Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, December 2, 2014 at 5:30 p.m.

Present: Jamie McPherson Dorene Boulanger Willy Anton

Voting Shirley Tyance Audrey Johnston Suzanne Lafrance

Victor Chapais Melanie Lankin (T) Chico Tschajka

Non-Voting Kurt Pristanski Sylvie Duranceau Laurie Heerema

Dr. Zufelt Dr. Laine Diane Lauzon (recorder)

Regrets:

Voting

Absent – Voting: Dale Randa

Regrets:

Non-Voting

# Board Composition (voting): 9 Elected 2 Appointments Total 11

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

**Total Board Members (voting): 10 Present: 9 Attendance: 90%**

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| 1. CALL TO ORDER | |
| * 1. The meeting was called to order at 5:31 p.m., by the Chair, Jamie McPherson.   **1.2 Correspondence:**  1.2.1 Thank You Card from Jackie Assad:  ● Members noted that 39 years of service was very impressive. It was a very nice thank you card.   * 1. **Education:**   1.3.1 Management Intern:  ● K. Pristanski reported that Andrée Perrier is currently on a leave of absence for 2 weeks to study for an upcoming exam but he was still expecting her to attend tonight’s meeting.  ● Members were disappointed that A. Perrier did not attend to present her report.  ● **Deferred until the next meeting.** |  |
| 2. ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any other amendments to the agenda.  **It was moved by D. Boulanger and seconded by W. Anton to approve the agenda as received.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None. |  |
| **4. ADOPTION OF MINUTES** | |
| **4.1 Regular Meeting, November 11, 2014:**  ● J. McPherson asked if there were any errors or omissions in the November 11, 2014 regular Board meeting minutes.  ● A typo was noted in section 1.2.3; “that” was repeated twice and another typo was noted in section 1.3.3; “did not functions” should not have an “s” at the end of function.  **It was moved by A. Johnston and seconded by C. Tschajka to accept the minutes as amended.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 Board Vacancy: Nominating Committee Meeting:**  ● K. Pristanski reported that a meeting was held. The minutes are included in item 8.6.  **5.2 Consent Agenda:**  ● J. McPherson developed the attached draft consent agenda.  ● It was noted that items requiring clarification can be asked on an item in the consent agenda; however if there are content concerns/issues with an item, then a request can be made to remove such from the consent agenda and add it to the regular agenda.  ● Items requiring a motion are not included in the consent agenda.  ● A consent agenda is for “information only” items.  ● Members will have to ensure to read their package ahead of time.  ● It was noted that the Board QI Team notes will be part of the consent agenda, while the Quality Improvement Committee minutes will be a regular item.  ● Members concurred to trial the consent agenda.  ● **K. Pristanski will research a policy for consent agenda and it will be included in the next meeting package.**  **5.3 COS 360o Evaluation: Cost Estimates:**  ● K. Pristanski reported that the estimates from potential physicians to conduct the COS evaluation is between $125 - $200/hour.  ● K. Pristanski added that Dr. Laine was okay with the evaluation, as long as it is a COS from a small hospital (relative to GDH) conducting the evaluation.  ● A. Johnston inquired how often such evaluation would need to be done to meet the accreditation recommendation. K. Pristanski responded that an evaluation should probably be done every two years.  ● S. Duranceau noted that a policy would have to be developed and the policy can state how often such evaluation should be conducted.  ● **K. Pristanski will research a policy and secure a COS to conduct the evaluation.**  **5.4 Senior Friendly Initiative Strategy: Committee Members:**  ● L. Heerema reported that the committee consists of herself (CNO), the Occupational Health Nurse, the LTC Nurse Manager, the AC/ER Nurse Manager, the Occupational Therapist and the Social Worker.  ● L. Heerema added that a teleconference is scheduled for tomorrow.  ● She added that the initiative is still in its early stages; therefore there is no external representative on the committee yet.  **5.5 Response from NW LHIN re: Merger – Update:**  ● J. McPherson reported that a response has not yet been received. **Another letter will be sent and if a response is still not been received in two weeks’ time, then a phone call will be made.**  ● V. Chapais suggested that perhaps someone should attend the upcoming Christmas Open House and inquire about the support. J. McPherson responded that he is not planning to attend the Open House.  ● V. Chapais then suggested to inquire if a representative from the Nipigon Hospital is attending the Open House and can inquire on our behalf. **K. Pristanski will check with Carl White.**  **5.7 Ethics Committee Membership:**  ● L. Heerema reported that she has not had the chance to contact Pastor Steve Woods yet.  **5.8 Palliative Care Room Update:**  ● L. Heerema reported that she has not had the chance to look into renovations for the palliative care room. However, an AC/ER Nurse Manager has been hired (Cathy King) and one of her duties will be to look after the renovations.  ● L. Heerema added that the position will be temporary at this time. |  |
| **6. CAPITAL PLAN ED RELOCATION PROJECT** | |
| ● K. Pristanski highlighted the update/schedule.  ● He reported that another meeting is scheduled for this Friday to review the second draft. Following the meeting and review of the draft, the Master Program will be sent to the architects.  ● Dr. Zufelt inquired if a physician was invited to participate in the meetings with Agnew Peckham. K. Pristanski responded that the COS was invited to attend; however he has not attended.  ● K. Pristanski added that the COS can designate another physician to attend the meetings on his behalf.  ● L. Heerema briefed about the last couple of meetings with Pat Cawley. |  |
| **7. NEW BUSINESS** | |
| ● None. |  |
| **8. LINKAGES AND PARTNERSHIPS** | |
| 8.1 Geraldton Hospital Auxiliary:  ● M. Lankin reported that the Auxiliary had a booth at the craft show and at the RBC recently. The exposure has resulted in the recruitment of approximately 50 new members.  It was moved by M. Lankin and seconded by W. Anton that the report from the Auxiliary be accepted.  8.2 Board of Directors QI Team Notes:  ● A meeting was not held in November.  ● The next meeting is scheduled for tomorrow.  8.3 Ethics Committee Minutes – Oct. 30/14:  ● It was noted to amend the minutes that it is the hospital grounds that will become smoke-free; not the hospital, as the hospital is already smoke-free.  ● A brief discussion was held regarding the hospital grounds becoming smoke-free by January 1, 2016.  ● It was noted that staff, patients, visitors, etc. will have to go across the street, off hospital property, to smoke.  It was moved by C. Tschajka and seconded by S. Lafrance that the report from the Ethics Committee be accepted.  8.4 Volunteer Tree of Life Notes – Nov. 18/14:  ● A. Johnston highlighted the notes. A couple of typos were noted.  ● J. McPherson noted that he received the nomination package. If anyone has suggestions/ideas for nominees, please contact him.  ● This will be added to the January meeting agenda.  It was moved by A. Johnston and seconded by D. Boulanger that the report from the Volunteer Tree of Life Committee be accepted.  8.5 Quality Improvement Committee Meeting – November 20/14:  ● 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.  8.6 Nominating Committee Minutes – Nov. 21/14:  ● K. Pristanski noted that there is a long list of potential candidates to contact.  ● D. Lauzon noted that she has not heard from Myrna Letourneau yet.  ● An update will be provided at the next meeting.  It was moved by C. Tschajka and seconded by W. Anton that the report from the Nominating Committee be accepted. | **Carried**  **Carried**  **Carried**  **Carried**  **Carried** |
| **9. MEDICAL STAFF** | |
| ● The next MAC meeting is scheduled for Thursday, December 11, 2014 |  |
| **10. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● L. Heerema asked if there were any questions regarding her report.  ● She briefed about the P.A.R.T.Y. (Prevention of Alcohol Related Trauma to Youths) program, noting that the other 2 high schools (Longlac and Reserve 58) will be invited dependent on availability.  **It was moved by D. Boulanger and seconded by S. Tyance that the CNO report be accepted.** | **Carried** |
| **11. CHIEF OF CLINICAL SERVICES (CCS) REPORT** | |
| ● S. Duranceau reported that the physiotherapist who came for a site visit last month has accepted the position. He is looking at starting mid-January.  **It was moved by W. Anton and seconded by S. Tyance that the CCS report be accepted.** | **Carried** |
| **12. CEO REPORT** | |
| ● K. Pristanski highlighted his report.  ● K. Pristanski asked if there were any questions regarding his report.  **It was moved by A. Johnston and seconded by C. Tschajka that the CEO report be accepted.** | **Carried** |
| **13. ROUND-TABLE DISCUSSION** | |
| ● Dr. Laine reported that Dr. Crawford has signed on with the Medical Group. She will be starting on January 12/15 on a part-time basis (3 days/week). She will work at the clinics only (Geraldton and Nakina).  ● L. Heerema inquired about a tour of nursing departments. **K. Pristanski will check the Board’s education schedule.**  ● A. Johnston noted that it was a good meeting.  ● S. Lafrance noted that the meeting is moving right along tonight.  ● D. Boulanger noted that it was a good meeting.  ● V. Chapais said another year gone. He wished everyone a Merry Christmas.  ● S. Tyance said it was a good meeting and yet another year gone. She wished everyone a Merry Christmas and she apologized for being late for the meeting.  ● W. Anton said it was a great meeting.  ● C. Tschajka said that it was a nice, short agenda.  ● J. McPherson noted that the GDH Board should consider inviting TB Regional representatives to do a 30-minute presentation regarding patient-centered care (perhaps for the March meeting). **L. Heerema will look into it.**  ● C. Tschajka added that perhaps a presentation regarding patient-centered care can be held for the staff also. The managers will look into it. L. Heerema added that every TB Regional committee has patient advocate members. |  |
| **14. BI-MONTHLY MEETING SELF-EVALUATION:** | |
| ● Members were reminded to complete their evaluations and hand them to D. Lauzon.  ● **The summary will be reviewed at the next meeting.** |  |
| **15. TERMINATION OF REGULAR BOARD MEETING** | |
| ● Following a brief discussion regarding a date for the January Board meeting, it was decided to hold the meeting on Tuesday, January 13, 2015.  **It was moved C. Tschajka and seconded by W. Anton that the regular meeting be adjourned at**  **6:43 p.m.** | Carried |