Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, April 5, 2016 at 5:30 p.m.

Present: Jamie McPherson Dorene Boulanger Willy Anton

Voting Dean Burke Ralph Humphreys Kathryn Legault

Sheri Taylor Myrna Letourneau Chico Tschajka

Non-Voting Lucy Bonanno Dr. Zufelt Sylvie Duranceau (recorder)

Regrets: Doug Bedwash Mark Wright

Voting

Regrets: Dr. Laine Laurie Heerema

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: 9 Attendance: 82%**

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| CALL TO ORDER | |
| ● Shannon Kristjanson, the Greenstone Family Health Team (GFHT) Executive Director provided an overview of the GFHT.  ● She noted that the GFHT works in conjunction with the medical group. The GFHT provides primary care and health prevention and promotion, such as chronic care management for COPD, asthma and Diabetes.  ● She added that the GFHT sees patients of CTAS levels 4-5 sent from the Hospital emergency department (ED) on Mondays only (walk-in clinic).  ● S. Kristjanson also noted that appointments can be pre-booked. As well, they have advanced access on Tuesdays and Fridays, plus a walk-in clinic on Mondays, where they see 25-30 patients.  ● She added that the GFHT has been collaborating with the Hospital.  -Walk-in clinic help decrease ED visits  -Follow-ups for acute care discharges  -Foot care program  ● Sylvie Rivest, Support Services Supervisor provided an overview of the support services operation and staffing, followed by a tour.   1. The meeting was called to order at 6:04 p.m., by the Chair, J. McPherson.   ● J. McPherson reminded the Board members of the Volunteer Appreciation Social next Monday at 7:00 p.m.  1.1.2 Appointment of Doug Bedwash:  **It was moved by C. Tschajka and seconded by D. Boulanger that D. Bedwash be appointed to the Board of Directors for the year 2015-2016.**  **●** **L. Bonanno will send D. Bedwash a welcome letter and D. Lauzon will set up Doug’s orientation.**   * 1. **Correspondence:**   1.2.1 NW LHIN CEO Announcement re: Amalgamation:  ● For member information.  ● J. McPherson and L. Bonanno will attend the LHIN Open House celebration.  1.2.2 NW LHIN H-SAA Extension:  ● For member information.  ● J. McPherson noted that the extension was for 3 months and there were no increases.  1.2.3 Congratulatory Letter to Dan Levesque:  ● For member information.  1.2.4 A Proposal to Strengthen Patient-Centred Health Care in Ontario:  ● The OHA is supporting patients first.  ● Some of the challenges will involve CCACs and Public Health Units.  1.2.5 TBRHSC re: President and CEO Visit:  ● L. Bonanno will look after the visit.  ● D. Boulanger inquired if the CEO visit can be set-up in conjunction with a Board meeting. L. Bonanno responded that the tentative date for the visit is the week of July 10, 2016.   * 1. **Education:**   1.3.1 Patient Services Tour:  ● The tour was done from 5:45 to 6:00 p.m.  1.3.2 Guide to Good Governance: Chapter 4:  ● Members reviewed sections 5 to 8 of Chapter 4.  ● The following were some comments noted.  -J. McPherson noted that the chart on page 62 summarizes the risk management.  -J. McPherson read the current Hospital policy.  -Members indicated that the policy covers such.  -**J. McPherson asked L. Bonanno to ensure that the Hospital has policies to cover all listed areas.**  -Page 63: for 2017, looks at all identified risks and provide a formal review.  -Page 64: CEO to report.  -2 CEOs were hired within the last year. D. Boulanger commented that the process was done very well.  -Page 71: succession planning is not in place in many organizations. Should look at internal succession planning.  -It was noted that the Hospital has a Chief of Staff and a President of the Medical Staff.  -The Board evaluation survey will be completed in May.  -Page 81: Board role in integration; Board members are legally obligated to look at and investigate integration.  -Page 90: the list does not match the earlier list.  ● **Chapter 5 will be reviewed at the next meeting.**  ● **The patient services tour will take place at the May meeting.** | **Carried** |
| 2.0 ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● Item 4.5 was moved to 5.1.  **It was moved by W. Anton and seconded by M. Letourneau to approve the agenda as amended.** | **Carried** |
| **3.0 DECLARATION OF CONFLICTS OF INTEREST** | |
| ● No declaration of conflicts. |  |
| **4.0 CONSENT AGENDA** | |
| **4.1 Regular Board Meeting Minutes – March 1, 2016:**  **4.2 Special Board Meeting Minutes – March 15, 2016:**  **4.3 Medical Advisory Committee Minutes – March 9, 2016:**  **4.4 Quality Improvement Committee Meeting Minutes – February 25, 2016:**  **4.5 Volunteers’ Tree of Life Notes – March 7, 2016:**  ● Moved to item 5.1.  **4.6 CCS Report:**  **4.7 CNO Report:**  **It was moved by K. Legault and seconded by D. Burke to accept the Consent Agenda as amended.** | **Carried** |
| **5.0 ITEMS LIFTED FROM CONSENT AGENDA** | |
| **5.1 Volunteers’ Tree of Life Notes – March 7, 2016:**  ● J. McPherson noted that Dave Stenlund reported that he was not listed in the attendance.  ● M. Letourneau will bring it up at the next meeting.  **It was moved by D. Boulanger and seconded by W. Anton to accept the Volunteers’ Tree of Life notes of March 7 as amended.** | **Carried** |
| **6.0 BUSINESS ARISING FROM MINUTES** | |
| **6.1 Total Margin:**  ● L. Bonanno reported that she completed this item.  **6.2 Roles and Responsibilities of the Board:**  ● Members cannot remember the previous discussion regarding the item.  ● It was requested to remove the item from the agenda.  **6.3 Complaint Process Policy and Procedure:**  ● J. McPherson noted that he was looking for guidance for the Board policy.  ● Board members agreed to follow the Hospital policy.  ● **D. Lauzon to follow-up with policy and form.**  **6.4 Newspaper Article re: S. Tyance:**  ● Completed.  **6.5 Request for Proposal (RFP): Update:**  ● **L. Bonanno reported that she has been working on this process and will bring information at the next meeting.**  ● **L. Bonanno contacted Allan Katz regarding an evaluation form. He agreed to develop one and forward it to the Hospital.**  **6.6 Individual Board Member Assessment Summary:**  ● It was noted that there were new members this year; therefore it was difficult to complete the summary.  ● J. McPherson noted that he appreciates the number of comments received.  ● **Education was listed as a priority. J. McPherson and L. Bonanno will look at the budget.**  ● S. Taylor noted that she received an email that the Thunder Bay conference has been cancelled.  **6.7 Volunteer’s Tree of Life Recognition Award:**  ● Victor Chapais was submitted and accepted for nomination.  ● J. McPherson will provide a history of the Tree of Life at the event Monday. |  |
| **7.0 CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● L. Bonanno distributed a copy of a letter received after the Board package was distributed. She contacted the senior consultant regarding the number of questions.  ● L. Bonanno noted that the regular consultant was injured and another consultant needs to review the Hospital’s file and be satisfied with the information.  ● The project will not be able to commence this year. We are now looking at 2017.  ● M. Letourneau noted that the MOH Capital Branch should have a checklist for anyone to take over.  ● Many projects take years to start after an announcement has been made.  ● **L. Bonanno will prepare a news release.** |  |
| **8.0 NEW BUSINESS** | |
| 8.1 Board Committees and Representatives List:  ● Members reviewed the list.  ● K. Legault volunteered to participate on the QI Committee.  ● D. Boulanger and S. Taylor volunteered to participate on the Anishnabe Hospital Liaison Committee.  ● D. Lauzon will update the list.  8.2 Annual General Meeting:  ● The AGM will take place on Monday, June 20, 2016 at the Northern Horizon Health Centre.  ● D. Lauzon will confirm the time and location.  ● J. McPherson noted that we need a Vice-Chair. If anyone is interested, please advise him or L. Bonanno.  ● J. McPherson is not certain regarding his timeframe as Chair. D. Lauzon will verify past minutes.  8.3 Elect Board Accreditation Ad Hoc Committee Members:  ● Members will be asked to form an ad hoc committee for accreditation.  8.4 2016/17 Capital Budget:  ● J. McPherson noted that $366,084 is requested for the capital budget.  ● C. Tschajka requested the amount that was projected last year. L. Bonanno will verify and report at the next meeting.  ● Helipad: L. Bonanno will follow-up with the Municipality and the MTO to see if there have paving projects planned for this year.  It was moved by C. Tschajka and seconded by R. Humphreys that the Board of Directors approves the Capital Equipment Plan for 2016/17 at a cost of $366,084.40. | **Carried** |
| **9.0 LINKAGES AND PARTNERSHIPS** | |
| 9.1 Geraldton District Hospital Auxiliary (GDHA) Report:  ● M. Letourneau highlighted her report.  It was moved by M. Letourneau and seconded by D. Boulanger that the report from the Auxiliary be accepted. | **Carried** |
| **10.0 MEDICAL STAFF** | |
| **10.1 Physician Privileges:**  ● Members reviewed the attached list of privileges.  **It was moved by C. Tschajka and seconded by W. Anton that the Board of Directors approves the list of physician privileges.** | **Carried** |
| **11.0 CHIEF EXECUTIVE OFFICER (CEO) REPORT** | |
| ● J. McPherson asked if there were any questions or concerns with the CEO report.  ● L. Bonanno highlighted the ACE collaborative. She noted that it links very well with PFCC.  ● D. Boulanger noted that the picture on the website should be updated. **L. Bonanno will follow-up with Kevin Belisle.**  **It was moved by R. Humphreys and seconded by D. Boulanger that the report from the CEO be accepted.** | **Carried** |
| **12.0 ROUND TABLE DISCUSSION** | |
| ● Members noted that it was a good meeting.  ● Members noted that it is good to see partnership initiatives.  ● The tour was good.  ● Members noted that it is promising news regarding the new physician. |  |
| **13.0 BI-MONTHLY MEETING EVALUATION:** | |
| ● None. |  |
| **14.0 TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved by D. Burke and seconded by C. Tschajka that the regular meeting be adjourned at 7:10 p.m.** | Carried |