Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, February 4, 2014 at 5:30 p.m.

Present: Jamie McPherson Victor Chapais Willy Anton

Voting Margaret Anne Darling Audrey Johnston Dorene Boulanger

Dale Randa Melanie Lankin Chico Tschajka

Non-Voting Kurt Pristanski Dr. Roy Laine Sylvie Duranceau

Laurie Heerema Diane Kampela (recorder)

Regrets: Deanna Thibault Shirley Tyance

Voting

Regrets: Dr. Ryan 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. CALL TO ORDER | |
| * 1. The meeting was called to order at 5:28 p.m., by the Chair, Jamie McPherson.   **1.2 Correspondence:**  1.2.1 NW LHIN re: EldCap Staff Training:  ● K. Pristanski reported that one-time funding of $2,500 was received.  ● C. Murphy is in the process of arranging special training for LTC staff.  1.2.2 NW LHIN re: Physiotherapy Funding:  ● K. Pristanski reported that funding was received from the NW LHIN to help improve physiotherapy and exercise services in the LTC unit. The rehab aide will be able to provide more patient care by having a part-time clerk do most of the clerical work.  ● The job has already been posted since the funds were back-dated to August 2013.   * 1. **Education:**      1. NW LHIN: Governance to Governance Session:   ● Verbal reports were provided by members who attended the G2G session on January 27/14.  ● K. Pristanski reported that 3 presentations were held regarding real amalgamation of organizations. The Chair of the NW LHIN heavily encouraged integration at the Board level. To-date, integration has only occurred at the service level. K. Pristanski suggested that Geraldton District Hospital be the leader in initiating discussions with other Boards in the Geraldton and Longlac area.  ● A. Johnston reported that integration will require; assistance from the LHIN, legal representation and indicators for evaluation. She added that the process should be Board driven.  ● W. Anton reported that there are various concerns and many problems with integration.  ● V. Chapais concurred with K. Pristanski. However, the Hospital Board needs to plan for the future first before planning a meeting with other Boards.  ● Overall, the members who attended the session agreed that amalgamation issue was all that was discussed at the meeting.  ● Dr. Laine noted that from a medical point of view, physicians don’t know what other agencies are doing.  ● D. Randa noted that the situation is similar to the government pushing municipalities to amalgamate in the late 1990s. D. Randa suggested focusing with the Hospital Board only for the time being.  ● K. Pristanski reported that the funding proposal for hubs last year was turned down, as well as other communities that submitted similar Hub proposals. He concurred that the Hospital Board should have a special meeting to decide what the Geraldton District Hospital Board wants and then invite other health care organizations to discuss options. The Hospital should be the leader in this direction even though many of the other organizations may not be willing.  ● J. McPherson asked the members if they wished to continue this discussion now or wait to discuss it with the strategic planning process. K. Pristanski reported that the strategic plan process was delayed one month because Aroland wanted their own meeting and then they cancelled. The meeting will be rescheduled.  ● **Members agreed to discuss this issue further, in conjunction with next month’s strategic planning report.**  ● C. Tschajka suggested inviting Roy Sinclair, or another municipality member to discuss the amalgamation of the Greenstone communities and problems that ensued with it. Board members declined.  ● K. Pristanski added that rules already exist for amalgamation of corporations and labour issues.  ● K. Pristanski noted that it is a performance obligation in the H-SAA that all hospitals advance implementation of the NW LHIN’s Blueprint.  1.3.2 Bylaw Review: Articles 11 to Appendix A:  ● Articles 11 to Appendix A of the Bylaw were reviewed with a few amendments.  ● **A final review of the revised Bylaw will take place at the next meeting.** |  |
| 2. ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● The following items were added to the agenda.  6.2 Smoking Ban on Hospital Property  7.5 Volunteer Tree of Life Ad Hoc Committee  **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. ADOPTION OF MINUTES** | |
| **4.1 Regular Meeting, January 7, 2014:**  ● J. McPherson asked if there were any errors or omissions in the January 7, 2014 regular Board meeting minutes.  **It was moved by A. Johnston and seconded by D. Boulanger to accept the minutes as presented.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 Promotion of Chemotherapy Services:**  ● K. Pristanski reported that L. Heerema spoke to the person in charge of statistics at the Cancer Care Centre and the information is difficult to gather.  ● K. Pristanski, L. Heerema and S. Duranceau met and developed a plan. The plan is as follows:  1. Request statistics.  2. Review the statistics.  3. Educate the physicians to plant a seed with patients regarding the Hospital’s chemotherapy services following their first treatment in Thunder Bay or earlier noting that chemotherapy services are indeed available in Geraldton and reduce much stress on the patient, as well as reducing the risk of traveling, especially in the winter.  4. Contact chemotherapy users for their opinion. One nurse will contact past patients and one nurse will contact present patients to get their input.  5. Upgrade the chemotherapy room.  6. Develop a feedback form for chemotherapy services.  7. A volunteer list of people to sit with patients while they receive their treatment was put together. However, patient consent is required first.  8. Apply for a grant to upgrade the room.  9. Once the room is upgraded, a picture and article will be taken and placed in the paper to promote the program.  **5.2 Home Care Services:**  ● K. Pristanski reported that the hospital temporarily assisted the VON to help them over the Christmas holidays when they had a nursing shortage. However, hospital nurses are now getting burned out.  ● K. Pristanski contacted CCAC to schedule a meeting between CCAC and VON to discuss the potential of transitioning the service from VON to the Hospital. A meeting will hopefully take place in the near future.  ● L. Heerema added that there is currently a full-time Hospital RPN seeing most of the VON patients.  **5.3 ER Expansion Plan:**  ● K. Pristanski reported that with the help of staff and physicians, everyone worked together in 2009 to develop the layout of the proposed expansion. He highlighted the attached plans.  ● He noted that the expansion would improve patient flow, infection control, safety and confidentiality.  ● J. McPherson noted that the Hospital now has many new staff members and he suggested that the staff be re-educated on the need for the expansion.  **5.4 Information Screen Font:**  ● K. Pristanski reported that the font can be increased but he is not sure if it has been done yet.  ● It was suggested to also update the pictures on the screen. |  |
| **6. NEW BUSINESS** | |
| **6.1 Governance Process Policies and Procedures:**  ● Policies BOD-GP1 to 17 were reviewed.  ● BOD-GP1: “Board chair and” was deleted from item 4.e.  ● BOD-GP12: the policy should match Appendix A of the Bylaw. **K. Pristanski will review.**  **It was moved by C. Tschajka and seconded by M.A. Darling that the Board approve all of the Governance Process policies and procedures as reviewed and amended, except for policy BOD-GP12, which will be reviewed again next month.**  **6.2 Smoking Ban on Hospital Property:**  ● A. Johnston reported that there is a mess in front of the Hospital with all the cigarette ends. She noted that she read an article that the Marathon, Manitouwadge and Terrace Bay hospital properties are now smoke-free. She would like to see this put in place at GDH.  ● K. Pristanski responded that it is difficult because of the few residents who do smoke and the Hospital is their home. They would have to cross the road to go smoke and it would not be safe.  ● K. Pristanski added that perhaps an ad hoc committee should be formed to investigate this issue and make recommendations, as well as contact other hospitals for their policies.  ● A. Johnston, K. Pristanski and L. Heerema will sit on the ad hoc committee.  ● V. Chapais suggested asking for staff representation on the ad hoc committee (a smoker and a non-smoker). Members concurred. **K. Pristanski will send a memo to all staff looking for volunteers.** | **Carried** |
| **7. LINKAGES & PARTNERSHIPS** | |
| **7.1 Geraldton Hospital Auxiliary:**  ● M. Lankin reported that the Auxiliary hold their meetings on the third Monday of every month.  ● Members noted that the volunteer hours drastically increased in 2013. M. Lankin responded that there are many new volunteers.  ● M. Lankin also reported that the Penny Auction will be held on March 22/14 from 2:00 to 4:00 p.m. at the Legion.  ● C. Tschajka suggested that an appreciation letter be sent to the Auxiliary on behalf of the Board for all their work and dedication. **J. McPherson will send a letter.**  **It was moved by M. Lankin and seconded by D. Boulanger that the report from the Geraldton District Hospital Auxiliary be accepted.**  7.2 Board of Directors QI Team Meeting – January 8/14:  ● K. Pristanski asked if there were any questions regarding the notes.  ● V. Chapais noted from the score card that the Board attendance is low. Staff have to meet their indicator targets; therefore Board members should have to meet theirs also.  It was moved by W. Anton and seconded by C. Tschajka that the report from the Board of Directors QI Team be accepted.  7.3 Quality Improvement Committee Meeting – January 15/14:  ● A. Johnston asked if there were any questions regarding the minutes.  It was moved by A. Johnston and seconded by D. Randa that the report from the Quality Improvement Committee be accepted.  7.4 Fiscal Advisory Committee Minutes – January 13 and 21/14:  ● K. Pristanski noted that two FAC meetings were held and the deadline to submit the HAPS is February 14/14.  ● He noted that the FAC recommends to the Board the balanced third draft of the HAPS.  ● Board members reviewed the minutes and the third draft of the HAPS.  ● It was requested to verify the “budgeted salaries” grand total.  It was moved by D. Boulanger and seconded by D. Randa that the report from the Fiscal Advisory Committee be accepted.  It was moved by A. Johnston and seconded by M. Lankin that the Board approve the 2014-2015 Hospital Annual Planning Submission, as recommended by the Fiscal Advisory Committee.  7.4.1 2014-2015 HAPS:  ● Reviewed and approved under item 7.4.  7.5 Volunteer Tree of Life Ad Hoc Committee:  ● A. Johnston reported that the nomination deadline for the tree of life is February 28. The Board can submit two names.  ● K. Pristanski reported that no new candidate has reached the criteria for nomination. There are past Board members who do but there is not enough detailed information available on them for submission.  ● A. Johnston suggested that the information on hand be submitted to the Ad Hoc Committee for review. J. McPherson will try to complete the nomination form with the information he already has.  ● A. Johnston reported that the next Volunteer Tree of Life Ad Hoc Committee meeting is March 4/14.  ● She also reported that the Volunteer Social will be held on Monday, April 7/14 at 7:00 p.m.  It was moved by A. Johnston and seconded by M. Lankin that the verbal report from the Volunteer Tree of Life Ad Hoc Committee be accepted. | **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried** |
| **8. MEDICAL STAFF** | |
| **8.1 Medical Advisory Committee Meeting:**  ● The minutes of the January 29/14 meeting will be distributed at next month’s meeting.  ● Dr. Laine reported that there are currently 2 students in Geraldton at this time. |  |
| **9. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● L. Heerema reported that things are running well.  **It was moved by M. Lankin and seconded by W. Anton that the CNO verbal report be accepted.** | **Carried** |
| **10. CHIEF OF CLINICAL SERVICES (CCS) REPORT** | |
| ● S. Duranceau reported that recruitment for an occupational therapist is ongoing.  ● She also reported that Dr. Susini will be leaving the medical group at the end of the month.  ● She added that there has been a couple of physician inquiries but nothing concrete.  **It was moved by A. Johnston and seconded by C. Tschajka that the CCS verbal report be accepted.** | **Carried** |
| **11. CEO REPORT** | |
| ● K. Pristanski highlighted his report.  ● Capital Plan: K. Pristanski will request a support letter from the Minister of Rural Affairs. He added that the Ministry contacted him last week to discuss the ED Expansion Proposal. The Ministry stated that ancillary fees should be 22.3% and that the plans should be made smaller. K. Pristanski suggested to the Ministry that instead of reducing the scope of the proposal, the Hospital submit a second proposal to build the ambulance drive-through separately. This would reduce the cost of the first project by approximately $500,000 and the second proposal would be paid entirely by the hospital from its reserves. This would keep the main ED expansion proposal under $10M. The cost estimate was redone and resubmitted to the Ministry this morning. K. Pristanski noted that should a new hospital be considered, it would be smaller than the current hospital.  **It was moved by W. Anton and seconded by D. Randa that the CEO report be accepted.** | **Carried** |
| **12. ROUND-TABLE DISCUSSION** | |
| ● No concerns or comments were reported. |  |
| **13. INDIVIDUAL BOARD MEMBER ASSESSMENT:** | |
| ● Members were asked to complete the assessment and submit it to J. McPherson.  ● J. McPherson will compile the results. |  |
| **14. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved C. Tschajka and seconded by M. Lankin that the regular meeting be adjourned at 7:07 p.m.** | Carried |