Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, June 5, 2018 at 5:30 p.m.

Present: Jamie McPherson Dorene Boulanger Myrna Letourneau

Voting Willy Anton Chico Tschajka Kathryn Legault

Ralph Humphreys

Non-Voting Lucy Bonanno Sandra Penner (recorder)

Regrets: Mark Wright Marlo Sobush Terry Popowich

Voting

Regrets: Dr. Roy Laine Laurie Heerema Victor Chapais (PFA)

Non-Voting Sylvie Duranceau Dr. Ryan Zufelt Adam Kolisnyk

# Board Composition (voting): 8 Elected 2 Appointments Total 10

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

**Total Board Members (voting): 10 Present: 7 Attendance: 70%**

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| CALL TO ORDER | |
| **1.1. Welcome and Chair’s Opening Remarks:**  ● The meeting was called to order at 6:05 p.m., by the Chair, J. McPherson.  ● J. McPherson read the Treaty Acknowledgement.  **1.2 Accreditation Update:**  ● I. McPherson noted all the items he will present this evening are items the mock surveyor wanted the board members to keep in mind during monthly operations as well as during the full survey.  **1.2.1 Ethical Framework**  ● I. McPherson noted the surveyor wanted to make everyone aware we should have, or be able to show, how we use the ethical framework to resolve issues at the board level. Some examples were the introduction to MAID (Medical Assistance in Dying) that went directly to the Ethics committee. Other examples were the obstetrics debate or the amalgamation. I. McPherson also pointed out the appendix to the Ethical Framework to guide the members through decisions.  **1.2.2 Communication Plan**  ● I. McPherson noted there was confusion at the simulated survey if we had a Communication Plan or not. Please see the Communication Plan included in your meeting package.  **● It was noted the Plan is to be amended in the Board section to include outbreak notification.**  **1.2.3 Governance Schedule**  ● I. McPherson presented the governance schedule for accreditation on Monday June 18. **J. McPherson requested S. Penner to send an email to all board members to remind them of this session.**  I. McPherson noted everyone is not required to attend but if you are available from 9:45-10:45 you are welcome.  ● I. McPherson noted that we need to be clear if the PFA on the Board is a voting member and it was indicated they are not. This person is an advisory capacity, not a member. The other issue is whether meetings are closed or open.  ● J. McPherson noted at the 2017 AGM the By-Laws were modified per the OHA guidance to have the meetings closed.    **1.2.4 ROP Review**  ● I. McPherson noted that there are 100’s of standards however for the items on the ROP, if one of these is missed then we would drop a level. All items on the ROP must be met.  12.1.1 – J. McPherson noted that members are selected by skills and are also trained to increase knowledge.  12.1.2 – Quality is a standing agenda item.  12.1.3 – QIP & Strategic plan and scorecard.  12.1.4 – QIC meets monthly and these minutes are brought forth to the board.  12.1.5 – Through the FAC, capital requests are brought forth to the board.  12.1.6 – Through QIP, Performance Based Compensation (CEO & COS). J. McPherson requested the current ratio and current margin for the last fiscal year.  **1.2.5 Governance Functioning Tool Action Plan**  ● I. McPherson noted this was completed in March 2017. |  |
| 2.0 DECLARATION OF CONFLICTS OF INTEREST | |
| ● None Declared |  |
| **3.0 ADOPTION OF THE AGENDA** | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● Add 11.11 Board Skills Matrix  ● Add 11.12 Special Meeting – June 26 at 4:30 p.m.  **It was moved by W. Anton and seconded by C. Tschajka that the agenda be approved as amended.**  **CARRIED** | **RES 37** |
| |  |  |  | | --- | --- | --- | | **4.0 PRESENTATIONS** |  | | | **4.1 Patient Stories**  ● L. Heerema provided a patient story included in the package  ● S. Penner spoke of a phone call received the afternoon of Friday June 1st. The caller was the son of one of our long term residents. He lives in Thunder Bay but he visits his parents here often and subscribes to the Time Star Newspaper to keep up with events in the area.  ● He was overwhelmingly pleased with all the news he has been reading in the paper recently regarding all the initiatives the hospital has been taking with the Strategic Plan, and he was asking questions on the new PFCC philosophy and wanted to learn more about the BPSO program. He inquired if our ED expansion was still proceeding and I advised we are hoping to break ground in the spring of 2019. He congratulated us on all the new work the hospital is undertaking and said he was very pleased his mother was here, not only because of the wonderful care she receives but it also allows his father to be close to her and visit her daily.  ● C. Tschajka inquired is there some way we can add this positive story on the website.  ● L. Bonanno noted that due to us being in a small community we must protect patient privacy and it is not guaranteed patient privacy can be protected if stories are shared, therefore they cannot be posted.  ● C. Tschajka noted perhaps the board should be sent to all staff to congratulate them on the compliments the hospital is receiving. It was suggested W. Anton and M. Letourneau attend the BBQ and present the Board’s thanks in person. |  |   **5.0 CORRESPONDENCE** | |
| ● NW LHIN Picture Your Health Correspondence |  |
| **6.0 EDUCATION** | |
| ● Rehabilitation department tour. – Jamie noted to give the Board’s thanks to the department as everyone was very pleased with the department and the services offered.  ● J. McPherson presented his OHA Conference Report  ● M. Letourneau noted on pg 14 - 3rd bullet – what does the word ‘never’ mean?  ● J. McPherson reported in this context it means transparency to make it a learning experience.  ● C. Tschajka felt the conference was well organized this year and it was the best one he has attended.  He noted from Sarah Newbury’s presentation that to be successful with physician recruitment, when you are looking for a physician for a small town, try to find someone who has lived in a small town previously. This tends to make it more successful long term. |  |
| **7.0 CONSENT AGENDA** | |
| **7.1 Regular Board Meeting Minutes – May 1, 2018:**  **7.2 MAC Meeting Minutes – April 26, 2018:**  **7.3 CCS Report:**  **7.4 CNE Report:**  **It was moved by C. Tschajka and seconded by W. Anton to accept the Consent Agenda as presented.**  **CARRIED** | **RES 38** |
| **8.0 ITEMS LIFTED FROM CONSENT AGENDA** | |
| 8.1 No items lifted from the consent agenda. | **RES 39** |
| **9.0 BUSINESS ARISING FROM MINUTES** | |
| **9.1 Training Items from Individual Assessments**  ● J. McPherson presented a list of educational opportunities and asked the members to select their top picks to be included in the Board Planning Cycle.  9.2 Mission, Vision and Values Policies - Update  ● For Inclusion in your Board of Directors Binders  ● It was noted that the first sentence requires editing to match the current Mission – Action item, S. Penner. |  |
| 1. **CAPITAL PLAN / CFO REPORT** | |
| ● A. Kolisnyk’s reported was presented and it was noted there are currently no financials to report as the year end is in progress, however we were in the black at the end of last fiscal.  ● Members requested further explanation on the Risk Management sheet between the Mean Risk Scores and the (R-score: ) as they are different. – **Action Item – A. Kolisnyk.** |  |
| |  |  |  | | --- | --- | --- | | **11.0 NEW BUSINESS** | | | | **11.1 Date for September Meeting**  ● The Board agreed the date for the next regular meeting to be September 11, 2018.  **11.2 Date for AGM**  ● It was announced the date for the 2018 AGM will be June 26th at 5:00 in the Northern Horizon Health Centre Boardroom  **11.3 Board Planning Cycle and Agenda Control**  ● The Board Planning cycle and Agenda Control document was reviewed.  ● J. McPherson requested L. Bonanno to check the dates for Capital budget and Operating Budget.  **11.4 Attendance In-camera Meetings**  ● J. McPherson noted at In-camera meetings no hospital staff should be present including physicians.  ● The board agreed the members do not have a problem with the physicians being present.  **11.5 Board Attendance 2017/2018**  ● The chart of Board Member attendance was presented.  **11.6 Closed Board Meetings**  ● Discussed earlier in the meeting, waiting for guidance from OHA.  **11.7 Nominating Matrix for Board Members**  ● S. Penner to update and include in the nominating meeting package.  ● C. Tschajka noted we should have a reference binder in the boardroom along with Roberts Rules of Order.  **● S. Penner to create and have present for meetings.**  **11.8 Decision Tree**  ● J. McPherson provided a copy of a template for a Decision Tree to distribute.  **● S. Penner to distribute to the members via email.**  **11.9 Board Retreat - September**  ● It was announced the 2018 Board Retreat will take place September 25 & 26 in Manitouwadge.  **11.10 Board Annual Evaluation – Summary Report**  ● The annual evaluation summary was presented. There were no comments.  **11.11 Board Skills Matrix**  ● The skills matrix was presented and members who had not previously provided there skill set were asked to complete this.  **11.12 Special Meeting – June 26 at 4:30.**  ● J. McPherson reported he is calling a special meeting of the Board prior to the AGM to address the report of the Investment Adhoc Committee. | |  |   **12.0 LINKAGES & PARTNERSHIPS** | |
| **12.1 QIC Meeting Minutes and Score Card – May 17, 2018**  ● The minutes were resented and reviewed.  ● It was noted that under 9.2 of the minutes the meeting frequency was discussed as a result of the mock survey and it was decided the meetings will be held quarterly with the exception of Jan, Feb, Mar. during which they will be held monthly.  ● J. McPherson noted on the score card a better metric for the ELDCAP & CCAC would be % of capacity.    **12.2 Geraldton Hospital Auxiliary Report**  ● There was no written report this month.  It was moved by C. Tschajka and seconded by M. Letourneau that the Linkage and Partnership reports be accepted as presented.  CARRIED | **RES 40** |
| **13.0 CEO REPORT:** | |
| ● L. Bonanno presented her report.  ● L. Bonanno noted June 21st is national aboriginal day and she is working to bring part of the celebration to the hospital.  **It was moved by M. Letourneau and seconded by C. Tschajka that the report from the CEO be approved as presented.**  CARRIED | **RES 41** |
| |  |  | | --- | --- | | **14.0 DECISION OF BOARD:** | | | 14.1 Physician Privileges  **It was moved by R. Humphreys and seconded by M. Letourneau** **that the Board of Directors approves the list of physician privileges as presented.**  **CARRIED** | **RES 42** | | |  |  | | --- | --- | | **15.0 ROUND TABLE DISCUSSION** | | | ● M. Letourneau noted she appreciated the tour through rehab and the CCS’s detailed report.  ● L. Bonanno reported she has received a letter from the LHIN detailing that $ 4,200.00 for primary care will be add to Nakina’s base funding with additional increases the following 2 years.  ● K. Legault noted she feels the Board has received great preparation from Ian for the audit, and it was a great tour.  ● R. Humphreys felt it was a solid meeting.  ● W. Anton noted it was a fantastic meeting.  ● J. McPherson noted he appreciates the attendance. |  | | | | |  |  | | --- | --- | | **16.0 MONTHLY MEETING EVALUATION** | | | ● The Evaluation form was provided to members for completion. |  | | | | |
| |  |  | | --- | --- | | **17.0 TERMINATION OF REGULAR BOARD MEETING** | | | ● J. McPherson terminated the regular Board meeting at 8:10 p.m.  **It was moved by M. Letourneau and seconded by R. Humphreys that the Board of Directors Meeting be adjourned at 8:10 p.m.**  **CARRIED** | **RES 43** | | |
| **18.0 IN CAMERA MEETING** | |
| ● The Board of Directors moved into closed session.  **It was moved by R. Humphreys and seconded by M. Letourneau that the Board of Directors Meeting Move into In Camera Session at 8:11 p.m.**  **CARRIED** |  |
| **19.0 TERMINATION OF IN CAMERA MEETING** | |
| ● The Board of Directors terminated the closed session.  **It was moved by K. Legault and seconded by M. Letourneau that the Board of Directors In Camera Meeting terminated at 8:26 p.m.**  **CARRIED**. |  |
| **20.0 MEETING WITH MANAGEMENT (CEO ONLY)** | |
| ● Nothing to report at this time. |  |
| **21.0 MEETING WITHOUT MANAGEMENT** | |
| ● Nothing to report at this time |  |

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Board Chair Signature