceau

Non-Voting

Guest: David Stenlund

# Board Composition (voting): 9 Elected 2 Appointments Total 11

**Current Vacancies (voting): 0 Elected 0 Appointments Total 0**

**Total Board Members (voting): 11 Present: 10 Attendance: 91%**

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| 1. CALL TO ORDER | |
| * 1. The meeting was called to order at 6:00 p.m., by the Chair, Victor Chapais.   ● V. Chapais welcomed David Stenlund.  **1.2 Correspondence:**  1.2.1 MOHLTC re: One-Time Funding:  ● K. Pristanski reported that the MOHLTC advised the Hospital of such funding back in May or June.  1.2.2 Building a Culture of Good Governance (Nov. 4/12):  ● If anyone is interested in attending the conference, please advise D. Kampela who will make the necessary arrangements.  1.2.3 Advanced Certificate in Board Governance (Nov. 4/12):  ● If anyone is interested in attending the conference, please advise D. Kampela who will make the necessary arrangements.  1.2.4 Beardmore Regional Health Centre Official Opening:  ● K. Pristanski reported that he does not have details such as an official ribbon-cutting ceremony.  ● He added that he plans to attend the opening this Friday.  **1.3 OHA AGM: November 4/12:**  ● D. Mannisto reported that he will not be attending the OHA AGM, but that a Board member can attend and vote on behalf of the Hospital.  ● D. Mannisto reported that there will be a vote to change the number of OHA Board members from 28 members to 20. The members will be decided based on skills, not region. He added that he is the only representative from North Western Ontario. He elaborated on the proposal.  ● W. Anton and A. Johnston agreed to attend the OHA AGM. W. Anton will cast the vote on behalf of the Geraldton District Hospital Board.  ● Discussion took place regarding voting “for” or “against” the proposal. Overall, the Board felt that issues raised in the north would have much less impact if there were less Board members from northern rural hospitals.  **It was moved by W. Anton and seconded by M. Lankin that the Board wishes to vote “against” the proposal.**  **1.4 HealthAchieve: November 5-7, 2012:**  ● K. Pristanski reported that this year’s HealthAchieve registration is free, complementary of Desjardins Financial Security. The deadline to register is October 5/12.  ● D. Kampela will register K. Pristanski, W. Anton and A. Johnston for the conference and make all other necessary arrangements.  **1.5 Board Education: Capital Planning:**  ● K. Pristanski highlighted the renovation summary and proposed projects.  ● David Stenlund reported that the Hospital was inspected by VFA, Inc. on behalf of the MOHLTC Facility Condition Assessment. The VFA inspectors inspected every hospital in Ontario to see how much money will be required for building upgrades. The reps advised D. Stenlund that they are leaning toward a new hospital/building for Geraldton but the Hospital still needs to conduct upgrades until it is determined that a new building is needed and approved by the government.  ● D. Stenlund reported that the first assessment (conducted 3 years ago) and values are available on DVD if anyone is interested in viewing it.  ● Discussion took place regarding electrical issues. D. Stenlund emphasized that he does not wish to renovate a location twice (i.e.: gut an area and put in new plumbing and a year or two later gut the same area to put in new electrical wires).  ● D. Stenlund reported that the hospital foundation is well built and strong. Although it leaks in a few areas, the leaks are controlled via sump pumps.  ● Members said to look at a long-term plan with help and proper advice to investigate and prioritize the projects. D. Stenlund responded that he is currently using the services of an electrical consultant.  ● D. Mannisto said that it is up to K. Pristanski and hospital staff to investigate the work and determine the priorities and then bring them back to the Board for approval.  ● Members all concurred that their priority is patient and staff safety.  ● Discussion took place regarding the Acute Care bathroom renovations. There were two options. Correct it internally with the loss of a few beds or correct it externally at up to 10 times the cost of correcting it internally but no lost beds.  ● Dr. Laine voiced his concern over losing a few patient beds with the first option for the bathroom renovations. Even though bed utilization is currently low there will likely be a higher need for beds in the future, especially for ALC patients. | **Carried** |
| 2. ADOPTION OF THE AGENDA | |
| ● V. Chapais asked if there were any amendments to the agenda.  **It was moved by M. Michel and seconded by A. Johnston to approve the agenda as presented.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None. |  |
| **4. ADOPTION OF MINUTES** | |
| **4.1 Regular Meeting, September 4, 2012:**  ● V. Chapais asked if there were any errors or omissions in the September 4, 2012 regular Board meeting minutes.  ● It was noted that Chico Tschajka was put in attendance twice (voting and non-voting), while Dick Mannisto was omitted from the non-voting attendance.  ● It was noted that on page 2 of the minutes, item 4.2, “that there name” should be “that their name”.  **It was moved by W. Anton and seconded by M. Michel to accept the minutes as amended.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 Deferred Government Grants: Clarification:**  ● K. Pristanski reported that he consulted with Adam Brown and Pauline Violette and the amount is indeed correct.  **5.2 Conflict of Interest Policy and Procedure:**  ● Members reviewed the draft policy.  **It was moved by M. Lankin and seconded by D. Thibault that the Board approve the Conflict of Interest policy and procedure.**    **5.3 Meeting re: PMPs:**  ● J. McPherson reported that he met with D. Stenlund and reviewed the Preventative Maintenance Program. He added that the Program was developed by season and that D. Stenlund spent a lot of time on developing the Program and educating his staff.  ● J. McPherson added that he is very pleased to see a well-developed computerized PMP system.  **5.4 Letter to the LHIN re: Blue Print Information Request:**  ● A response has yet to be received.  **5.5 2012/13 Board Committee Membership:**  ● D. Randa reviewed the committees and chose to participate on the Board QI Team and the Quality Improvement Committee.  ● No other changes.  **5.6 2012/13 Board Planning Cycle and Agenda Control:**  ● No changes.  **5.7 Resident Assessment Instrument (RAI): New Assessment System:**  ● K. Elliott reported that the RAI is a funding instrument. It is also a workload measurement tool.  ● She added that data is collected from each resident and put into a score card.  ● She reported that RAI have had difficulties with the program at their Head Office, causing some delays in submissions.  ● K. Elliott noted that RAI is quite a complex system. The tools are used to help increase patient care but because it is so complex and time consuming, it eliminates some patient care. | **Carried** |
| **6. NEW BUSINESS** | |
| **6.1 Governance to Governance Survey:**  ● K. Pristanski reported that the LHIN sent 3 surveys to be completed. He has completed and submitted the first administrative survey.  ● K. Pristanski distributed a copy of the LHIN Strategic Directions 2010-2013.  ● K. Pristanski highlighted the attached surveys. Board members suggested K. Pristanski and V. Chapais complete the surveys on behalf of the Board.  ● **The completed surveys will be included in the next meeting package.**  **6.2 Letter from Shirley Tyance, Travel Expense:**  ● K. Pristanski reported that a policy is in place for staff who are paid when away on education or conference. Board members are volunteers; therefore K. Pristanski reimbursed S. Tyance for her child care expense.  ● Members agreed that it is common in most workplaces that child care is not reimbursed for staff and that all out-of-pocket expenses for volunteers be reimbursed. |  |
| **7. LINKAGES & PARTNERSHIPS** | |
| **7.1 Geraldton Hospital Auxiliary:**  ● M. Lankin reported the Strawberry Social was well attended.  ● She reported that the Auxiliary officially presented the Hospital with a bariatric chair they purchased.  ● She also reported that the Auxiliary now has two local life members; herself and Dr. Laine.  ● M. Lankin also reported that the annual bake sale was held and raised $860.  **It was moved by M. Lankin and seconded by W. Anton that the Report from the Geraldton District Hospital Auxiliary be accepted.**  7.2 Board of Directors QI Team Meeting Notes – Sept. 5/12:  ● K. Pristanski asked if there were any questions regarding the notes or score card.  ● There were no questions or concerns.  It was moved by A. Johnston and seconded by S. Kristjanson that the Report from the Board of Directors QI Team be accepted.  7.3 Quality Improvement Committee Minutes – Sept. 20/12:  ● A. Johnston asked if there were any questions regarding the minutes.  ● There were no questions or concerns.  It was moved by S. Tyance and seconded by W. Anton that the Report from the Quality Improvement Committee be accepted.  7.4 Healthier Community Advisory Committee Minutes – Sept. 13/12:  ● K. Pristanski asked if there were any questions regarding the minutes.  ● A. Johnston reported that there was a good discussion at the meeting regarding the Assisted Living Program.  It was moved by A. Johnston and seconded by M. Michel that the Report from the Healthier Community Advisory Committee be accepted. | **Carried**  **Carried**  **Carried**  **Carried** |
| **8. MEDICAL STAFF** | |
| **8.1 Medical Advisory Committee Minutes – Sept. 27/12:**  ● Dr. Laine asked if there were any questions regarding the minutes.  ● K. Pristanski explained the regional credentialing program. He added that the Bylaw change is in regards to the regional credentialing program.  **As recommended by the MAC, it was moved by S. Tyance and seconded by W. Anton that the Board approves the Medical Bylaw amendment (addition).**  **It was moved by M. Michel and seconded by W. Anton that the Board approve the Report of the Medical Advisory Committee meeting as presented.**  **8.2 Physician Privileges:**  ● D. Kampela reported that new dates have been added for Dr. Matthew Hodge; November 15-20/12. It was also clarified that active privileges for Dr. Andrew Hamilton started on September 19/12.  **It was moved by M. Lankin and seconded by S. Tyance to accept the Active Privileges for Dr. Hamilton, Locum Privileges for Drs. Hodge, Chow and Nnorm, as well as Courtesy Privileges for Drs.**  **Antonenko, Hicks, Smith, Sodhi, Zavagnin and Lorde at the NorWest Community Health Centre.** | **Carried**  **Carried**  **Carried** |
| **9. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● K. Elliott asked if there were any questions regarding her CNO report.  ● Further explanation was requested for the new medication administration system from Janzen’s Pharmacy.  ● K. Elliott briefed about the national drug shortage.  **It was moved by S. Kristjanson and seconded by D. Randa that the CNO report be accepted.** | **Carried** |
| **10. CHIEF CLINICAL SERVICES (CCS) REPORT** | |
| ● K. Pristanski asked if there were any questions regarding the CCS report.  ● **A member inquired about the duration of the cardiac rehab program. K. Pristanski will get S. Duranceau to respond to the inquiry in her next report.**  **It was moved by J. McPherson 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.  ● Goals and objectives: S. Tyance requested a copy of the CEO job description in order to ensure the goals and objectives and the job description are in sync. K. Pristanski responded that the goals and objectives are aligned with the Hospital’s Strategic Plan. **Following a short discussion, the CEO job description will be included for review in the next meeting package.**  **It was moved by S. Kristjanson and seconded by W. Anton that the CEO report be accepted.** | **Carried** |
| **12. ROUND-TABLE DISCUSSION** | |
| ● M. Michel gave her regrets for the December Board meeting.  ● A. Johnston reported that she appreciated D. Stenlund’s presentation regarding the capital projects.  ● W. Anton reported that she will not be at the November meeting because she is attending the HealthAchieve conference, as are K. Pristanski and A. Johnston. V. Chapais and J. McPherson reported that they are unable to attend the November 6/12 meeting as well. **Members agreed to change the November Board meeting to Tuesday, November 13/12.**  ● D. Mannisto reported that the session with D. Stenlund was good. He added that D. Stenlund has the skills to put a plan together. D. Stenlund is doing good work and he needs to know that the Board is not “picking” on him.  ● S. Tyance provided a verbal report of the Certificate in Health Care Governance for New Directors conference that she attended last month. She reported that the first day was very informative; however the second day was overwhelming. She thanked the Hospital for giving her permission to attend and D. Kampela for making the arrangements. She added that C. Tschajka and S. Kristjanson also attended the conference. She provided D. Kampela with a copy of “Tips for New Director” to email to all Board members. S. Tyance added that it was good education and a good learning experience. S. Kristjanson concurred with S. Tyance’s report.  ● J. McPherson noted that he encourages D. Stenlund to utilize external resources for help. |  |
| **13. BI-MONTHLY MEETING EVALUATION SUMMARY:** | |
| ● V. Chapais asked if there were any questions or concerns with the summary.  ● V. Chapais reported that “we are a team”. Feedback makes a team better. |  |
| **14. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved A. Johnston and seconded by D. Thibault that the regular meeting be adjourned at 8:05 p.m.** | Carried |