Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, December 3, 2013 at 6:00 p.m.

Present: Jamie McPherson Deanna Thibault (T) Willy Anton

Voting Margaret Anne Darling Audrey Johnston Dorene Boulanger

Dale Randa

Non-Voting Kurt Pristanski Dr. Ryan Zufelt Sylvie Duranceau

Diane Kampela (recorder)

Regrets: Victor Chapais Chico Tschajka Melanie Lankin

Voting

Regrets: Dr. Roy Laine Laurie Heerema

Non-Voting

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

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

**Leave of Absence Total 1**

**Total Board Members (voting): 10 Present: 7 Attendance: 70%**

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| 1. CALL TO ORDER | |
| * 1. The meeting was called to order at 6:07 p.m., by the Chair, Jamie McPherson.   **1.2 Correspondence:**  1.2.1 NW LHIN Annual Open House:  ● J. McPherson stated that if anyone wishes to attend the NW LHIN Annual Open House to contact D. Kampela.  1.2.2 NW LHIN Save the Date:  ● The memo was distributed at the start of the meeting.  ● The next NW LHIN governance to governance session is scheduled for Monday, January 27/14.  ● **Members were asked to contact D. Kampela if they wish to participate via videoconference.**  1.2.3 NW LHIN re: Base Funding Adjustment:  ● The notice was distributed at the start of the meeting.  ● K. Pristanski reported that the government reinstated the 1% funding to small hospitals, retroactive to April 1/13. The money will go into surplus funds this year.   * 1. **Education:**   1.3.1 Bylaw Review: Articles 1 to 4:  ● Articles 1 to 4 of the Bylaw were reviewed.  ● One value in the preamble was amended in accordance with the revised Mission, Vision, Value Statement.  ● A definition for “francophone member” will be added in the definition section.  ● Members discussed the need to have a definition for physician assistant. **K. Pristanski was asked to look into this item.**  ● A few minor changes were made.  ● **Articles 5 to 10 (approximately a dozen pages) will be reviewed at the next meeting.** |  |
| 2. ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● The following item was added to the agenda.  7.5 Volunteer Tree of Life Ad Hoc Committee  **It was moved by W. Anton and seconded by D. Boulanger to approve the agenda as amended.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None. |  |
| **4. ADOPTION OF MINUTES** | |
| **4.1 Regular Meeting, November 12, 2013:**  ● J. McPherson asked if there were any errors or omissions in the November 12, 2013 regular Board meeting minutes.  **It was moved by A. Johnston and seconded by W. Anton to accept the minutes as presented.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 Letter to S. Tyance re: Leave of Absence:**  ● A letter was sent to S. Tyance noting that the Board has granted her a leave of absence.  **5.2 Management Intern Proposal:**  ● This item will be discussed during the in-camera session.  **5.3 Investment Portfolio:**  ● D. Thibault reported that the starting balance of the investment was $4.2 million.  ● She added that the management expense on dividend is 2.21% annually.  **5.4 Congratulatory Letter to N. Gregorin and C. Murphy:**  ● A congratulatory letter was sent to both individuals regarding their invitation to be guest speakers during a falls prevention webinar.  **5.5 Congratulatory Letter to LTC Staff re: MOHLTC Inspection:**  ● A poster was distributed instead of a letter because the congratulatory involved several departments, not just LTC staff.  **5.6 Congratulatory Letter to N. Gregorin re: Preceptor Award:**  ● A letter was sent to N. Gregorin.  **5.7 GFHT Meeting Dates and Times:**  ● K. Pristanski reported that the GFHT Board meetings will be changed to the first Wednesday of the month.  ● A brief discussion took place regarding the Hospital Board meetings.  ● Members concurred to have dinner at 5:00 and the meeting at 5:30 p.m.  ● **D. Kampela will change the ad in the Times Star regarding the Board meeting time.** |  |
| **6. NEW BUSINESS** | |
| **6.1 Strategic Plan – Response to RFP from Facilitators:**  ● This item will be discussed during the in-camera session. |  |
| **7. LINKAGES & PARTNERSHIPS** | |
| **7.1 Geraldton Hospital Auxiliary:**  ● A. Johnston read the correspondence attached regarding the Auxiliary passing a motion to focus their 2014 fundraising efforts (a goal of $7,500) to be put towards a multi-purpose washer for the Hospital.  7.2 Board of Directors QI Team Meeting:  ● The meeting is scheduled for tomorrow.  7.3 Quality Improvement Committee Meeting – November 20/13:  ● A. Johnston asked if there were any questions regarding the minutes.  ● A brief discussion took place regarding Internet access for residents/families. K. Pristanski noted that residents can get the Internet hooked-up in their room at their own expense. He added that the hospital is investigating installing one central Internet hook-up in the LTC dining room.  It was moved by A. Johnston and seconded by M.A. Darling that the report from the Quality Improvement Committee be accepted.  7.4 Healthier Community Advisory Committee Minutes – November 14/13:  ● K. Pristanski asked if there were any questions regarding the minutes.  It was moved by D. Boulanger and seconded by M.A. Darling that the report from the Healthier Community Advisory Committee be accepted.  7.5 Volunteer Tree of Life Ad Hoc Committee:  ● A. Johnston reported that a meeting was held on November 18/13.  ● She briefed about the meeting, noting that:  -National Volunteer Week is April 6-12/14  -the Volunteer Social will be held on Monday, April 7/14  -the nomination packages were sent the week of November 18/13  -the nomination deadline is Friday, February 28/14  -the next meeting is scheduled for March 4/14  It was moved by A. Johnston and seconded by D. Randa that the verbal report from the Volunteer Tree of Life Ad Hoc Committee be accepted. | **Carried**  **Carried**  **Carried** |
| **8. MEDICAL STAFF** | |
| **8.1 Medical Advisory Committee Meeting:**  ● The next MAC meeting is scheduled for December 11/13. |  |
| **9. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● K. Pristanski reported that L. Heerema was in Sioux Lookout last week looking at the Meno Ya Win Health Centre’s closed loop medication distribution system and this week she is in London attending a conference. Therefore L. Heerema did not have time to submit a report. |  |
| **10. CHIEF CLINICAL SERVICES (CCS) REPORT** | |
| ● S. Duranceau asked if there were any questions regarding her CCS report.  ● Included in her report was a section on Accessibility Board training, which she reviewed with the Board members in detail. That included:  -Integrated Accessibility Standards Regulation (IASR) General Requirements  -Training  -Ontario Human Rights Code (section 1)  -Accessibility Policies and Plans (section 3 and 4)  -Procuring or Acquiring Goods, Service or Facilities (section 5)  -Self-Service Kiosks (section 6)  -IASR Information and Communications Standard  -Feedback (section 11)  -Accessible Format and Communication Supports (section 12)  -Emergency Procedures, Plans or Public Safety Information (section 13)  -Accessible Website and Web Content (section 14)  -IASR Employment Standard  -Recruitment, Assessment or Selection Process (section 22 to 24)  -Informing Employees of Supports (section 25)  -Accessible Formats and Communication Supports for Employees (section 26)  -Workplace Emergency Response Information (section 27)  -Documented Individual Accommodation Plans (section 28)  -Return to Work Process (section 29)  -Performance Management, Career Development, Redeployment (section 30 to 32)  -IASR Transportation Standard  -How is the Hospital Complying  -Information regarding Additional Resources  ● S. Duranceau added that if anyone needs clarification to please contact her.  **It was moved by W. Anton and seconded by A. Johnston that the CCS report be accepted.** | **Carried** |
| **11. CEO REPORT** | |
| ● K. Pristanski highlighted his report.  ● Christmas Dinner and Dance: D. Kampela reported that the dinner is sold out. There is a waiting list. D. Randa will make a speech at the dinner on behalf of the Board.  ● Health Links: this is very challenging.  ● Emergency Department Relocation Project: an email was finally received from the LHIN (following 3 requests) stating that they support the project. Part B of the project request can now be submitted.  **It was moved by D. Boulanger and seconded by A. Johnston that the CEO report be accepted.** | **Carried** |
| **12. ROUND-TABLE DISCUSSION** | |
| ● A. Johnston noted that it was a very good meeting.  ● D. Boulanger noted that it was a very good meeting and she is pleased to see that the meeting time was advanced.  ● M.A. Darling noted that it was a very good meeting.  ● W. Anton noted that it was a good meeting.  ● D. Randa noted that it was a good meeting. |  |
| **13. BI-MONTHLY MEETING SELF-EVALUATION:** | |
| ● Members were asked to complete the self-evaluation.  ● The summary will be reviewed at the next meeting. |  |
| **14. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved D. Randa and seconded by D. Boulanger that the regular meeting be adjourned at 7:37 p.m.** | Carried |