Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, December 1, 2015 at 5:30 p.m.

Present: Jamie McPherson Dorene Boulanger Willy Anton

Voting Shirley Tyance (T) Dean Burke Ralph Humphreys

Robert Deleo Myrna Letourneau Chico Tschajka

Non-Voting Lucy Bonanno Laurie Heerema Dr. Laine

Sylvie Duranceau (recorder)

Regrets: Mark Wright Debbie Charles

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: 9 Attendance: 82%**

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| 1.0 CALL TO ORDER | |
| * 1. The meeting was called to order at 5:35 p.m., by the Chair, J. McPherson.   **1.2 Correspondence:**  1.2.1 The Honorable Michael Gravelle:  ● For member information. Both Allan Katz and J. McPherson spoke to Michael Gravelle.  1.2.2 Accreditation Canada:  ● For member information.  1.2.3 Transformation Meeting in Thunder Bay:  ● Meetings are will be held in Thunder Bay on December 14-15.  ● D. Boulanger, C. Tschajka, L. Bonanno, J. McPherson and L. Heerema will be attending the December 14 session. D. Boulanger and L. Bonanno will also attend the December 15 session.  1.2.4 Thank You Note from Allan Katz:  ● J. McPherson read a thank you note from Allan addressed to the Board and the Auxiliary.  1.2.5 Handout:  ● A one-page handout regarding “A Board in the Know” was distributed.  ● J. McPherson noted that GDH does not have a training program for senior staff. He and L. Bonanno will be working and addressing this issue.   * 1. **Education:**   1.3.1 HealthAchieve Conference – Verbal Reports:  ● C. Tschajka provided his verbal reporting, noting that he attended the conference in Thunder Bay. He reported that the sessions and speakers were all very good. Some of the sessions he attended were First Nations, telehome care, Martin Short – Learning from Tragedies, Technology and Telemedicine. “Patients must participate in their own health care”.  ● J. McPherson provided his verbal report, noting that he attended a health information session. He also attended a change management session, adding that people are lacking experience and training in change management. He also attended a patient engagement session, noting that several people from small rural hospitals wear many hats. Minister Hoskins reported that it is time for CCACs and the LHINs to be merged. J. McPherson also reported that the rural health hub north is ahead due to the necessity. Rural health hubs will be announced in the very near future.  ● **M. Wright will provide his report at the next meeting.**  ● W. Anton also attended the conference in Thunder Bay. She spoke about the importance of leadership and team work; be prepared for crisis. |  |
| 2.0 ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● The following items were added:  1.2.3 Transformation Meeting in Thunder Bay  1.2.4 Thank You Note from Allan Katz  1.2.5 “A Board in the Know” Document  8.2 Volunteers’ Tree of Life Award  **It was moved by D. Burke and seconded by W. Anton 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 – November 10, 2015:**  **4.2 Medical Advisory Committee Meeting- Minutes – November 11, 2015:**    **4.3 Anishnabe Hospital Liaison Committee Minutes – November 13, 2015:**  **4.4 Quality Improvement Committee Meeting Minutes – November 19, 2015:**  **4.5 Nominating Committee Meeting Minutes – November 24, 2015:**  ● The item was lifted from the Consent Agenda.  **4.6 CNO Report:**  **4.7 CNO Report:**  **It was moved by R. Deleo and seconded by D. Boulanger to accept the Consent Agenda as amended.** | **Carried** |
| **5.0 ITEMS LIFTED FROM CONSENT AGENDA** | |
| **5.1 Nominating Committee Meeting Minutes – November 24, 2015:**  ● It was noted that the name “Payeur” was misspelled in item 5.1.  **It was moved by C. Tschajka and seconded by S. Tyance to accept the Nominating Committee Meeting Minutes as amended.** | **Carried** |
| **6.0 BUSINESS ARISING FROM MINUTES** | |
| **6.1 Chief of Staff Evaluation: COS Responsibilities:**  ● Dr. Laine reported that he is working on the COS responsibilities. This should be completed by the next meeting. |  |
| **7.0 CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● L. Bonanno reported that a teleconference was held with Agnew Peckham and the architect to discuss the questions requested by the Ministry.  ● The updated documents were sent to the Ministry. L. Bonanno followed-up with Maureen Judge and she confirmed receipt of the documents. |  |
| **8.0 NEW BUSINESS** | |
| 8.1 2016-17 HAPS:  ● Board members reviewed the attached HAPS. A revised “budgeted full-time equivalents by department” was distributed.  ● Several questions were asked regarding the HAPS.  -M. Letourneau questioned the housekeeping and nursing administrative salaries. L. Bonanno will follow-up on the value.  -Amount of revenue from ALC patients. L. Bonanno responded that the hospital receives just under $1,000/ALC patient.  -Should the Hospital add lack of physicians as a risk? L. Heerema responded that there is always a physician responsible for each respective patient.  -Housekeeping and administration salaries were questioned.  -J. McPherson asked L. Bonanno to look into the administration “budgeted supplies by department”.  -L. Heerema discussed the process with mental health patients, OPP, the escort cost and process.  -R. Humphreys inquired about employee future benefits. J. McPherson explained that the hospital receives an estimate, which is used in the HAPS document.  ● The 2016-17 HAPS was submitted as a draft to the NW LHIN.  8.2 Volunteers’ Tree of Life Award:  ● J. McPherson reported that he received a request for nomination from the Board for the Volunteers’ Tree of Life award.  ● He added that a list was established in the past of Board members deserving of the award.  ● J. McPherson added that perhaps someone knows of someone else who is deserving of the award.  ● Suggestions should be brought forward to the January meeting.  ● C. Tschajka inquired about the qualifications to receive a nomination. J. McPherson explained the criteria.  ● The Volunteers’ Tree of Life nomination package will be included in the next meeting package. |  |
| **9.0 LINKAGES AND PARTNERSHIPS** | |
| 9.1 Geraldton District Hospital Auxiliary (GDHA) Report:  ● M. Letourneau highlighted her report, adding that volunteers have already exceeded last year’s total volunteer hours.  It was moved by M. Letourneau and seconded by C. Tschajka that the report from the Auxiliary be accepted.  9.2 Board Retreat Summary Report:  ● M. Letourneau noted that the summary was an excellent thorough report of the Board retreat.  ● J. McPherson pointed out that the Board Chairs and CEOs agreed to meet regularly. He asked L. Bonanno to follow-up with Adam Brown regarding the next meeting. | **Carried** |
| **10.0 MEDICAL STAFF** | |
| **10.1 Physician Privileges:**  ● Dr. Laine highlighted the attached physician privileges.  ● Dr. Shoan Kale locum tenens privileges were verbally added for December 14-24 and December 31/15 to January 31/16.  **It was moved by R. Deleo and seconded by D. Boulanger that the Board approves the physician privileges, as amended.** | **Carried** |
| **11.0 CHIEF EXECUTIVE OFFICER (CEO) REPORT** | |
| ● J. McPherson noted that this was L. Bonanno’s first meeting.  ● L. Bonanno reported that she is pleased with her first week. She needs to get familiar with the Northwest Health Alliance. She is attending a meeting next week.  ● L. Bonanno provided a physician recruitment update, noting that there are not many candidates yet.  ● L. Bonanno reported that the staff survey results were received. She noted that based on the result, team work and communication need improvement. Staff have also requested education on conflict and change management.  ● Cathleen Larsen will be attending a one-week conference on long-term care.  ● There is a patient family centered care conference in March 2016 in Chicago and in April 2016 in New York. L. Bonanno would like L. Heerema to attend one of the conferences. |  |
| **12.0 GENERATIVE DISCUSSION EXERCISE** | |
| **Customer/Patient Perspective:**  ● Transparency:  -Goal  -Strategy  -Communications  ● Resources  ● Develop measurements:  -Feedback  **Structural/Value Creating:**  ● Be approachable for change  ● What decisions do we make at Board level  ● Be inclusive  ● Health Hub:  -Hospital is only one part not main part of health hub  ● Do not be territorial  ● Right care at the right time at the right place  **Financial Perspective:**  ● Access what is out there:  -Grants  ● Know what is out there:  -Leverage  -Creative  -Partnerships  **Culture Perspectives:**  ● Coaching – non-disciplinary  ● Inclusive language  ● Confidentiality  ● Follow-up – positive  ● Celebrate success  **Skills and Capacity Enablers:**  ● Availability of capital:  -Find dollars in existing budget  ● Culture of learning:  -Self learning  -Transparency  -Recognize and target agents of change  -N61 Program - mentoring    ● M. Letourneau mentioned that dividing in groups helps to get everyone’s perspective. Two groups had very similar ideas. It was a good exercise.  ● J. McPherson noted that the Board would be doing more exercises like this. |  |
| **13.0 ROUND TABLE DISCUSSION** | |
| ● Most members thanked Rob Deleo for his time on the Board and wished him well.  ● Most members welcomed Lucy Bonanno to the Geraldton District Hospital and noted that it was a great meeting. |  |
| **14.0 BI-MONTHLY MEETING EVALUATION:** | |
| ● Members were asked to complete their evaluations.  ● The summary will be reviewed at the next meeting. |  |
| **15.0 TERMINATION OF REGULAR BOARD MEETING** | |
| ● The January meeting will take place on Tuesday, January 12, 2016.  **It was moved C. Tschajka and seconded by W. Anton that the regular meeting be adjourned at 7:25 p.m.** | Carried |