Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, January 13, 2015 at 5:30 p.m.

Present: Dorene Boulanger Willy Anton Audrey Johnston

Voting Shirley Tyance Melanie Lankin (T) Chico Tschajka

Non-Voting Kurt Pristanski Sylvie Duranceau Laurie Heerema

Dr. Laine Diane Lauzon (recorder)

Regrets: Jamie McPherson Dale Randa Victor Chapais

Voting

Absent–Voting: Suzanne Lafrance

Regrets: Dr. Zufelt

Non-Voting

Guests: Cathy King Andrée Perrier

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

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

**Total Board Members (voting): 10 Present: 6 Attendance: 60%**

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| 1. CALL TO ORDER | |
| * 1. The meeting was called to order at 5:30 p.m., by the Acting Chair, Dorene Boulanger.     **1.2 Correspondence:**  1.2.1 Thank You Card from Joy Warkentin:  ● For member information.   * 1. **Education:**   1.3.1 Management Intern:  ● Andrée Perrier highlighted her tasks as Management Intern over the last 11 months.  ● She briefed about the LTC outbreak last March.  ● She noted that she spent time working with the Infection Control Manager, the CEO, the CNO and the LTC Nurse Manager.  ● A. Perrier thanked the Board for this lifetime opportunity.  1.3.2 G2G Videoconference: January 28/15:  ● J. McPherson informed D. Boulanger that he is unable to attend the G2G videoconference and he would appreciate it if some of the Board members were able to attend.  ● K. Pristanski noted that the report distributed at the start of the meeting was the summary from the October G2G session. He asked that members review the document and bring it to the January 28/15 G2G meeting.  ● K. Pristanski also noted that the GDH Board was invited to attend the session in person via OTN in Terrace Bay. It would be a good networking and collaboration opportunity. Gwen Dubois-Wing will also be in attendance for a networking session following the videoconference.  ● Members were asked to contact D. Lauzon if interested in attending, either via OTN at GDH or in Terrace Bay. The RSVP deadline is January 23.  1.3.3 NW LHIN Aboriginal Health Forum: February 19/15:  ● D. Lauzon reported that she has registered Victor Chapais for the Forum.  ● D. Lauzon noted that the Aboriginal Health Forum is the same date as the Thunder Bay Regional Strategic Planning Thunder Bay session. V. Chapais will also be attending that session.  ● Members were advised to contact D. Lauzon if they wish to attend either of the sessions. |  |
| 2. ADOPTION OF THE AGENDA | |
| ● D. Boulanger asked if there were any amendments to the agenda.  ● Item 5.2, Consent Agenda Draft Policy, was moved to be accepted immediately following the adoption of the agenda.  ● The special meeting minutes of January 6/15 were added to item 5.5.  **It was moved by C. Tschajka and seconded by M. Lankin to approve the agenda as amended.**  **Consent Agenda: Draft Policy and Procedure:**  ● K. Pristanski highlighted the policy.  **It was moved by W. Anton and seconded by A. Johnston that the Board approves the Consent Agenda policy and procedure.** | **Carried**  **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None. |  |
| **4. CONSENT AGENDA** | |
| **4.1 Regular Meeting, December 2, 2014:**  **4.2 Board of Directors QI Team Notes – December 3/14:**    **4.3 Healthier Community Advisory Committee Minutes – Nov. 27/14:**  **4.4 Anishnabe Hospital Liaison Committee Minutes – Nov. 28/14:**  ● Moved to item 8.4.  **4.5 Medical Advisory Committee Meeting – December 11/14:**  **4.6 CNO Report:**  **4.7 CCS Report:**  **It was moved by S. Tyance and seconded by W. Anton to accept the Consent Agenda as amended (4.4 to 8.4).** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 Board Vacancy: Update:**  ● A. Johnston reported that Karen Donio has the declined the offer to join the Board.  ● D. Lauzon contacted C. Tschajka and informed him to contact the next person on the list.  ● C. Tschajka inquired if he should bother contacting the individual due to the possible merger. K. Pristanski suggested yes, proceed as planned because it may take much longer than expected to merge or not. Board members concurred.  **5.2 Consent Agenda: Draft Policy and Procedure:**  ● Approved at the start of the meeting.  **5.3 COS 360o Evaluation: Policy:**  ● In process.    **5.4 COS Evaluation: COS Secured - Update:**  ● K. Pristanski reported that he spoke to a couple of potential candidates but he has yet to hear back from any of them.  ● **K. Pristanski will report back at the next meeting.**  **5.5 NW LHIN re: Merger – Update:**  ● K. Pristanski noted that a response was received from the NW LHIN but is was non-committal. GDH was informed to continue working on the Charter with the assistance of Susan Pilatske, Senior Director at the NW LHIN.  **5.5 b) Special Meeting Minutes – Jan. 6/15:**  ● The minutes were distributed at the start of the meeting.  ● The revised Project Charter was also distributed at the start of the meeting.  ● K. Pristanski reported that the next step is a meeting in Beardmore on January 22/15 with the Nipigon Board to review the Project Charter together. A LHIN representative will phone in to the meeting at some point.  ● Members requested that the flip chart notes from the special meeting be distributed. **K. Pristanski will look after this.**  **It was moved by C. Tschajka and seconded by A. Johnston to accept the minutes of the special meeting as received.**  **5.6 Volunteer Tree of Life – Board Nomination:**  ● D. Lauzon noted that J. McPherson had asked to add this item to the agenda. She noted that the deadline for nomination is fast approaching.  ● K. Pristanski noted that all current qualified Board members were already on the Tree of Life. However, there is insufficient information for past Board members from the 1940s, 1950s and 1960s.  **5.7 Nursing Department Tour:**  ● K. Pristanski noted that he checked the schedule and the nursing department tour is scheduled for the February meeting.  ● L. Heerema noted that she will be on vacation then; therefore Cathy King will do the tour on her behalf.  **5.8 Patient-Centered Care Presentation: TBRHSC:**  ● L. Heerema reported that the coordinator for the patient-centered care program at Thunder Bay Regional will be unavailable for a couple of months. The presentation will probably take place at the April meeting.  ● L. Heerema informed the Board members to send her any questions they may have ahead of time. She will then forward those questions to the coordinator.  ● L. Heerema reported that every committee at the TBRHSC has a patient/volunteer member. She noted that this would not work at GDH because of such a small community. Everybody knows everybody and it would be a confidentiality issue.  ● L. Heerema reported that Thunder Bay Regional Health Sciences Centre is the leading hospital in Ontario for patient-centered care. | **Carried** |
| **6. CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● K. Pristanski highlighted the update/schedule.  ● He noted that the Architects are currently working on Part B. |  |
| **7. NEW BUSINESS** | |
| 7.1 Executive Limitations Policies (BOD-EXL1 - 11):  ● Members reviewed the attached policies.  ● The Treatment of Staff and Volunteers policy (BOD-EXL6) was amended to include “psychosocial” in the second bullet.  It was moved by A. Johnston and seconded by W. Anton to approve the Executive Limitations policies and procedures as reviewed and amended (BOD-EXL6).  7.2 Administration Bylaws:  ● Deferred.  7.3 MOHLTC: LTC Home Inspections:  ● L. Heerema noted that the Action Plan is in process.  ● L. Heerema reported that many items have already been addressed.  ● She added that one item had a deadline of February 1/15 and it has already been addressed and responded to.  ● K. Pristanski reported that this was the first inspection conducted in several years.  ● L. Heerema noted that the report was received 5 months post inspection.  ● This will be further discussed at the next meeting, along with the written Action Plan from Cathleen Larsen, LTC Nurse Manager. | **Carried** |
| **8. LINKAGES AND PARTNERSHIPS** | |
| 8.1 Geraldton District Hospital Auxiliary (GDHA):  ● A GDHA report was distributed at the start of the meeting.  ● M. Lankin read the report.  ● Board members were pleased with the report, as well as thousands of hours of volunteerism provided by the GDHA members.  It was moved by M. Lankin and seconded by W. Anton that the report from the Auxiliary be accepted.  8.2 Quality Improvement Committee Meeting – December 18/14:  ● A. Johnston asked if there were any questions regarding the minutes.  ● A. Johnston noted that the next meeting is Friday, January 16/15.  It was moved by A. Johnston and seconded by C. Tschajka that the report from the Quality Improvement Committee be accepted.  8.3 Fiscal Advisory Committee Minutes – Dec. 16, 29, 31/14:  ● K. Pristanski noted that the deadline to submit a balanced Hospital Annual Planning Submission (HAPS) is January 17/15.  ● Members reviewed the minutes.  ● K. Pristanski noted that staffing increased slightly.  ● K. Pristanski reported that 1% funding is expected from the Ministry but it has not been received yet.  It was moved by C. Tschajka and seconded by W. Anton that the 3 reports from the Fiscal Advisory Committee be accepted.  8.3.1 Hospital Annual Planning Submission (HAPS) 2015/16:  ● Members reviewed the attached HAPS and were pleased to see a surplus again.  It was moved by A. Johnston and seconded by S. Tyance to approve the 2015 – 2016 Hospital Annual Planning Submission.  8.4 Anishnabe Hospital Liaison Committee Meeting – Nov. 28/14:  ● It was noted that Victor Chapais was listed in the “present” section of the minutes, as well as in the “regrets” section.  ● D. Lauzon clarified that Shirley Tyance should have been listed in the “present” section and that Victor Chapais was indeed not in attendance at the meeting.  It was moved by C. Tschajka and seconded by W. Anton that the report from the Anishnabe Hospital Liaison Committee be accepted. | **Carried**  **Carried**  **Carried**  **Carried**  **Carried** |
| **9. MEDICAL STAFF** | |
| **9.1 Physician Privileges:**  **It was moved by A. Johnston and seconded by W. Anton that the Board approves the physician privileges, as listed.** | **Carried** |
| **10. CHIEF EXECUTIVE OFFICER (CEO) REPORT** | |
| ● K. Pristanski highlighted his report.  ● He noted that the District of Thunder Bay IDN Health Link Business Plan was completed today. It will be sent to the NW LHIN for approval. He added that Wilson Memorial General Hospital will be the Health Link Lead once the Business Plan is approved.  ● K. Pristanski asked if there were any questions regarding his report.  **It was moved by C. Tschajka and seconded by S. Tyance that the CEO report be accepted.** | **Carried** |
| **11. ROUND-TABLE DISCUSSION** | |
| ● A. Johnston noted that it was a good meeting. She hopes that members will read the report from the Hospice Northwest Geraldton that was distributed at the start of the meeting.  ● D. Lauzon noted that the individual self-assessment forms were distributed at the start of the meeting. **She asked that members take the time to complete the form and hand it in at the next meeting. She will then compile the results and they will be reviewed at the March meeting.**  ● Dr. Laine noted that 2 medical students will be starting a rotation with the physicians next week. |  |
| **12. BI-MONTHLY MEETING SELF-EVALUATION SUMMARY:** | |
| ● Members reviewed the summary.  ● K. Pristanski noted that it was a good summary with good comments. |  |
| **13. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved A. Johnston and seconded by C. Tschajka that the regular meeting be adjourned at**  **7:02 p.m.** | Carried |