Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, June 7, 2016 at 5:30 p.m.

Present: Jamie McPherson Mark Wright Willy Anton

Voting Ralph Humphreys Kathryn Legault Sheri Taylor

Myrna Letourneau Chico Tschajka

Non-Voting Lucy Bonanno Sylvie Duranceau Dr. Laine

Laurie Heerema Diane Lauzon (recorder)

Absent: Doug Bedwash

Regrets: Dorene Boulanger Dean Burke

Voting

Regrets: Dr. Zufelt

Non-Voting

Guest: Katrina Edey

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

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

**Total Board Members (voting): 11 Present: 8 Attendance: 73%**

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| CALL TO ORDER | |
| 1. The meeting was called to order at 5:29 p.m., by the Chair, J. McPherson.   ● A brief presentation was held by Katrina Edey, Occupational Health and Infection Control Manager to discuss the Hospital Joint Health and Safety (JH&S) Committee.  ● K. Edey briefed about the committee’s composition.  ● Some of the comments noted were:  -The committee conducts monthly hospital inspections.  -All staff are provided with health and safety education. The education was twice a year but has recently changed to once per year and is moving toward online education/training.  -The Joint Health and Safety Policy Statement is reviewed annually.  -The Workplace Violence and Harassment Prevention Committee is a sub-committee of the JH&S Committee.  ● L. Bonanno added that everything is in place in regards to risk.  ● L. Bonanno added that the JH&S Committee is a very healthy and active committee.  ● K. Edey reported that a great deal of education is provided to staff. Records are also kept of all staff education.  ● K. Edey added that the Hospital follows everything applicable to them from the Act.  ● L. Bonanno reported that she takes risk seriously. She contacted HIROC, HQO and Accreditation Canada and they all noted that workplace accidents will happen; we just have to remain up to par with certifications, the Act, health and safety education, policies and procedures, etc.  ● K. Edey added that inspections are conducted in teams of two. At least one of the two members has to be certified.  ● L. Heerema added that as a manager who receives department inspection reports, she can concur that everything is up to par. If there are any concerns, they are usually minor and are dealt with immediately.   * 1. **Correspondence:**   1.2.1 Governance to Governance (G2G) Meeting:  ● J. McPherson reported that there is a G2G webinar taking place next week.  ● If anyone is interested in attending, please contact Diane or Lucy.  ● D. Lauzon will forward the information to all Board members.  1.2.2 Physician Assisted Death (PAD):  ● J. McPherson noted that PAD has been on the news quite a bit recently.  ● The OHA will be providing a draft template as guidance for PAD.  ● L. Bonanno reported that she attended a PAD workshop last week. She added that the OHA will have a conference available once the template is ready.  ● L. Heerema added that patients who wish for physician-assisted death currently have to go to court still.  ● J. McPherson congratulated L. Bonanno on being selected for the Northern Ontario School of Medicine (NOSM) Board of Directors.   * 1. **Education:**   1.3.1 Patient Services Tour:  ● Following K. Edey’s presentation, L. Heerema provided a tour of the Acute Care unit and the Emergency Department. |  |
| 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.  9.2 Hike for Hospice  11.1 Board Retreat  **It was moved by W. Anton 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 – May 10, 2016:**  **4.2 Quality Improvement Committee Meeting Minutes – May 20, 2016:**  **4.3 Volunteers’ Tree of Life Notes – May 11, 2016:**  **4.4 Nominating Committee Minutes – May 19, 2016:**  **4.5 CCS Report:**  ● Moved to item 5.1.  **4.6 CNO Report:**  **It was moved by C. Tschajka and seconded by M. Letourneau to accept the Consent Agenda as received.** | **Carried** |
| **5.0 ITEMS LIFTED FROM CONSENT AGENDA** | |
| **5.1 CCS Report:**  ● S. Duranceau indicated that she had nothing to report. |  |
| **6.0 BUSINESS ARISING FROM MINUTES** | |
| **6.1 Response Letter to Dr. Herbert:**  ● This was completed.  **6.2 Key Elements of High Performing Systems:**  ● J. McPherson noted that the attached 12 key elements of high performing systems were discussed at recent conferences.  ● J. McPherson advised the members to keep the list handy as it will be discussed and referred to in the future.  ● Members reviewed the list.  **6.3 10 Common Small Hospital QIP Indicators:**  ● J. McPherson noted that this was discussed at the Small Rural Hospital conference.  ● L. Bonanno reported that on March 31/16 a final report was submitted to the LHIN but the LHIN has yet to respond.  ● L. Bonanno added that some hospitals opted-out of participating because it is too resource intensive. Hospitals need a great deal of staff involvement.  **6.4 Risk Policies:**  ● An update of such was provided in detail in the CEO report.  **6.5 Annual Board Report Actions:**  ● J. McPherson summarized the results from the annual Board report summary and highlighted the attached list of the work plan.  ● J. McPherson added that Health Hubs (governance level involvement) is coming in the near future.  ● J. McPherson suggested that some future Board meetings be related to governance only; not operational.  **6.6 Annual Board Report Summary – Revised:**  ● J. McPherson noted that the revised summary is a much better comparison.  ● He thanked everyone for completing the evaluation.  ● It was noted that there were still a few calculation errors.  ● **“Individual Director’s Functioning” will be discussed in detail in the Fall.**  **6.7 Annual Planning Cycle Agenda:**  ● Members reviewed the schedule.  ● **L. Bonanno will confirm if the score card will continue to be reviewed at the QIC. If it is then it will be removed from the annual schedule.**  ● A review of the entire Strategic Plan goals and objectives will be done in September. |  |
| **7.0 CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● L. Bonanno reported that she has not heard back from the Ministry yet.  ● She added that it is now too late to have the shovel in the ground this year. |  |
| **8.0 NEW BUSINESS** | |
| 8.1 Attestation Form – Appendix C:  ● J. McPherson asked if there were any questions regarding the attestation form.  ● No questions or concerns were raised.  8.2 Form of Compliance Declaration – Schedule D:  ● J. McPherson asked if there were any questions regarding the compliance declaration  ● No questions or concerns were raised.  8.3 Hospital Report on Consultant Use – Appendix A:  ● J. McPherson asked if there were any questions or concerns with the appendix.  ● L. Bonanno reported that the agreement with Agnew Peckham has been extended due to the delays with MOHLTC information requests and such.  8.4 Strategic Plan Review:  ● J. McPherson noted that tremendous progress was made.  8.5 Capital Budget Amendment – Paving:  ● L. Bonanno advised the members that David Stenlund is leaving the company. Greg Olson was hired as the new Support Services Manager. He started in the position last week.  ● L. Bonanno noted that the helipad paving was not included in the original budget, which was presented and approved by the Board at the April meeting because the quote had not been yet received.  ● She added that an additional $230,000 is being requested; however the HIRF funding should cover all or part of the cost.  ● A brief discussion was held regarding the helipad paving.  ● The Support Services Manager hopes to work with the Municipality for the paving company.  ● M. Wright noted that the Main St. work will possibly be paved next week. He will have the Director of Public Services contact L. Bonanno regarding the paving.  It was moved by C. Tschajka and seconded by R. Humphreys that the Board of Directors approves an additional $230,000 for the Capital Equipment Plan for 2016/17 for a total cost of $596,084.40  8.6 Board Meeting Attendance:  ● J. McPherson noted that he appreciates it when members advise ahead of time that they cannot attend a meeting.  ● He added that no members have missed 3 meetings in a row.  ● M. Letourneau reported that members can consider participating via teleconference for the meetings when ill or out of town.  8.7 Staff Appreciation BBQ - Long Service Awards:  ● Lucy reported that the staff appreciation BBQ, along with the long service awards will be held on Thursday, June 23/16.  ● J. McPherson noted that he plans to attend and will distribute the awards. | **Carried** |
| **9.0 LINKAGES AND PARTNERSHIPS** | |
| 9.1 Geraldton District Hospital Auxiliary (GDHA) Report:  ● M. Letourneau reported that 49 new members were recruited following the last membership drive.  It was moved by M. Letourneau and seconded by K. Legault that the verbal report from the Auxiliary be accepted.  9.2 Hike for Hospice:  ● R. Humphreys reported that the hike was very successful; however there was a slight change of plan due to the rain.  ● R. Humphreys reported that there was an increase in pledges and that a total of over $10,000 was raised.  ● In memory of Brenda Abraham, a chair for the palliative care room will be purchased.  ● $300 was donated to the LTC recreation program.  ● Bereavement recovery training is currently underway.  ● L. Bonanno reported that she has drafted a news release, with some pictures regarding the Hike. It will be in next week’s paper. | **Carried** |
| **10.0 MEDICAL STAFF** | |
| **10.1 Physician Privileges:**  ● None. |  |
| **11.0 CHIEF EXECUTIVE OFFICER (CEO) REPORT** | |
| ● J. McPherson asked if there were any questions or concerns with the CEO report.  ● Health Hubs: L. Bonanno noted that the LHIN is focusing more on Health Links at the moment instead of Health Hubs. She briefed about the current Hubs situation.  **It was moved by K. Legault and seconded by D. M. Wright that the report from the CEO be accepted.**  **11.1 Board Retreat:**  ● L. Bonanno reported that it is Geraldton District Hospital’s turn to host the annual Board retreat.  ● It was noted that those who attended last year’s retreat enjoyed the Woodlands Inn.  ● L. Bonanno and D. Lauzon will meet with the Woodlands Inn next week to make arrangements.  ● The retreat will be held on September 16 and 17.  ● L. Bonanno is currently working on speakers.  ● J. McPherson advised the members to mark their calendars accordingly as this is a great education and networking opportunity.  ● A lengthy discussion was held regarding the recent forest fire situation.  ● J. McPherson reported that the Municipality will hold a mock disaster event next year that will include the hospital.  ● L. Bonanno briefed about the situation.  ● The following comments were noted:  -The OPP came to the hospital and said to evacuate.  -The OPP did not advise the hospital where to evacuate to.  -There was no communication between the OPP and the Municipality.  -Hospital CEO and administration on-call were not contacted.  -Transportation of Hospital patients/residents was an issue.  ● L. Heerema reported that the MOHLTC Emergency Management Branch is holding a debriefing on June 9.  ● L. Bonanno reported that internally, the hospital did very well. The managers also had 2 debriefing sessions to discuss the situation.  ● L. Bonanno reported that the Incident Management System (IMS) and Fire Plan are up to par.  ● M. Wright noted that things evolved extremely fast. He added that the MNR is in the process of scheduling a community debriefing. He will pass on Laurie’s contact information to the organizer.  ● J. McPherson noted that it was a good learning experience for everyone.  ● **J. McPherson wishes to discuss the “key learnings” of the event at the September meeting.** | **Carried** |
| **12.0 ROUND TABLE DISCUSSION** | |
| ● L. Heerema reported that PFCC is going well. Detailed information regarding PFCC was distributed at the start of the meeting.  ● Members noted that it was a good meeting, it was very informative and a lot was covered.  ● M. Letourneau noted that she enjoyed the discussion on the recent fire situation.  ● Dr. Laine reported that 2 medical students from the University of Western Ontario are here for 2 weeks.  ● A brief discussion was held regarding physician retention.  ● L. Bonanno reminded the members of the upcoming June 20 Annual General Meeting. |  |
| **13.0 BI-MONTHLY MEETING EVALUATION:** | |
| ● Members were asked to complete their evaluations and hand them in to D. Lauzon.  ● **The summary will be reviewed at the next meeting.** |  |
| **14.0 TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved by S. Taylor and seconded by M. Wright that the regular meeting be adjourned at 7:43 p.m.** | Carried |