Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Greenstone Family Health Team Boardroom, Tuesday, June 3, 2014 at 5:30 p.m.

Present: Jamie McPherson Victor Chapais Deanna Thibault

Voting Willy Anton Margaret Anne Darling Audrey Johnston

Dorene Boulanger Dale Randa Melanie Lankin

Chico Tschajka

Non-Voting Kurt Pristanski Dr. Roy Laine Sylvie Duranceau

Dr. Ryan Zufelt Laurie Heerema Diane Lauzon (recorder)

Regrets: Shirley Tyance

Voting

Regrets:

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: 10 Attendance: 91%**

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| 1. CALL TO ORDER | |
| * 1. The meeting was called to order at 5:30 p.m., by the Chair, Jamie McPherson.   ● J. McPherson thanked the Board members who attended the accreditation meeting this morning.  ● W. Anton reported that she was quite pleased with the meeting and the surveyors.  ● A. Johnston reported that it was one of the better accreditation meetings she has attended; it was very good.  ● C. Tschajka reported that it was his first time attending an accreditation meeting and it went very well. He added that he will be unable to attend the debriefing sessions on Friday.  ● S. Duranceau reported that she took the physician surveyor to the lab and that she attended the management accreditation session. Everything went well.  ● L. Heerema reported that she took the physician surveyor to the Emergency Department and it went well. She added that the surveyors are very relaxed.  ● J. McPherson reported that the two surveyors had a very good manner of asking questions. So far, so good. He added that he will not be able to attend the debriefing sessions on Friday.  ● D. Lauzon read an email from Katrina Popowich regarding the debriefing session time changes on Friday.  **1.2 Correspondence:**  1.2.1 NW LHIN re: G2G Board Survey  ● L. Heerema went over the survey on K. Pristanski’s behalf.  ● Board members concurred with all of L. Heerema and K. Pristanski’s survey comments.  ● **Once the survey is completed electronically, D. Lauzon will provide a copy to all Board members.**  **1.3 Annual Evaluation:**  ● **J. McPherson asked the Board members to please review the annual evaluation summary and provide comments/suggestions for review at the next meeting.**  ● The annual evaluation should be completed earlier next year.  **1.4 Education: North Shore Annual Board Retreat**  ● Members reviewed the attached memo from Carl White regarding the North Shore Hospitals Annual Board Retreat.  ● Members had a concern with “who should attend”. It is not a retreat if only the Board Chair and two additional members can attend.  ● **Members requested that K. Pristanski follow-up with C. White regarding the number of attendees.** |  |
| 2. ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● It was noted that in agenda item 7.3, “notes” should be “minutes”  **It was moved by D. Boulanger and seconded by A. Johnston to approve the agenda as amended.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None. |  |
| **4. ADOPTION OF MINUTES** | |
| **4.1 Regular Meeting, May 6, 2014:**  ● J. McPherson asked if there were any errors or omissions in the May 6, 2014 regular Board meeting minutes.  ● A. Johnston clarified that in item 9., she inquired if the rooms can be inter-changed in size; not if the expansion can change in size.  **It was moved by W. Anton and seconded by V. Chapais to accept the minutes as clarified.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 CEO Succession Planning Webcast Slides:**  ● J. McPherson noted that the CEO Succession Planning webcast slides were included in the Board package.  ● He asked members to review the document.    **5.2 Capital Plan News Release and Design – Post on Website:**  ● This was completed.  **5.3 Capital Plan News Release and Design – Hospital Public Area:**  ● K. Pristanski reported that it was posted in the lobby near the television.  ● **He will post another copy in the Emergency Department.** |  |
| **6. NEW BUSINESS** | |
| ● None. |  |
| **7. LINKAGES & PARTNERSHIPS** | |
| **7.1 Geraldton Hospital Auxiliary:**  ● M. Lankin reported that the Auxiliary Executive will be on a 2 month hiatus for the summer months.  It was moved by M. Lankin and seconded by C. Tschajka that the report from the Auxiliary be accepted.  7.2 Board of Directors QI Team Notes – May 7/14:  ● A. Johnston asked if there were any questions regarding the notes.  It was moved by D. Boulanger and seconded by M. Lankin that the report from the Board of Directors QI Team be accepted.  7.3 Quality Improvement Committee Meeting – April 24 and May 22/14:  ● A. Johnston asked if there were any questions regarding the April 24/14 minutes.  ● It was noted that #3 should be minutes (not notes).  ● It was also noted that the date at the top of the pages should be April 24 and not April 27.  ● One member inquired about the fluid requirement. L. Heerema responded that it is a rehydration protocol in place for residents.  It was moved by A. Johnston and seconded by D. Boulanger that the report from the April 24/14 Quality Improvement Committee be accepted.  ● A. Johnston asked if there were any questions regarding the May 22/14 minutes.  ● It was noted that #3 should be minutes (not notes).  It was moved by A. Johnston and seconded by D. Boulanger that the report from the May 22/14 Quality Improvement Committee be accepted.  7.4 Anishnabe Hospital Liaison Committee Meeting Minutes – May 23/14:  ● L. Heerema noted that the committee was asked to think of rebranding ideas.  ● V. Chapais will try to get some input from elders.  ● K. Pristanski elaborated on the ambulance fees, noting that many people do not pay their co-payment and they are difficult to collect.  It was moved by L. Heerema and seconded by W. Anton that the report from the Anishnabe Hospital Liaison Committee be accepted.  7.5 Nominating Committee Meeting Minutes – May 27/14: ● A. Johnston highlighted the minutes.  ● She reported that M. Letourneau had left a message for Suzanne Lafrance but did not hear back from her. She then contacted François Sarrazin if he would be interested in joining the Board and he accepted but the proper process was not followed (he was not on the list recommended by the Nominating Committee).  ● It was noted that F. Sarrazin has management experience but members were not sure if he had accounting background.  ● D. Thibault noted that perhaps the other names listed in the minutes should be contacted and if more than one person accepts then elections could take place.  ● S. Duranceau noted that the Board needs to find out how M. Letourneau approached F. Sarrazin.  ● A. Johnston asked how the Board would like to proceed.  ● A. Johnston will follow-up with M. Letourneau and then follow-up with D. Thibault because she was next on the list to contact a possible candidate.  ● K. Pristanski agreed that all the members on the list should still be contacted. There are only 3 weeks until the AGM, if there are others interested then the Executive Committee can make the final recommendation to the Corporation.  ● D. Thibault asked what happens if the remaining possible candidates all say yes. K. Pristanski responded that elections would then be held.  ● K. Pristanski asked C. Tschajka if he is still be interested in remaining the industry representative. C. Tschajka responded yes, he is.  It was moved by A. Johnston and seconded by D. Thibault that the report from the Nominating Committee be accepted.  **It was moved by A. Johnston and seconded by M. Lankin that the Board of Directors recommends to the Corporation the reappointment of C. Tschajka and the re-election of W. Anton and D. Boulanger.** | **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried** |
| **8. MEDICAL STAFF** | |
| **8.1 Medical Advisory Committee:**  ● The minutes from the May 27/14 meeting will be reviewed at the next meeting.  **8.2 Physician Privileges:**  ● None. |  |
| **9. CAPITAL PLAN ED RELOCATION PROJECT** | |
| ● K. Pristanski noted that following a meeting with the Capital Planning Branch in February, their report was not received because of a staffing shortage.  ● The NW LHIN has sent a letter to the Capital Planning Branch confirming support for the project and requested that the project proceed without delays.  ● K. Pristanski reported that things have been put on hold due to the upcoming elections. Permission from the MOHLTC is required in order to move to the next step in the planning process. |  |
| **10. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● L. Heerema asked if there were any questions regarding her report.  ● She highlighted the attached outbreak summary.  ● Board members recommended that a congratulatory letter be sent for a job well done during the outbreak. **K. Pristanski will draft a letter.**  ● W. Anton noted that the volunteers should have been made aware of the outbreak ahead of time rather than finding out when coming to the Hospital and being turned around.  ● K. Pristanski noted that an outbreak happens approximately every 5-6 years at GDH. That is very good statistics compared to other facilities.  ● Dr. Zufelt added that there were no deaths related to the outbreak; that is very good.  **It was moved by C. Tschajka and seconded by W. Anton that the CNO report be accepted.** | **Carried** |
| **11. CHIEF OF CLINICAL SERVICES (CCS) REPORT** | |
| ● S. Duranceau reported that there is no new update since the last meeting. |  |
| **12. CEO REPORT** | |
| ● K. Pristanski highlighted his report.  ● NOSP: K. Pristanski reported that there will be 5 vacancies to fill at the AGM.  ● The 4th quarter unaudited financial statements were very healthy. A meeting of the Audit Committee is scheduled next week.  ● Financial Statements: D. Lauzon noted that Pauline Violette said there were changes made to the 4th quarter statements.  **It was moved by D. Boulanger and seconded by M.A. Darling that the CEO report be accepted.** | **Carried** |
| **13. ROUND-TABLE DISCUSSION** | |
| ● Dr. Laine reported that there is a medical student here from the University of Toronto for the month of June.  ● J. McPherson asked if the Management Intern (Andrée Perrier) should attend the Board meetings every couple of months to provide an update of her what she is learning, etc. Members thought it would be a good idea.  ● K. Pristanski reported that A. Perrier will be switching positions next week but he is not sure who she will be training with yet. |  |
| **14. BI-MONTHLY MEETING SELF-EVALUATION:** | |
| ● Members were reminded to complete the evaluation and hand it in to D. Lauzon for compilation.  ● **The results will be reviewed at the next meeting.** |  |
| **15. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved M. Lankin and seconded by D. Thibault that the regular meeting be adjourned at**  **6:29 p.m.** | Carried |