Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, June 6, 2017 at 5:30 p.m.

Present: Jamie McPherson Mark Wright Willy Anton

Voting Dorene Boulanger Dean Burke Ralph Humphreys

Marlo Sobush Myrna Letourneau (T) Chico Tschajka

Non-Voting Lucy Bonanno Sylvie Duranceau Dr. Roy Laine

Dr. Ryan Zufelt Diane Lauzon (recorder)

Regrets: Kathryn Legault Sheri Taylor

Voting

Regrets: Laurie Heerema

Non-Voting

Guest: Dan Hill (T) Kyle Lemieux

# 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%**

|  |  |
| --- | --- |
| CALL TO ORDER | |
| 1.1.1 Welcome and Chair’s Opening Remarks:  ● The meeting was called to order at 5:30 p.m., by the Chair, J. McPherson.  ● J. McPherson read the Treaty Acknowledgement.  ● J. McPherson reminded the members of the upcoming AGM on Wednesday, June 28/17 at 6:00 p.m. at the Northern Horizon Health Centre.  1.1.2 Appointment of Marlo Sobush:  ● M. Sobush introduced herself and thanked the Board for the opportunity.  **It was moved by C. Tschajka and seconded by M. Wright that Marlo Sobush be appointed to the Board of Directors for the year 2017-2018.**  1.1.3 Presentation by Kyle Lemieux: ACE Program Summary:  ● Kyle Lemieux introduced himself and provided a summary on the ACE Quality Improvement Collaborative package, which was part of the Board package.  ● K. Lemieux noted that the preliminary results show good outcomes.  ● L. Bonanno added that the hospital has done very well with this initiative. She added that Kyle was invited to be a speaker at an ACE conference.  ● J. McPherson presented Dean Burke with a thank you letter as he will is leaving his position on the Board following this meeting.  1.1.4 Accreditation Update: September Board Meeting:  ● I. McPherson will provide an update at the September Board meeting.   * 1. **Correspondence:**   1.2.1 OHA re: 2017 Ontario Budget – Key Highlights:  ● J. McPherson reported that most hospitals received 2% funding; however this does not mean that the hospital will automatically receive 2% again next year.  1.2.2 GDH Receives 2016 Green Health Award for Top Water Performer:  ● For member information.  ● L. Bonanno elaborated on the award.  1.2.3 Thank you from St. Joseph School:  ● For member information.   * 1. **Education:**   1.3.1 Patient Services Tour:  ● Deferred to the September Board meeting.  ● Dan Hill joined the meeting via teleconference at 5:58 p.m.  ● Item 6.2, Investment Funds Interest: Capital Budget Requests was discussed.  ● D. Hill informed the Board members that back in June of 2007, the Board put forth a motion to set aside $3M in capital reserve funds for additions to the building (internal restriction).  ● D. Hill added that the Strategic Plan is operational; therefore those funds would not apply.  ● D. Hill added that there are enough operational funds for the Strategic Plan; therefore the hospital does not have to utilize reserved funds for such.  ● D. Hill informed the Board that the hospital can utilize funds from the operating budget for the capital projects.  ● A member inquired if the hospital could use funds from the $3M for the ED project as the project has been made smaller over the years to stay within budget. L. Bonanno responded that the hospital must cover 10% of the ED project cost. J. McPherson added that if the project goes over $10M, then we must start again from Step 1, even if we do have the 10% cash. He added that if we start from scratch for a project over $10M, we would lose a great deal of time (years).  ● J. McPherson noted that the hospital hopes the project is ready to go to tender next spring.  ● L. Bonanno reported that the Stage 2 submission was sent; she is now waiting for its approval.  1.3.2 Small Rural Hospital Conference:  ● J. McPherson noted that he, C. Tschajka and L. Bonanno attended the conference in Toronto last month.  ● C. Tschajka provided his verbal report of the conference, noting that it was a good conference. He briefed about the presentations he attended. He added that this year’s theme seemed to be that hubs and integration were very important, as well as “patients are first”.  ● J. McPherson noted that he and L. Bonanno also attended the governance session prior to the conference. He briefed about the session, adding that partnership and integration were greatly discussed. He added that the LHIN is supposed to formerly help with physician recruitment.  ● J. McPherson provided his verbal report on the conference, noting that better access to mental health programs was greatly discussed. As well, quality standards and health hubs were discussed.  ● J. McPherson informed the Board that he and L. Bonanno participated in a LHIN Governance to Governance session. Information regarding such was distributed before the meeting. J. McPherson highlighted the document.  ● J. McPherson added that everyone is willing to share their information.  ● J. McPherson informed the members that the Small Rural Hospital Conference is much better than HealthAchieve. Everyone who has the opportunity to attend should. | **Carried:** |
| 2.0 ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● The following items were added to the agenda.  8.8 Fall Retreat  8.9 Audit Committee  **It was moved by D. Burke and seconded by D. Boulanger 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 – May 2, 2017:**  **4.2 Volunteers’ Tree of Life Notes – May 3, 2017:**  **4.3 Anishnabe Hospital Liaison Committee Meeting Minutes – May 12, 2017:**  **4.4 Medical Advisory Committee Minutes – May 16, 2017:**  **4.5 Nominating Committee Meeting Minutes – May 24, 2017:**  **4.6 Healthier Community Advisory Committee Minutes – May 24, 2017:**  **4.7 CCS Report:**  **4.8 CNE Report:**  ● The item was moved to 5.1.  **It was moved by M. Wright and seconded by W. Anton to accept the Consent Agenda as amended.** | **Carried** |
| **5.0 ITEMS LIFTED FROM CONSENT AGENDA** | |
| **5.1 CNE Report:**  ● The Board reviewed the PFCC Improvement Charter and noted that a great deal of work has been done.  ● L. Bonanno informed the Board that a new section for PFCC has been added on the hospital website. There is also a subsection for PFAs.  ● Members inquired about the $260,000 for staff education. **L. Bonanno noted that this was an error. She will clarify with L. Heerema the correct amount.**  ● A brief discussion was held regarding PFAs.  ● Dr. Zufelt noted that consideration should be taken on the interview panel to determine proper candidacy of PFAs.  **It was moved by C. Tschajka and seconded by R. Humphreys that the Board approves the CNE Report.** | **Carried** |
| **6.0 BUSINESS ARISING FROM MINUTES** | |
| **6.1 CEO Job Description: Amended:**  ● J. McPherson noted the minor changes to the previously approved CEO job description, which were highlighted.  ● A few typos were noted.  **6.2 Investment Funds Interest: Capital Budget Requests:**  ● This item was discussed at the beginning of the meeting with D. Hill.  **6.3 Auxiliary Financial Affairs: Follow-Up:**  ● L. Bonanno reported that the Auxiliary is audited.  **6.4 Self-Assessment Evaluation Summary:**  ● No concerns were raised.  ● Members wished to see the grand average compared to last year. **D. Lauzon will report back at the next meeting.**  ● J. McPherson highlighted the comments.  ● It was noted that financial education is required. Members requested a separate meeting for the education.  ● **A date for Board financial education will be discussed at the September meeting (a maximum of 2 hours).**  ● Members wished to have questions such as the following clarified.  -What should the Board be looking at?  -Which questions should the Board be asking?  ● J. McPherson thanked everyone for completing the evaluation. |  |
| **7.0 CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● Nothing new to report at this time. |  |
| **8.0 NEW BUSINESS** | |
| 8.1 Strategic Plan Review:  ● J. McPherson asked the members if they had any questions.  ● L. Bonanno informed the Board that there were a total of 49 objectives. Of the 49, 45 were completed. The remaining goals are ongoing.  8.2 Strategic Plan RFP: Update:  ● L. Bonanno informed the Board that she, J. McPherson and S. Duranceau reviewed the proposal received from the Northern Supply Chain.  ● J. McPherson informed the members that $50,000 was side aside for the consultant and the quote received came in just under $42,000.  ● L. Bonanno added that the quote of $42,000 does not include incidentals (i.e.: meals, travels, photocopies, etc.). She added that we might go over the budgeted $50,000. She figures that the cost will be around $60,000 once complete.  8.3 LHIN Appendix A: Hospital Report on Consultant Use:  ● Members had no concerns with the report.  8.4 LHIN Appendix C: Attestation Form:  ● Members had no concerns with the report.  8.5 LHIN Schedule D: Form of Compliance Declaration:  ● Members had no concerns with the report.  It was moved by M. Sobush and seconded by W. Anton that the Board accepts the reports listed in items 8.3, 8.4 and 8.5.  8.6 September Board Meeting: Date:  ● J. McPherson suggested that the September Board meeting take place on the second Tuesday (September 12) of the month due to the long weekend and vacation time.  ● W. Anton noted that she will be away September 12 but everyone else was okay with the date.  8.7 Executive Compensation:  ● J. McPherson informed the members that he finally spoke to the lawyer regarding executive compensation. The lawyer declined the offer to help and suggested that we seek help from other hospitals that have been through the process.  ● J. McPherson spoke to Heather Lee, Acting CEO at Meno Ya Win (Sioux Lookout) and she offered to do the executive compensation for us for a small fee. He added that the North West Health Alliance would be involved in the process.  ● J. McPherson noted that the Ministry will have to extend the deadline due to all the complications involved with executive compensation.  8.8 Fall Retreat:  ● J. McPherson informed the Board that this year’s Board retreat will be held in Manitouwadge, tentatively on September 22-23. He suggested the members mark their calendars accordingly.  ● He encouraged everyone to attend.  8.9 Audit Committee:  ● J. McPherson informed the Board that an Audit Committee meeting was held yesterday.  ● J. McPherson put the following motion forward:  The Audit Committee members recommend that the audited financial statements presented at the meeting of June 6, 2017 be accepted by the Board for presentation to the Annual General Meeting on June 28.  It was moved by M. Wright and seconded by M. Letourneau. | **Carried**  **Carried:** |
| **9.0 LINKAGES AND PARTNERSHIPS** | |
| 9.1 QIC Meeting Minutes and Score Card – May 18, 2017:  ● D. Lauzon noted that there was no score card attached because the data was not available.  It was moved by R. Humphreys and seconded by W. Anton to approve the May 18/17 Quality Improvement Committee minutes as received.  9.2 Geraldton District Hospital Auxiliary (GDHA) Report:  ● M. Letourneau provided a verbal report, noting the following:  -The Auxiliary held their monthly meeting on June 3, along with a BBQ.  -Two $500 bursaries will be presented at the upcoming high school graduations.  -On September 9, a 70th anniversary social will be held at the Legion. Invitations will be sent.  It was moved by M. Letourneau and seconded by D. Boulanger that the report from the Auxiliary be accepted. | **Carried**  **Carried** |
| **10.0 MEDICAL STAFF** | |
| **10.1 Physician Privileges:**  ● Dr. Laine highlighted the list.  **It was moved by C. Tschajka and seconded by D. Burke that the Board of Directors approves the list of physician privileges.** | **Carried** |
| **11.0 CHIEF EXECUTIVE OFFICER (CEO) REPORT** | |
| ● L. Bonanno reported that Dr. Bell will be retiring in mid-July. L. Bonanno has informed the LHIN that physician recruitment is a big concern for GDH. Dr. Zufelt added that the GFHT will also be down to one NP for some time. L. Bonanno added that a HFO representative will be on site for a meeting later this week regarding physician recruitment.  ● L. Bonanno also informed the Board that Loomex provided a desktop training exercise recently. This is part of the Accreditation for the Ministry of Transportation. J. McPherson added that the next time the Municipality holds a similar exercise; he wants to haul bodies from the crisis site to the hospital. S. Duranceau added that there was a concern with EMS in the past where they were unable to participate due to time restraints, lack of staffing and financial tie in to such exercise.  **It was moved by D. Burke and seconded by M. Sobush that the report from the CEO be accepted.** | **Carried** |
| **12.0 ROUND TABLE DISCUSSION** | |
| ● Everyone concurred that it was a good meeting.  ● R. Humphreys noted that the Hike for Hospice went very well. Almost $5,000 was raised.  ● M. Letourneau noted that she appreciates attending via telephone. She welcomed M. Sobush to the Board and thanked D. Burke for all he has provided and wished him the best.  ● D. Boulanger wished everyone a wonderful summer.  ● D. Burke thanked everyone and added that it has been a pleasure serving on the Board.  ● M. Sobush thanked everyone and added that the meeting was an eye opener. |  |
| **13.0 MONTHLY MEETING EVALUATION SUMMARY:** | |
| ● No concerns were raised.  ● J. McPherson noted that the comments are always important. |  |
| **14.0 TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved by M. Wright and seconded by W. Anton that the regular meeting be adjourned at 7:09 p.m.** | Carried |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Chair Signature