Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, January 12, 2016 at 5:30 p.m.

Present: Dorene Boulanger Mark Wright Willy Anton

Voting Shirley Tyance Ralph Humphreys Kathryn Legault

Debbie Charles Myrna Letourneau Chico Tschajka

Non-Voting Lucy Bonanno Laurie Heerema Dr. Laine

Sylvie Duranceau Diane Lauzon (recorder)

Absent: Dean Burke

Regrets: Jamie McPherson

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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| CALL TO ORDER | |
| 1. The meeting was called to order at 5:28 p.m., by the Acting Chair, D. Boulanger.   ● D. Boulanger wished everyone a Happy New Year and she welcomed Kathryn Legault to the Board.  **1.2 Appointment of Kathryn Legault:**  ● D. Boulanger noted that a motion is required to appoint K. Legault to the Board of Directors for the remaining year of 2015-2016.  **It was moved by M. Letourneau and seconded by W. Anton that K. Legault be appointed to the Board of Directors, for the remaining year of 2015-2016.**   * 1. **Correspondence:**   ● None.   * 1. **Education:**   1.4.1 Transformation Meeting December 14-15/16: Update:  ● L. Bonanno reported that she attended various LHIN meetings on December 14 and 15. It was very enjoyable and it was a great networking opportunity. Further information is included in the attached CEO report.  ● She added that J. McPherson, D. Boulanger, C. Tschajka and L. Heerema also attended one or both meetings.  ● C. Tschajka reported that he attended the Monday session and it was very interesting; however it was discussions previously heard. The LHIN is preparing us for what is to come. He added that B. Ktytor from the LHIN talked about the Blueprint.  ● D. Boulanger reported that she attended the Tuesday session regarding message delivery (how to talk to the media). There was also a great deal of discussion regarding integration.  ● Further discussion will be held during the in-camera session.  1.4.2 Health Achieve: Verbal Report:  ● M. Wright noted that the conference was mostly discussed and reported by others. However, he noted that there was a great deal of discussion regarding quality improvement. Many items are measured at the Board level.  1.4.3 Guide to Good Governance: Chapters 1 to 2:  ● Members reviewed Chapter 1: Framework and Good Governance.  ● C. Tschajka noted that the Hospital should be providing the public with updates regarding the expansion. He feels more people should be asking/inquiring about the project.  ● Members agreed that the public should be informed.  ● It was suggested to have a monthly newsletter.  ● L. Bonanno reported that more information will be posted on the Hospital website.  ● Members inquired about a Hospital Facebook page. D. Lauzon responded that the Hospital does indeed have a Facebook page with a link to the website.  ● A member inquired if we know how many hits the website receives. L. Bonanno will check with Kevin Belisle.  ● L. Bonanno reported that she has placed some updates on the website; she will also have them published in the newspaper.  ● It was suggested adding a link to the Hospice Northwest site on the website.  ● **L. Bonanno will include her website message in the next Board package.**  ● Members reviewed Chapter 2: Hospital Accountability and Stakeholder Relations.  ● D. Boulanger noted that page 26 of Chapter 2 (Entering into Accountability Agreements under the Commitment to the Future of Medicare Act) was very interesting. |  |
| 2.0 ADOPTION OF THE AGENDA | |
| ● D. Boulanger asked if there were any amendments to the agenda.  ● The following item was added:  7.5 Christmas Party Invites  **It was moved by C. Tschajka and seconded by M. Wright 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 – December 1, 2015:**  **4.2 Board of Directors QI Team Notes – December 2, 2015:**    **4.3 Healthier Community Advisory Committee Minutes – November 25, 2015:**  **4.4 Quality Improvement Committee Meeting Minutes – December 17, 2015:**  ● Moved to item 5.1.  **4.5 CNO Report:**  **4.6 CNO Report:**  **It was moved by W. Anton and seconded by R. Humphreys to accept the Consent Agenda as amended.** | **Carried** |
| **5.0 ITEMS LIFTED FROM CONSENT AGENDA** | |
| **5.1 Quality Improvement Committee Meeting Minutes – December 17, 2015:**  ● M. Letourneau inquired about item 6.0 “getting in concept with other teams”. D. Lauzon explained that the Hospital was looking at amalgamating all 7 QI Teams to one team. Instead of having 7 team meetings per month (some team members sitting on several of the teams); there would be one ½ day meeting per month.  ● L. Bonanno elaborated.  **It was moved by M. Wright and seconded by C. Tschajka to accept the Quality Improvement Committee Meeting Minutes as received.** | **Carried** |
| **6.0 BUSINESS ARISING FROM MINUTES** | |
| **6.1 Chief of Staff Evaluation: COS Responsibilities:**  ● D. Lauzon distributed the COS responsibilities prior to the start of the meeting.  ● **The information will be included in the next Board package** to discuss when Dr. Laine is available as he is the physician on-call at the moment and had to leave the meeting.  **6.2 HAPS: Housekeeping and Administrative Salaries: Values**  ● L. Bonanno reported that the column/data were actuals.  **6.3 Volunteers’ Tree of Life Nomination Package:**  ● D. Boulanger reported that J. McPherson suggested nominating Don Yule and Deanna Thibault.  ● M. Letourneau elaborated on the selection.  ● D. Lauzon added that not every organization submits nominations every single year.  ● S. Duranceau elaborated on how some past Board members were previously selected (by Kurt Pristanski).  ● A fairly lengthy discussion was held.  ● C. Tschajka recommended that the Board of Directors nominate the Geraldton District Hospital Auxiliary.  ● D. Lauzon reported that there are plaques in the boardroom that lists all past Board Chairs.  ● S. Duranceau explained how the tree of life came too.  ● It was suggested to put the history behind the tree of life on the hospital website.  ● **Nominations will be further discussed at the next meeting.**  **6.4 North Shore Board Chairs and CEOs Meeting:**  ● L. Bonanno spoke to Adam Brown and he has been extremely busy with the amalgamation of the Marathon and Terrace Bay hospitals. However, he said he would try to set up a meeting sometime in the new year. |  |
| **7.0 CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● L. Bonanno reported that she has not heard back from Maureen Judge yet. She added that the Hospital cannot move forward until the MOHLTC responds.  ● M. Letourneau suggested that L. Bonanno schedule an in-person meeting with Maureen Judge. |  |
| **8.0 NEW BUSINESS** | |
| 8.1 Vice-Chair Discussion (from Sept. 8/15 Meeting Discussion):  ● D. Boulanger reported that she does not feel comfortable and ready to move to the position of Chair for the next term.  ● She added that J. McPherson agreed to remain the Chair an extra year.  ● D. Boulanger does not feel she would do the Board justice as Chair.  ● C. Tschajka thanked D. Boulanger for her honesty and noted that he feels J. McPherson should continue to lead the Board with all the challenges up ahead.  ● Members concurred that the Vice-Chair should be prepared ahead of time, instead of waiting to be elected at the AGM.  8.2 Executive Limitations Policies (BOD-EXL1 – 11):  ● Members reviewed the policies.  ● BOD-EXL5 – Treatment of Clients: a member asked if there were guidelines in place as to how many nursing staff the Hospital can have. L. Heerema responded that there are no guidelines; however, the Hospital LTC is designated as an ELCAP facility; therefore we do not quality for extra funding. L. Heerema reported that things are getting difficult with residents and their demanding behaviours, etc. M. Letourneau asked if there is any way the Board can assist in the Hospital receiving extra funding. L. Heerema responded no; however she is looking at ways to schedule an extra PSW for 4 hours during the evening shift to help with bedtime preparations, etc. L. Bonanno added that management is aware of the issue; however other facilities are in worse situations than us. The Ministry is aware of our current client load. A lengthy discussion was held regarding the current situation on LTC.  ● BOD-EXL10 – Investment: M. Wright inquired about the Broader Public Sector Act restrictions regarding investments. L. Bonanno will follow-up with the auditors.  It was moved by M. Wright and seconded by R. Humphreys to approve the Executive Limitations policies and procedures as reviewed.  8.3 Organizational Chart:  ● L. Bonanno noted the two changes made to the organizational chart. The Administrative Services Assistant now reports to the CEO and the Occupational Health/Infection Control Manager now reports to the CNO.  8.4 Administrative Bylaw:  ● The review of the Bylaw will commence in February.  8.5 Christmas Party Invitations:  ● D. Boulanger inquired why retirees are not invited to the Hospital Christmas party.  ● Following a brief discussion, D. Lauzon will bring this forward to the next Employee Health, Wellness, Reward and Recognition Team.  ● C. Tschajka asked if the GFHT is invited to the Christmas party. He added that he has seen other organizations celebrate together. Times are changing and fewer people attend parties.  ● S. Duranceau responded that a line needs to be drawn somewhere as to who gets invited. In the end, it is a Hospital party and we do not want staff being unable to attend while members from other organizations attend. |  |
| **9.0 LINKAGES AND PARTNERSHIPS** | |
| 9.1 Geraldton District Hospital Auxiliary (GDHA) Report:  ● D. Lauzon distributed the Auxiliary report before the meeting.  ● M. Letourneau highlighted the report.  ● C. Tschajka inquired about the amount of dollars the Auxiliary has spent on Hospital purchases/donations over the years. M. Letourneau will try to find out.  It was moved by M. Letourneau and seconded by C. Tschajka that the report from the Auxiliary be accepted. | **Carried** |
| **10.0 MEDICAL STAFF** | |
| **10.1 Physician Privileges:**  ● None. |  |
| **11.0 CHIEF EXECUTIVE OFFICER (CEO) REPORT** | |
| ● Members briefly reviewed the CEO report.  ● Some items will be discussed during the in-camera session.  **It was moved by C. Tschajka and seconded by W. Anton that the report from the CEO be accepted.** | **Carried** |
| **12.0 ROUND TABLE DISCUSSION** | |
| ● D. Charles noted that it was a good meeting.  ● C. Tschajka welcomed K. Legault to the Board.  ● W. Anton noted that it was a good meeting. Good job chairing the meeting D. Boulanger.  ● S. Tyance noted that it was a good meeting. She welcomed K. Legault.  ● R. Humphreys noted that it was a good meeting. He welcomed K. Legault and told D. Boulanger she did a good job chairing the meeting.  ● M. Letourneau noted that it was a good meeting; good discussions were held. She also welcomed K. Legault.  ● K. Legault noted that she enjoyed the meeting and added that she is glad to be a part of the team.  ● Dr. Laine reported that two medical students are arriving next week for a period of 4 weeks.  ● M. Wright noted that it was a good meeting. He welcomed L. Bonanno (as he was away last month, which was Lucy’s first meeting) and he welcomed K. Legault.  ● L. Heerema reported that PFCC is huge. Managers have signed up for a 2-day PFCC webcast; while L. Heerema and Katrina Edey will attend the meeting in person. L. Heerema is also attending a PFCC conference in Chicago in April. She added that she has 100% access to all Thunder Bay Regional PFCC information and resources.  ● L. Bonanno reported that a great deal of time and patience is required in regards to PFCC but we will get there. |  |
| **13.0 BI-MONTHLY MEETING EVALUATION SUMMARY:** | |
| ● D. Boulanger asked if there were any questions or concerns regarding the summary.  ● None were raised.  ● The grand average was 8.5. |  |
| **14.0 TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved M. Wright and seconded by S. Tyance that the regular meeting be adjourned at 6:43 p.m.** | Carried |