Geraldton District Hospital

Minutes of the

**GDH Board of Directors’ Meeting**

Held at the Geraldton District Hospital and via Zoom

Tuesday, April 5th, 2022 at 5:30 pm

Present

Voting: Dorene Boulanger Ralph Humphreys Victor Tschajka

 Michael Davis Patricia Dufour Kathryn Legault

 Sanna Humphreys Bobby Jo Chenier Manon Michon

 Terry Popowich

Non-Voting: Darryl Galusha Ian McPherson Brigitte Ouellet

 Dr. Ryan Zufelt Monique Gosselin

 Jena Goulet (recorder)

Regrets

Voting:

Non-Voting:

Guests: Albert Tjong Brent Maranzan Mark Landry

**Board Composition (voting): 8 Elected 2 Appointments Total = 10**

**Current Vacancies (voting): 1 Elected 0 Appointments Total = 1**

**Total Board Members (voting): 10 Present: 10 Attendance: 100%**

**1.0 CALL TO ORDER**

**1.1 Welcome and Chair’s Opening Remarks**

● The meeting was called to order at 5:32 pm by D. Boulanger.

● D. Boulanger read the Treaty Acknowledgement.

**1.2 Introduction of Manon Michon to the Board of Directors**

● Each member of the Board of Directors provided a brief introduction to M. Michon.

**2.0 DECLARATION OF CONFLICTS OF INTEREST**

● No conflicts declared.

**3.0 ADOPTION OF THE AGENDA**

● D. Boulanger asked if there were any amendments to the agenda.

● Under Presentations, add Item 4.2 LTC Home Project.

● Under Presentations, Item 4.2 GDH 50/50 Draw – Rafflebox will be moved to Item 4.3.

**It was moved by V. Tschajka and seconded by T. Popowich that the agenda be approved as amended.**

**CARRIED.**

**RES 34**

**4.0 PRESENTATIONS**

**4.1 Wealth Management Report – Q4**

● A. Tjong summarized the Wealth Management Report for the Board members.

● GDH’s asset allocation, as of March 20th, 2022 is worth $1,813,005 (66.4% in total fixed income, 22% in total cash & cash equivalent and 11.6% in total equity).

● A. Tjong stated that the equity portion of the portfolio cannot exceed 10%. Therefore, GDH will need to look into investing the excess funds elsewhere.

● A. Tjong shared that GDH’s annualize returns since October 2018 is averaging 3.21% per year in the last 2-3 years.

● GDH’s total contribution = $1,369,332.25. Interest collected = $477,202.22. Withholding taxes = ($1,353.38). Portfolio value ending February 28th, 2022 = $1,845,181.09. .

● T. Popowich inquired about the circumstances of the fixed income market and the increasing interest rates. A. Tjong stated that if GDH is looking to make investment changes, GICs short-term bonds could be a smart choice. However, A. Tjong is recommending to maintain the portfolio as is; it is still in good standing at this time.

**4.2 LTC Home Project**

● B. Maranzan provided an update regarding the LTC Home Project.

● It is estimated that Greenstone will require 63 LTC beds and 31 Assisted Living beds 2040.

● GDH has completed the first draft of its operating plan financial projections:

 ● Total revenue of approximately $4,485,000,

 ● Total operating expenses of approximately $4,540,000,

 ● The Project could roughly break-even on operation if additional synergies are found,

 ● GAAP loss of $542,000 projected, which includes interest on long-term debt and depreciation of the building over 40 years.

● Pros and cons were discussed.

● B. Maranzan presented an alternate plan to the Board of Directors. GDH is proposing renovations to the upper-floor to include a new LTC wing (12-16 new LTC beds) into the Financial Wing and expansion of the Dining and Day Programing area into the Lobby. Plans are already in place to move Finance, Pharmacy and Telemedicine into the old Emergency Department space.

● Pros and cons were discussed.

● B. Maranzan made the following recommendations:

 ● Explore the LTC Expansion as opposed to pursuing the LTC Home Build,

 ● Hire an Architect for a conceptual design work/feasibility study,

 ● Engage the Ministry of LTC and seek project approval,

 ● Engage Ontario Health North (has already taken place and they are supportive),

 ● Adjust the operating plan for the new figures.

● The next steps include working through to the Project approval stage and unlocking the planning grant of $250,000 once the Project is approved.

● The Board members’ concerns were addressed:

 ● The Expansion Project makes more sense for GDH as there is a decrease in LTC Home needs due to the Homecare Program that allows seniors to age at home.

 ● It would be more feasible for GDH to find additional staff for the Hospital as opposed to new staff for an entirely separate new Home.

 ● A Supportive Housing model is more feasible over a LTC Home model.

 ● The Gift Shop can be moved to the old Emergency Department at the North Entrance in order to renovate the Lobby into the LTC Day Programming.

**It was moved by V. Tschajka and seconded by B.J. Chenier that the Geraldton District Hospital seek an Architect to perform an Architectural Feasibility Study for the expansion of the existing LTC Home by an additional 16 beds.**

**CARRIED.**

**RES 35**

**4.3 GDH 50/50 Draw – Rafflebox**

● M. Landry provided the Board of Directors with the opportunity to address an issues/concerns they may have regarding the formation of the GDH 50/50 Draw.

● D. Boulanger voiced that she does not like the price levels of the tickets that were presented at the previous Board meeting. M. Landry explained that the ticket prices can be altered. Most agencies begin with a lower batch and increase the number of tickets over time. He also advised considering the credit card handling fees as any purchases under $10 is not beneficial for the Hospital. M. Landry stated that GDH can match the price points to those of TBRHSC in order to stay competitive.

● M. Landry shared that the Rafflebox system tracks numerous factors, such as, peak times of purchase, where they are connecting to the GHD 50/50 Draw page from, which ads receive more engagements, how to increase advertising to attract more participants, etc.

● P. Dufour inquired about who will be responsible for marketing. M. Laundry stated that marketing will be a combined effort between GDH and Rafflebox. Rafflebox offers price matching for Facebook advertising.

● P. Dufour asked if online purchases are the only way to buy tickets. M. Landry informed the Board members that 95% of ticket sales are online. Cash sales can present challenges and does not suggest in-person sales unless GDH has 1,000+ people purchasing tickets in this format each month.

● The Board inquired about how the funds are handled. M. Landry explained that a separate account is normally opened for the Draw. Once the winner and Rafflebox invoice are paid, the remaining funds belong to the Hospital.

● D. Boulanger asked for clarifications regarding advertising. M. Landry informed the Board members that if GDH pays $250 for Facebook advertising, Rafflebox will match that amount in the form of more ads or emails sent from their servers.

● V. Tschajka questioned if GDH can end the Raffle at any time or if the Hospital will be tied down to a contract over a specific amount of time. M. Laudry that GDH can terminate the Raffle whenever they feel it is necessary with any repercussions from Rafflebox. However, a contract is required with the AGCO.

● M. Landry informed the Board members that outside of attaining the raffle license from AGCO, Rafflebox will handle all online responsibilities.

● M. Landry stated that if any other questions or concerns arise, they can be addressed by him.

**5.0 CORRESPONDENCE**

**5.1 Patient Story**

● The Board of Directors received the Patient Story.

**6.0 EDUCATION**

None this month.

**7.0 CONSENT AGENDA**

**7.1 Regular Board Meeting Minutes – March 1st, 2022**

**7.2** **MAC Meeting Minutes – February 24th, 2022**

**7.3 CCS Report**

**7.4 CNE Report**

**7.5** **Human Resources Report**

**7.6 COS Report**

**It was moved by B.J. Chenier and seconded by R, Humphreys to accept the Consent Agenda as presented.**

**CARRIED.**

**RES 36A**

**8.0 ITEMS LIFTED FROM CONSENT AGENDA**

**9.0 BUSINESS ARISING FROM MINUTES**

**9.1 Governance Process Policy BOD-GP22: Duties of Officers**

● It was clarified that B. Maranzan followed up with Legal to ensure that the requested changes to the Treasurer’s duties were appropriate.

● M. Davis stated that he has concerns regarding the way that the second paragraph of the policy is worded. He will adjust the paragraph and present the revisions to the Board of Directors at the next meeting for approval.

***Dr. R. Zufelt disconnected from the meeting at 6:45 pm.***

**9.2 CEO Relationship Policy BOD-BC4: Monitoring CEO Performance**

● Approved as presented.

**It was moved by R. Humphreys and seconded by B.J. Chenier to accept the CEO Relationship Policy BOD-BC4: Monitoring CEO Performance as presented.**

**CARRIED.**

**RES 37**

**10.0 OPERATIONS SUPPORT MANAGER REPORT**

**10.1 Operational Highlights**

● I. McPherson presented a summary report of the year-end Capital Projects FY22 to the Board of Directors.

●I. McPherson shared that the MOH will be reimbursing the upgrades to the Telemedicine Video Codec.

● M. Davis inquired about the delays of the equipment in the Imaging Department. B. Ouellet explained that the process in attaining the equipment took longer than expected. The equipment has been ordered but will not arrive until May 2022.

● R. Humphreys questioned if the HIRF Projects have been completed. I. McPherson informed the members that $20,000 of HIRF funding is still available but there is still time to allocate projects to those funds.

**11.0 NEW BUSINESS**

**11.1 OHT Signatory Approval**

● D. Galusha stated that a Board Resolution is required as a formality to appoint D. Galusha as the signatory for GDH in the formation of the City and District of Thunder Bay OHT.

**It was moved by T. Popowich and seconded by K. Legault to approve D. Galusha as the signatory representative for GDH in the formation of the City and District of Thunder Bay Ontario Heath Team.**

**CARRIED.**

**RES 38**

**11.2 Incident Reports (RL6) – December 2021, January & February 2022**

● Reports received.

**11.3 QIC Meetings**

● I. McPherson stated that numerous voting members of the committee are not able to attend the meetings’ current scheduled dates and times. He is asking if the meeting schedule should be modified.

● I. McPherson explained that that 6 Board members are currently on the committee. If 3 are unable to attend, the meeting does not meet quorum.

● I. McPherson will send out an email to the committee members regarding the possible changes of its meetings’ dates and times.

**11.4 2022/2023 Planning Cycle**

● Starting in September, the Board of Directors will restart the *Guide to Good Governance* beginning from Chapter 1.

● The 2022/2023 Planning Cycle was approved as amended.

**11.5 Board of Directors’ 2022 Election Intentions**

● The 2022 Election Intentions forms were provided to the Board members.

● It was requested that the completed forms be returned to J. Goulet by Friday, April 8th, 2022.

● D. Boulanger informed the Board that she has approached Greenstone Gold Mines in search of an Industrial Representative to replace V. Tschajka’s position in September.

**12.0 LINKAGES & PARTNERSHIPS**

**12.1 QIC Meeting Minutes – Next Meeting: April 21st, 2022**

**12.2 HCAC Meeting Minutes – Next Meeting: March 22nd, 2022**

**12.3 Geraldton Hospital Auxiliary Report**

● S. Humphreys provided a verbal report for the Board of Directors.

● The Auxiliary Committee held their AGM where changes in the executive position were made.

● The committee will once again be running its Bakeless Bake Sale.

● The committee will be delivering flowers for Mother’s Day to the residents of LTC and patients in Acute Care.

● The Gift Shop has reopened and continues to sell snacks to the residents of LTC.

**It was moved by S. Humphreys and seconded by M. Michon that the Linkages & Partnerships reports be accepted as presented.**

**CARRIED.**

**RES 39**

**13.0 CEO REPORT**

● D. Galusha summarized his report for the Board members.

● GDH continues to receive COVID-19 funding and is hopeful that the new ventilator will be reimbursed through the funding.

● Directive #6 has been revoked as of March 14th, 2022.

● L. Heerema has retired from GDH and M. Gosselin has accepted the position of Chief Nursing Executive.

● D. Galusha shared that Staff Appreciation Lunches are being provided to the employees of GDH once per month for the remainder of 2022.

● A. Bjorn was on site to assess the results from the Work Life Accreditation Survey and helped to establish a plan to address the areas requiring improvement. D. Galusha stated that he would like to repeat the survey to determine if the plan is effective.

● The students from the RPN Program will be qualified to work as PSWs this summer upon completion of their first year.

● The Emergency Department continues to see COVID-19 cases but the patients are being managed and monitored successfully. The new strains are not as severe but some patients are becoming quite ill.

● It was announced today that the 4th dose of the COVID-19 vaccine has become available for those who are over the age of 60. More data is required regarding how to schedule appointments.

●GDH is looking to bring more experienced contract nurses to help train the younger less experienced nurses.

 **13.1 Ministry of Health – Revocation of Chief Medical Officer of Health Directive #6**

**It was moved by M. Davis and seconded by P. Dufour that the report from the CEO be approved as presented.**

**CARRIED.**

**RES 40**

**14.0 DECISION OF THE BOARD**

None this month.

**15.0 ROUND TABLE DISCUSSION**

● Discussion occurred.

● The Board of Directors will attempt to hold its first in-person meeting for the AGM in June.

**16.0 MONTHLY MEETING EVALUATION**

**16.1 Bi-Monthly Meeting Evaluation Form**

● The Evaluation Form was provided to the Board members.

● It was requested that the forms be returned to J. Goulet by Friday, April 8th, 2022.

**16.2 Board Chair Evaluation**

● The Board Chair Evaluation form was provided to the Board members.

● It was requested that the evaluation be returned to J. Goulet by Friday, April 22nd, 2022.

**17.0 IN CAMERA MEETING**

None this month.

**18.0 TERMINATION OF IN CAMERA MEETING**

**19.0 MEETING WITH MANAGEMENT (CEO ONLY)**

**20.0 MEETING WITHOUT MANAGEMENT**

**21.0 TERMINATION OF REGULAR BOARD MEETING**

**It was moved by M. Davis and seconded by M. Michon that the Board of Directors Meeting be adjourned at 7:30 pm.**

**CARRIED.**

**RES 41**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Chair Signature