Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, September 4, 2012 at 6:00 p.m.

Present: Victor Chapais Deanna Thibault Jamie McPherson

Voting Willy Anton Shirley Tyance Shannon Kristjanson

 Audrey Johnston Marla Michel (T) Melanie Lankin

 Chico Tschajka

Non-Voting Dr. Laine Dick Mannisto Kurt Pristanski

 Diane Kampela (recorder)

Regrets: Dale Randa

Voting

Regrets: Sylvie Duranceau Kelly Elliott

Non-Voting

Guest: Adam Brown

# 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 everyone back following the summer break, including the new Board member, Shannon Kristjanson.**1.2 Correspondence:**1.2.1 OHA: Membership Fees:● This was for information purposes only to indicate the yearly OHA membership fee of $9,100 + HST.1.2.2 North Shore Hospitals Trustee Education and Retreat – Manitouwadge, Sept. 21-22/12:● K. Pristanski, V. Chapais and J. McPherson will be attending the retreat.1.2.3 Financial Literacy for Hospital Board Directors – Oct. 15/12:● K. Pristanski noted that the conference is geared for Treasurers. ● J. McPherson will check his schedule to see if he can attend the conference. **1.3 Board Education: Budgeting and Reading Monthly Financial Reports:**● A. Brown provided a detailed presentation on funding allocations, financial statements and operating reports. ● **He will double-check “deferred government grants” on the financial statement and report back next month.** |  |
| 2. ADOPTION OF THE AGENDA |
| ● V. Chapais asked if there were any amendments to the agenda.**It was moved by W. Anton and seconded by A. Johnston to approve the agenda as presented.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** |
| ● D. Thibault declared a conflict for item 5.4; Investments.● K. Pristanski responded that investments will be discussed in the in-camera session. |  |
| **4. ADOPTION OF MINUTES** |
| **4.1 Regular Meeting, June 5, 2012:**● V. Chapais asked if there were any errors or omissions to the June 5, 2012 regular Board meeting minutes.● The following typos were noted:-In section 1.3, “ay” should be “any”-In section 5.2 “that” should be omitted before David Stenlund-In section 6.2, “is it” should be “it is”-In section 7.5 “y” should be “by”**It was moved by C. Tschajka and seconded by D. Thibault to accept the minutes as amended.****4.2 Special Meeting, June 26, 2012:**● V. Chapais asked if there were any errors or omissions to the June 26, 2012 Special meeting minutes.● M. Lankin and C. Tschajka both reported that their name was omitted from the attendance list.**It was moved by M. Lankin and seconded by S. Tyance to accept the minutes as amended.** | **Carried****Carried** |
| **5 BUSINESS ARISING FROM MINUTES** |
| **5.1 Future Capital Projects Meeting – October:**● Board members, along with David Stenlund, will discuss the history of past projects, potential areas of development and details of future projects at the October meeting.**5.2 Conflict of Interest, Bylaw, Article 6:**● K. Pristanski reported that there is no Board policy and procedure on conflict of interest; however there is a detailed section of such in the Bylaws.● K. Pristanski asked if that section of the Bylaws was satisfactory or if the Board members preferred to have the Bylaw section in the form of a policy.● Members wished to have a policy in place that references the Bylaw section on conflict of interest. ● **K. Pristanski will draft a policy.** **5.3 Meeting re: PMPs:**● J. McPherson asked if the meeting with David Stenlund could be arranged tomorrow. ● **K. Pristanski will check and respond to J. McPherson tomorrow morning.****5.4 Investments:** ● This item will be discussed in the in-camera session.**5.5 Presentations to the Board Policy and Procedure (draft):**● Members reviewed and revised the policy.**It was moved by A. Johnston and seconded by W. Anton to approve the Deputations/Presentations to the Board Policy and Procedure as amended.****5.6 Letter to the LHIN re: Blue Print Meeting:**● As requested at the June Board meeting, a letter was sent to the LHIN requesting a list of the 24 providers funded by the LHIN.**5.7 Response Letter from the LHIN:**● The response was inadequate.● Board members suggested that the Hospital Board Chair send the LHIN Board Chair a letter requesting further information.● **K. Pristanski and V. Chapais will draft a letter.** | **Carried** |
| **6. NEW BUSINESS** |
| **6.1 2012/13 Board Committee Membership:**● Members chose which Committees they wish to participate in.● D. Kampela will verify with D. Randa to see which committee he wishes to be a part of.● **The list will be revised and redistributed at the next meeting.****6.2 2012/13 Board Planning Cycle and Agenda Control:**● Changes were made to the Agenda Control.● **The Board Planning Cycle and Agenda Control will be redistributed at the next meeting.**  |  |
| **7. LINKAGES & PARTNERSHIPS** |
| **7.1 Geraldton Hospital Auxiliary:** ● M. Lankin reported that a Strawberry Social celebrating the Auxiliary’s 65th anniversary will be held on September 25/12 at the Complex. Invitations will be sent out shortly.**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 Minutes – June 6/12:● There was no quorum for the June 6/12 meeting.7.3 Quality Improvement Committee Minutes – June 21/12:● A. Johnston asked if there were any questions regarding the minutes.It was moved by A. Johnston and seconded by C. Tschajka that the Report from the Quality Improvement Committee be accepted.7.4 Healthier Community Advisory Committee Minutes – June 7/12:● K. Pristanski asked if there were any questions regarding the minutes.It was moved by M. Lankin and seconded by D. Thibault that the Report from the Healthier Community Advisory Committee be accepted.7.5 Audit Committee Meeting Minutes – June 11/12:● K. Pristanski noted that all business was completed at the AGM and asked if there were any questions regarding the minutes.It was moved by J. McPherson and seconded by D. Thibault that the Report from the Audit Committee be accepted.7.6 Executive Committee Meeting Minutes – June 11/12:● K. Pristanski reported that the recommendations were approved at the AGM on June 26/12.It was moved by D. Thibault and seconded by J. McPherson that the Report from the Executive Committee be accepted. | **Carried****Carried****Carried****Carried****Carried** |
| **8. MEDICAL STAFF** |
| **8.1 Medical Advisory Committee Minutes – June 11/12:**● Dr. Laine asked if there were any questions regarding the minutes.**It was moved by A. Johnston and seconded by W. Anton that the Board approve the Report of the Medical Advisory Committee meeting as presented.****8.2 Physician Privileges:****It was moved by M. Lankin and seconded by S. Tyance to accept the Locum Privileges for Dr. E. Hargassner, as recommended by the Medical Advisory Committee meeting, as well as Courtesy Privileges for Drs. Silliman and Voyvodic at the NorWest Community Health Centre.** | **Carried****Carried** |
| **9. CHIEF NURSING OFFICER (CNO) REPORT** |
| ● K. Pristanski asked if there were any questions regarding the CNO report.● He reported that Cathleen Larson is the new LTC Nurse Manager (temporary for 6 months).● A Request for Proposal will be conducted by Thunder Bay Regional Health Sciences Centre next spring for Holter monitors, in which GDH will participate.● K. Pristanski provided an explanation of the new medication administration system with Janzen’s Pharmacy.**It was moved by C. Tschajka and seconded by S. Kristjanson that the CNO report be accepted.** | **Carried** |
| **10. CHIEF CLINICAL SERVICES (CCS) REPORT** |
| ● K. Pristanski provided a verbal report on behalf of S. Duranceau.● He reported that S. Duranceau, Brenda Abraham and a physician will attend a physician recruitment fair in Thunder Bay and in Sudbury, as well as the HealthForce Ontario physician recruitment tour.**It was moved by M. Lankin and seconded by S. Kristjanson that the CCS verbal report be accepted.** | **Carried** |
| **11. CEO REPORT** |
| ● K. Pristanski asked if there were any questions to his report.● Assisted Living Program: K. Pristanski explained that this is a new 24/7 service where the LHIN will pay the Hospital $12,000 for each client, up to 5 clients. The CCAC decides on the clients and the criteria for the Program. A. Brown clarified that the clients have to be removed from the CCAC list in order to be part of the Program. K. Pristanski added that the initiative will be further discussed at the next HCAC meeting.● Long-Term Care RAI: a member inquired about the new assessment system being planned but K. Pristanski is not familiar with the system. **K. Elliott will provide an explanation at the next meeting.**● Greenstone Family Health Team (GFHT): members inquired why the proposal was denied. K. Pristanski explained that hundreds of thousands of unspent funds are returned to the government each year. The proposal was to utilize such unspent funds for a nurse to work with physicians, in order to decrease wait times for an appointment. Unfortunately, not all GFHT Board members were in favor of the proposal and neither was the MOHLTC who denied it.● Risk Management: 5 Board members already see the staff and patient incident reports at the Quality Improvement Committee (QIC) meetings. Is it necessary to include them in the Board package also? Board members who are not on the QIC see the summary of incidents on the QIC minutes. Members concluded not to include the staff and patient incident reports in the Board package but to add a variance section to the QIC agenda for incident monitoring.● Goals and Objectives: K. Pristanski distributed copies of the Strategic Plan Roadmap and that aligned with his 2012/13 goals and objectives. A discussion took place regarding funding. One objective regarding starting discussions with other local healthcare providers at the governance level to investigate formation of a new all-encompassing healthcare agency will be added to goal #1. K. Pristanski noted that in the 1990’s when the Restructuring Commission amalgamated hospitals, each hospital retained its reserves but after the amalgamation, the new surplus was shared appropriately. This process should be followed if future amalgamations occur, but there are no guarantees.**It was moved by D. Thibault and seconded by J. McPherson that the CEO report be accepted.** | **Carried** |
| **12. ROUND-TABLE DISCUSSION** |
| ● A. Johnston noted that there were some good discussions during this evening’s meeting.● D. Thibault said good job V. Chapais.● S. Tyance welcomed S. Kristjanson.● D. Mannisto thanked the Board for the card and gift. He added that the really enjoyed his time on the Board over the past 12 years and he hopes to be re-elected on the OHA Board of Directors in order to remain a part of the Hospital Board.● V. Chapais reported that he appreciated all the help D. Mannisto provided him over the years. He also welcomed S. Kristjanson to the Board. |  |
| **13. BI-MONTHLY MEETING SELF-EVALUATION:** |
| ● Members were reminded to complete the 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 A. Johnston and seconded by M. Lankin that the regular meeting be adjourned at 8:30 p.m.** | Carried |