Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, December 5, 2017 at 5:30 p.m.

Present: Jamie McPherson Dorene Boulanger (T) Kathryn Legault (T)

Voting Terry Popowich Willy Anton Myrna Letourneau

Marlo Sobush (T) Ralph Humphreys (T) Chico Tschajka

Non-Voting Lucy Bonanno Sylvie Duranceau Laurie Heerema

Adam Kolisnyk Dr. Roy Laine Sandra Penner (recorder)

Regrets: Mark Wright Sheri Taylor

Voting

Regrets: Dr. Ryan Zufelt

Non-Voting

Guests: Shahbaz Haque

# 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 | |
| **1.1.1 Welcome and Chair’s Opening Remarks:**  ● The meeting was called to order at 5:30 p.m., by the Chair, J. McPherson.  ● J. McPherson read the Treaty Acknowledgement.  **1.1.2 Accreditation Update:**  **1.1.2.1 Accreditation Standard 12.1.6**  ● Deferred  **1.1.2.2 Accreditation Standards review from November meeting**  ● Accreditation Item 2.3 – L. Heerema noted she will start PFA education in January and the PFA will be at the board meeting in February. This person will be a participating non-voter.  ● Accreditation Item 10.5 – L. Heerema will provide the new PFAs orientation and will be the liaison with these individuals as to what the expectations are. All 4 of the PFA’s are professional individuals and L. Heerema feels they will fit in nicely. Bonnie Nicholas, the PFCC Lead, Patient Advocate with TBRHSC and Keith Taylor who is the Co-Chair of the PFA Council will be coming to Geraldton District Hospital in the spring to talk to our PFA’s to help ease them into the role.   * 1. **Correspondence:**   **1.2.1 Update on Broader Public Sector Executive Compensation:**  ● J. McPherson reported that he has not heard any additional information on this item. The Government is currently going through all the submissions and early February is the implementation date.  **1.2.2. North West LHIN Webinar – Governance to Governance**  ● J. McPherson reported that he participated in the above Webinar on November 30, 2017. Susan Pilatzke was the presenter instead of Laura Kokocinski. The presentation discussed access to care with the LHIN taking over CCAC, to which they admit they are struggling. **J. McPherson requested S. Penner to forward a copy of the presentation to all Board Members.**  ● J. McPherson noted that Physician funding is being rolled in but they are not part of the LHIN.  ● J. McPherson reported that we are now Sub regions of the District of Thunder Bay with the recent name change to meet the Provincial protocol. The LHIN is working from the 10 year blueprint of which we are currently in year 6.     * 1. **Education:**      1. **Cyber Security Presentation**   ● A Cyber liability slide presentation was included with the meeting package and Shahbaz Haque from HIROC Insurance spoke to the group by telephone.  ● He indicated Geraldton District Hospital has coverage for 2 types of claims:  - Privacy Liability – for example an employee snooping or a lost laptop resulting in any lawsuits are covered up to 15 Million.  - Privacy Injury is someone hacking in and holding data hostage.  ● S. Haque noted that HIROC covers 2 types of costs, one being the cost to defend the hospital and the second to cover the loss with the defense costs being unlimited.  ● It was noted that with ransom ware Canada is a very high target. The criminals do not do anything with the information but they will lock it so it is not accessible. The hospital has up to $ 75,000 coverage for ransom ware. This is more an inconvenience to a business then a danger to the data. HIROC will cover for extra staffing etc for interruptions lasting over 48 hrs.  ● S. Haque noted HIROC has a Cyber Risk Management Guide which he will have sent to L. Bonanno.  ● J. McPherson inquired how often are data backups done and S. Duranceau advised daily.  ● J. McPherson inquired when was the last time one of the backups was tested?  ● L. Bonanno noted that we have done recent upgrades to the server.  **1.3.2. Patient Complaint Examples**  ● L. Heerema noted that the examples should be of patient stories and not complaints. The agenda item of ‘Patient Stories’ to be added to the next agenda.  ● L. Bonanno noted she received a call from a client who stated she was in the Emergency Department and was not happy they were not being offered the services they expected. Everyone from the Management Team had left for the day. The next morning L. Heerema looked into this complaint. No one matching the complainants name had registered in Emergency the day before. The phone number they had left was for a deceased person in Timmins. L. Heerema researched this for hours and could not find the person.  ● L. Bonanno reported the patient claimed she was going to the press, the hospital was lazy and would not do blood work on her children. In the end L. Heerema and L. Bonanno believe she may have been calling our hospital in error. No additional contact was received from this complainant.  ● L. Bonanno noted all complaints are researched and time and resources are used to investigate every call.  ● J. McPherson thanked L. Heerema for her due diligence~~s~~ and noted all concerns need to be thoroughly investigated. |  |
| 2.0 ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● The following item was added to the agenda.  ● 8.3 Tree of Life committee added by J. McPherson    **It was moved by C. Tschajka and seconded by D. Boulanger to approve the agenda as amended.** | **Carried** |
| **3.0 DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None declared |  |
| **4.0 CONSENT AGENDA** | |
| **4.1 Regular Board Meeting Minutes – November 14, 2017:**  **4.2 PFCC Meeting Minutes – November 13, 2017:**  **4.3 Medical Advisory Committee Meeting Minutes – November 27, 2017:**  **4.4 CCS Report:**  **4.5 CNE Report:**  **4.6 CFO Report:**  **It was moved by M. Letourneau and seconded by T. Popowich to accept the Consent Agenda as amended.** | **Carried** |
| **5.0 ITEMS LIFTED FROM CONSENT AGENDA** | |
| **Board of Directors Meeting Minutes – November 14, 2017**  ● 1.1.3 M. Letourneau noted on Page 17 under bullet 6 - “M. Letourneau inquired if this standard is eluding to peer evaluations” was incorrectly stated. The statement should have read “J. McPherson would review the evaluation and review with members as required”.  ● 7.2 M. Letourneau noted Page 19 under bullet 4 – she requested the last sentence “Locums do provide care they are not able to provide the follow up care required” be removed as she did not provide this statement.  ● 10.2 M. Letourneau noted Page 19 under bullet 2 Friske is spelled with an ‘e’ and not a ‘y’.  **It was moved by W. Anton and seconded by T. Popowich to accept the Board of Directors Meeting Minutes of November 14, 2017 as amended.**  **PFCC Meeting Minutes – November 13, 2017**  ● J. McPherson noted he requested the PFCC Meeting Minutes be pulled to ensure the Board is aware of these minutes and too thank L. Heerema for her work getting this committee started.  ● L. Heerema indicated it will be a slow process as they have to create their own council. One PFA representative will be on the QI Committee, one on the Board of Directors, one on the Privacy Committee and the fourth will be involved with individual projects.  ● J. McPherson requested for the April Board meeting that a line item be added to the agenda for PFCC.  **It was moved by M. Letourneau and seconded by W. Anton to accept the PFCC Meeting Minutes of November 14, 2017 as presented.**  ● L. Heerema noted several small spelling and grammatical errors have been corrected within the items of the Consent Agenda. | **Carried**  **Carried** |
| **6.0 BUSINESS ARISING FROM MINUTES** | |
| **6.1 Checklist of Governance Practices:**  **6.1.1 Committee Chair Terms – Rolls and Responsibilities**  ● J. McPherson requested members who have not yet signed to do so.  **6.1.2 Board Committees**  ● J. McPherson to follow up to when the Bylaw is changed. The Committee Terms of Reference was removed and replaced by Governance process added to Policy GP20, PG 23 and GP 24. In the Terms of Reference under these Policies how the committees report is set up. **If you do not have updated Policies and Procedures advise S. Penner and she will provide copies.**  **6.1.3 Decision Items Separated from Information Items**  ● J. McPherson noted that he is working with S. Penner on a revised agenda which will have motions clearly identified and will have individual resolutions. J. McPherson noted this will work more into governance discussions. The January agenda will be in standard format with the example agenda. |  |
| **7.0 CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● L. Bonanno noted she is working with architects to get Stage 3.1 of the Emergency Department expansion plans completed which will hopefully be done before Christmas.  ● T. Popowich inquired the Capital list is showing 14% of projects cancelled or deferred so is funding lost if it is not used.  ● A. Kolisnyk indicated that it is not and he will be calling a meeting to address the use of these funds. |  |
| **8.0 NEW BUSINESS** | |
| 8.1 Senior Supportive Housing Meeting Minutes – November 22, 2017:  ● L. Bonanno reported that the Municipality hired consultants to analyze this area and identified the gap in our region for Senior Supportive Housing.  ● L. Bonanno noted that she and M. Wright had a discussion to form a committee with both as co-chairs to look at addressing this issue.  ● L. Bonanno reported the committee currently has no formal Terms of Reference. They have reviewed the plan provided by the consultants and identified four main points  – This is something the community requires as the aging population is the fastest growing sector in Greenstone  – This has to be sustainable   * It would be best built close to the hospital and the clinic * The vision is to create a health hub for seniors. As we progress there will be additional people added to the committee. Next meeting has not been scheduled yet however, this is going to be a slow process but it is moving forward.   ● D. Boulanger inquired if it will just be supportive housing or will there be apartments.  ● L. Bonanno responded that the committee is not at a stage yet to determine the exact outcome. It will depend on what funding is going to be available but the program will be targeting the most vulnerable. Marathon has a supportive housing project underway so the committee will be looking at different models.  8.2 Changes to Agenda and Resolution  ● Deferred  8.3 Tree of Life Committee  ● J. McPherson noted that A. Johnston was the representative for the Board of Directors on the Tree of Life Committee.  ● M. Letourneau inquired if the board would like her to act as the Board representative moving forward and J. McPherson accepted the suggestion.  ● M. Letourneau noted she would like someone to work with her to pick two candidates. W. Anton and R. Humphreys volunteered to work with M. Letourneau. |  |
| **9.0 LINKAGES AND PARTNERSHIPS** | |
| 9.1 QIC Meeting Minutes and Score Card – November 16, 2017:  ● R. Humphreys reported he is enjoying working on this committee and finds it interesting. All the statistics have explanations and he feels the staff is working well to fix things before any issue gets worse.  It was moved by R. Humphreys and seconded by C. Tschajka to approve the November 16, 2017 Quality Improvement Committee minutes as presented.  9.2 Geraldton District Hospital Auxiliary (GDHA) Report:  ● M. Letourneau~~’s~~ presented her Auxiliary Report. On behalf of the Auxiliary she would like to thank the hospital for including them in the annual Christmas dinner.  ● M. Letourneau reported the Auxiliary will be going into LTC next week to distribute gifts of non-slip socks and. Poinsettia plants to the residents. Poinsettia plants will also be given to the ALC patients currently residing on the Acute Care ward.  ● M. Letourneau reported the Auxiliary will be replacing the hair dressing chair / sink. 2018 is fast approaching and the Auxiliary will be starting their membership drive. Packages will be going out to the Board in February 2018.  It was moved by M. Letourneau and seconded by W. Anton that the report from the Auxiliary be accepted as presented. | **Carried**  **Carried** |
| **10.0 MEDICAL STAFF** | |
| **10.1 Physician Privileges:**  ● Dr. Laine presented the list of Physicians to receive privileges.  ● C. Tschajka inquired as to what Courtesy privileges were and S. Duranceau noted this was to approve the Physician for ordering lab and imaging testing at Geraldton District Hospital.  **It was moved by M. Letourneau and seconded by T. Popowich that the Board of Directors approves the list of physician privileges as presented.** | **Carried** |
| **11.0 CHIEF EXECUTIVE OFFICER (CEO) REPORT** | |
| ● L. Bonanno presented her report. Recruitment of Physicians is difficult and this is an issue right across the province.  ● Dr. Laine reported he receives faxes regularly from places looking for physicians  ● L. Bonanno reported she is currently working with the Municipality of Greenstone for co-funding for physician recruitment.  ● J. McPherson noted he is very pleased that L. Bonanno is on the committee working on this.  **It was moved by M. Sobush and seconded by K. Legault that the report from the CEO be accepted as presented and discussed.** | **Carried** |
| **12.0 ROUND TABLE DISCUSSION** | |
| ● S. Duranceau announced the hospital has now hired a full time Physiotherapist and Occupational Therapist.  ● L. Heerema noted that the hospital has so many ALC’s right now (10) that she will be donating $ 10 to each for a Christmas gift.  ● K. Legault reported that she enjoyed the Senior Supportive Housing meeting.  ● J. McPherson requested the Board Committee and Representative sheet be included in the **January meeting package to ensure it is up-to-date.** |  |
| **13.0 MONTHLY MEETING EVALUATION:** | |
| ● The summary was reviewed and J. McPherson noted that he appreciates the comments. |  |
| **14.0 TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved by C. Tschajka and seconded by T. Popowich that the regular meeting be adjourned at 6:58 p.m.** | Carried |

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Board Chair Signature