Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, April 7, 2015 at 5:30 p.m.

Present: Dale Randa Dorene Boulanger Willy Anton

Voting Shirley Tyance Dean Burke Audrey Johnston

Suzanne Lafrance Victor Chapais Melanie Lankin (T)

Chico Tschajka

Non-Voting Kurt Pristanski Sylvie Duranceau Laurie Heerema

Dr. Laine Diane Lauzon (recorder)

Regrets: Jamie McPherson

Voting

Regrets: Dr. Zufelt

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: 10 Attendance: 91%**

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| 1. CALL TO ORDER | |
| * 1. The meeting was called to order at 6:48 p.m., by the Vice-Chair, Dale Randa.     **1.2 Correspondence:**  1.2.1 NW LHIN Memo re: Non-Health Service Provider Community Engagement Session Reports: March 5/15  ● D. Randa asked if there were any questions or comments regarding the reports.  ● Members noted that the October 22/13 reports were received quite late.  1.2.2 NW LHIN: Funding Announcement:  ● K. Pristanski noted that additional funding of $94,500 was received for the last fiscal year. The funds were placed in reserves since they were received so late.  1.2.3 2015/16 H-SAA 12-Month Extension Agreement:  ● K. Pristanski distributed the information since it was received after the Board package was distributed.  ● Members reviewed the information and K. Pristanski noted that a motion is required to approve the Agreement.  **It was moved by C. Tschajka and seconded by D. Boulanger that the Board of Directors approve the 2015/16 Hospital Service Agreement (H-SAA) Amending Agreement.**   * 1. **Education:**   1.3.1 Tour of Support Services Departments:  ● Deferred. | **Carried** |
| 2. ADOPTION OF THE AGENDA | |
| ● D. Randa asked if there were any amendments to the agenda.  ● The following item was added to the agenda.  8.5 Hospice Northwest  ● It was requested to remove item 4.6 (Volunteers’ Tree of Life) from the consent agenda and move it to 8.4.  ● It was requested to remove item 4.9 (CCS Report) from the consent agenda and move it to 8.6.  ● It was requested to remove item 4.1 (Regular Board Minutes) from the consent agenda and move it to 5.9.  **It was moved by C. Tschajka and seconded by W. Anton to approve the agenda as amended.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None. |  |
| **4. CONSENT AGENDA** | |
| **4.1 Regular Board Meeting, March 3, 2015:**  ● Moved to item 5.9.  **4.2 Board of Directors QI Team Notes – March 4, 2015:**    **4.3 Anishnabe Hospital Liaison Committee Minutes – February 27, 2015:**  **4.4 Anishnabe Hospital Liaison Terms of Reference:**  **4.5 Medical Advisory Committee Minutes – March 2/15:**  **4.6 Volunteers’ Tree of Life Ad Hoc Committee Minutes – March 5/15:**  ● Moved to item 8.4.  **4.7 Healthier Community Advisory Committee Minutes – March 11/15:**  **4.8 CNO Report:**  **4.9 CCS Report:**  ● Moved to item 8.6.  **It was moved by A. Johnston and seconded by M. Lankin to accept the Consent Agenda as amended.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 Rural and Northern Health Care Conference Arrangements:**  ● D. Lauzon reported that all of the arrangements for the conference have been completed.  **5.2 COS Evaluation: Update:**  ● K. Pristanski reported that he has not had any luck in securing an individual to conduct the COS evaluation.  **5.3 Administration Bylaw:**  ● Deferred.  **5.4 Dr. Crawford’s Privileges:**  ● K. Pristanski verified with Medical Records and Dr. Crawford’s privileges were indeed received and but were somehow missed to be approved at the Board level.  **It was moved by A. Johnston and seconded by W. Anton that the Board of Directors approves reappointment privileges for Dr. Crawford.**  **5.5 Letter to the LHIN re: Provide Overview of LHIN:**  ● The letter to the North West LHIN and the response were reviewed.  **5.6 Financial Education: Dan Hill:**  ● K. Pristanski reported that Dan Hill will attend the June Board meeting and provide a financial education session.  ● D. Boulanger asked if she could meet with D. Hill prior to the meeting to discuss the Nakina Clinic budget.  ● K. Pristanski responded that the deficit was simply due to an extended paid leave for one staff member at the Nakina Clinic.  ● K. Pristanski also reported that the 2014/15 Nakina budget was recently approved by the MOHLTC. It included a funding increase (first one in three years), plus one-time funding for equipment and furniture. However, the equipment was paid by a grant from the Small Hospital Transformation Fund earlier in the fiscal year. Thus, that portion of the one-time funds will have to be returned to the MOHLTC.  **5.7 Nakina Clinic Donations:**  ● L. Heerema reported that she followed-up with Pauline Taphorn, the RN at the Nakina Clinic and she was informed that there is $15,000 in the donations account. She added that Pauline Taphorn and Louise Young both had signing authority for the account.  ● L. Heerema reported that P. Taphorn had concerns with the funds not being used properly for the Clinic once the account was transferred to Geraldton. L. Heerema explained to her that the funds would be restricted specifically for the Clinic, similar to donations restricted to LTC, Rehab, etc.  ● K. Pristanski reported that tax receipts will now be submitted to individuals who make donations to the Nakina Clinic.  **5.8 Geraldton District Hospital Auxiliary Calendar of Events:**  ● M. Lankin reported that she asked Dorothy Friske to submit a calendar of events. K. Pristanski responded that he has yet to receive the calendar.  ● **M. Lankin will remind D. Friske.**  **5.9 Regular Board Meeting Minutes – March 3, 2015:**  ● D. Boulanger clarified that the plaques on the Nakina Clinic wall are “in memory of” plaques. The plaques do not have the names of people who made donations.  ● Dr. Laine noted that he should be listed in the attendance section.  ● V. Chapais said that he did not want GDH to make the same mistake as TBRHSC regarding bending over backwards to accommodate the first nations. He added that everyone should be treated as equals.  ● K. Pristanski responded that Barb Fry will once again be providing and cultural sensitivity training, as well as compassion fatigue training to all staff in the fall.  **It was moved by C. Tschajka and seconded by W. Anton that the regular Board meeting minutes of March 3, 2015 be approved as amended.** | **Carried**  **Carried** |
| **6. CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● K. Pristanski reported that the cost surveyors’ cost estimate was received at a cost of over $11 million. He added that the MOHLTC would not accept such cost.  ● The project cost was reviewed by K. Pristanski and D. Stenlund and the electrical upgrades were removed from the project, saving $430,000.  ● The ambulance drive-thru is a separate project altogether but the cost surveyors had not removed it from the capital plan project.  ● K. Pristanski will provide an updated cost at the next meeting. |  |
| **7. NEW BUSINESS** | |
| 7.1 Annual Evaluation:  ● D. Lauzon informed the members to submit their completed evaluations to her at the May 5/15 Board meeting. The summary will be reviewed at the June meeting.  ● It was noted that last year the annual evaluation was done electronically through the OHA.  ● D. Lauzon responded that she placed a reminder in her calendar to conduct an electronic evaluation again next year. |  |
| **8. LINKAGES AND PARTNERSHIPS** | |
| 8.1 Geraldton District Hospital Auxiliary (GDHA):  ● M. Lankin reported that the Penny Auction was very successful.  ● She also reported that some GDHA members will be attending the spring conference in Thunder Bay this coming weekend.  ● M. Lankin will forward the GDHA newsletter to D. Lauzon to include in next month’s meeting package.  It was moved by M. Lankin and seconded by A. Johnston that the report from the Auxiliary be accepted.  8.2 Quality Improvement Committee Meeting – February 24 and March 27/15:  ● A. Johnston asked if there were any questions regarding the minutes.  ● No questions or concerns were raised.  It was moved by A. Johnston and seconded by C. Tschajka that the report from the Quality Improvement Committee be accepted.  8.3 North Shore CEOs and Board Chairs Meeting – February 17/15:  ● K. Pristanski briefed about the meeting. He added that the next meeting is scheduled for April 14/15.  It was moved by D. Boulanger and seconded by W. Anton to accept the North Shore CEOs and Board Chairs meeting minutes as received.  8.4 Volunteers’ Tree of Life Ad Hoc Committee Minutes – March 5/15:  ● A. Johnston reported that “Lane” should be “Lana” in item 5.1.  ● She also reported that “report” should be “reporter” in item 4.4.  It was moved by A. Johnston and seconded by W. Anton that the report from the Volunteers’ Tree of Life Ad Hoc Committee be accepted as amended.  8.5 Hospice Northwest:  ● A. Johnston provided an update regarding the Hospice Northwest’s upcoming changes.  ● She also reported that Myrna Letourneau will be receiving the “June Callwood Circle of Outstanding Hospice Volunteer Award” for her outstanding volunteering in the region. The award will be presented on April 19/15 in Toronto.  ● Board members recommended that a congratulatory letter be sent to M. Letourneau on behalf of the Board. K. Pristanski will draft a letter for J. McPherson to sign.  ● A. Johnston also reported that the Hike for Hospice will be held on Aril 25/15. Everyone is welcomed to participate in the hike. She also reported that last year the hike was successful in raising over $4,000.  ● L. Heerema reported that the palliative care room has been fully upgraded.  8.6 CCS Report:  ● C. Tschajka inquired if the Board should send a congratulatory letter to commend the lab staff regarding the Laboratory Accreditation.  ● S. Duranceau will draft a letter to the laboratory staff for J. McPherson to sign.  It was moved by C. Tschajka and seconded by W. Anton that the CCS report be accepted. | **Carried**  **Carried**  **Carried**  **Carried**  **Carried** |
| **9. MEDICAL STAFF** | |
| **9.1 Physician Privileges:**  ● None. |  |
| **10. CHIEF EXECUTIVE OFFICER (CEO) REPORT** | |
| ● K. Pristanski reported that the LTC Fire Plan was accepted by the Municipality Fire Chief.  ● K. Pristanski highlighted the 2015/16 Capital Equipment Plan. He added that the most of the renovations are included in this year’s Plan because once the capital project gets underway the maintenance staff’s time will be consumed with the project.  ● D. Randa asked a question regarding the AC bathrooms (on behalf of J. McPherson). K. Pristanski responded that the AC washrooms will be upgraded in phase two of the full hospital redevelopment.  **It was moved by A. Johnston and seconded by D. Boulanger that the Board of Directors approves the Capital Equipment Plan for 2015/16 at a cost of $1,062,491.00.**  **It was moved by D. Burke and seconded by S. Tyance that the CEO report be accepted.** | **Carried**  **Carried** |
| **11. ROUND-TABLE DISCUSSION** | |
| ● D. Burke reported that the meeting was very educational.  ● A. Johnston noted that it was a good meeting.  ● D. Boulanger noted it was a good meeting. She added that she would like lengthy documents received ahead of time.  ● L. Heerema provided a nursing staffing update, adding that she has been working as a nurse quite a bit lately to help out with the nursing shortage situation.  ● Dr. Laine reported that Dr. Crawford will be leaving Geraldton at the end of June and Dr. Hamilton will be leaving at the end of July. |  |
| **12. BI-MONTHLY MEETING EVALUATION:** | |
| ● Members were reminded to complete the attached evaluation and hand it in to D. Lauzon.  ● The summary will be reviewed at the next meeting. |  |
| **13. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved V. Chapais and seconded by A. Johnston that the regular meeting be adjourned at**  **7:47 p.m.** | Carried |