Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, March 1, 2016 at 5:30 p.m.

Present: Jamie McPherson Dorene Boulanger (T) Willy Anton

Voting Dean Burke Ralph Humphreys Sheri Taylor

Myrna Letourneau Chico Tschajka

Non-Voting Lucy Bonanno (T) Dr. Laine Sylvie Duranceau

Dr. Zufelt Laurie Heerema Diane Lauzon (recorder)

Regrets:

Voting

Regrets:

Non-Voting

Absent: Mark Wright Kathryn Legault

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

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

**Total Board Members (voting): 10 Present: 8 Attendance: 80%**

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| CALL TO ORDER | |
| 1. The meeting was called to order at 5:30 p.m., by the Chair, J. McPherson.   ● Introductions were held to introduce our new Board member; Sheri Taylor.  1.1.2 Appointment of Sheri Taylor:  **It was moved by C. Tschajka and seconded by M. Letourneau that S. Taylor be appointed to the Board of Directors for the year 2015-2016.**  ● Shirley Tyance was presented with a thank you letter and gift for her time on the Board of Directors.  ● **A photo was taken and L. Bonanno will draft an article for the newspaper.**   * 1. **Correspondence:**   1.2.1 Nipigon Media Release:  ● The media release was for member information.  ● J. McPherson updated S. Taylor about past discussions regarding the Nipigon and Geraldton hospitals.  1.2.2 LHIN Letter re: Stage 1 Approval:  ● For member information.  1.2.3 NW LHIN News Release re: Interim Chair of the Board of Directors:  ● For member information.  ● **It was recommended to send Dan Levesque a congratulatory letter.**   * 1. **Education:**   1.3.1 Guide to Good Governance: Chapter 4:  ● J. McPherson noted that it is good to read the Mission, Vision, Values statement at the top of the agenda.  ● Members reviewed sections 1 to 4 of Chapter 4.  ● The following were some comments noted.  -The Board is obliged to look into integration.  -The Board is obliged to follow performance (through KPIs, CEO report, etc.).  -J. McPherson noted that we should consider looking at dashboards again.  ● A brief discussion was held regarding patient stories. L. Heerema elaborated, in regards to PFCC.  ● L. Heerema added that we can use representatives from Thunder Bay for hospital committees if need be.  1.3.2 Patients First Discussion Paper:  ● J. McPherson noted that we should start to see draft responses from the OHA, LHINs, etc. regarding becoming more active with health units, CCACs, long-term care homes, etc.  ● The following were some comments noted.  -There are concerns with who monitors the LHINs.  -There will be a fundamental change in the delivery of health care.  ● A brief discussion was held regarding GDH’s physician shortage. | **Carried** |
| 2.0 ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● Item 4.1 was moved to 5.2.  ● Item 4.9 was moved to 5.3.  ● Item 8.6, Support Services Tour, was added to the agenda.  **It was moved by D. Burke and seconded by W. Anton 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 – February 2, 2016:**  ● Moved to 5.2  **4.2 Medical Advisory Committee Minutes – January 26, 2016:**  **4.3 Quality Improvement Committee Meeting Minutes – January 28, 2016:**  **4.4 Fiscal Advisory Committee Minutes – January 29, 2016:**  **4.5 Anishnabe/Hospital Liaison Committee Minutes – February 5, 2016:**  **4.6 CCS Report:**  **4.7 CNO Report:**  ● Moved to 5.3  **It was moved by M. Letourneau and seconded by C. Tschajka to accept the Consent Agenda as amended.** | **Carried** |
| **5.0 ITEMS LIFTED FROM CONSENT AGENDA** | |
| **5.1 Board QI Team Notes – February 3, 2016:**  ● J. McPherson noted that the QI Team used to meet monthly for approximately 15-20 minutes. The meetings were then changed to every second month and they were still very short meetings.  ● J. McPherson noted that committees have evolved and he is recommending disbanding the Board QI Team.  ● He noted that when the time comes to review accreditation standards, a Board ad hoc committee can then be formed.  **It was moved by R. Humphreys and seconded by W. Anton to disband the Board QI Team.**  **5.2 Regular Board Meeting Minutes – February 2, 2016:**  ● J. McPherson clarified that the fourth bullet on page 1 should read “… the Hospital received an investment income of $360,000 in the last 3 years…”.  **It was moved by D. Boulanger and seconded by M. Letourneau to accept the regular Board meeting minutes of February 2, 2016 as amended.**  **5.3 CNO Report:**  ● L. Heerema provided a verbal CNO report, noting the following:  -She and Katrina Edey attended a PFCC 2-day conference. It was very interesting. They discussed the importance of using standardized tools (i.e.: white boards in patient rooms, NOD (name, occupation, do)). The second day focused mostly on accreditation. Multiple contacts were made with individuals from the MOHLTC. They agreed to come for a site visit once the snow is gone.  -GDH is now part of a Regional Palliative Care Program. Laurie will be the lead and Candice Bottle, the Hospital social worker, will be the facilitator. The project will aim to improve system navigation and increase access to palliative care services for better integrated care. Funding will be available.  -Laurie reported that funds were remaining from a pharmacy program that GDH originally opted from (because we had our own consultant pharmacist). With those funds, a RFP was completed for a regional policy program. Laurie is in the process of reviewing the RFPs.  -The MOHLTC report was received last week regarding the LTC resident incident. The report has 6 written orders that need to be completed by April 1/16. A full report will be provided at the April in-camera meeting.  -Laurie reported that she has been invited to provide in-services (i.e.: ethics, triage, etc.). at different community groups.  ● **J. McPherson requested that L. Bonanno put an article in the Times Star regarding Shirley Tyance, as well as L. Heerema’s in-service sessions.**  **It was moved by C. Tschajka and seconded by W. Anton to accept the verbal CNO report.** | **Carried**  **Carried**  **Carried** |
| **6.0 BUSINESS ARISING FROM MINUTES** | |
| **6.1 Hospital Investments RFP:**  ● L. Bonanno reported that she contacted the Hospital auditors to ensure we were compliant, and we are. Due diligence is being done; therefore we do not have to change investors, unless we choose to.  ● Members were pleased to remain with the current Investors Group.  **6.2 Total Margin:**  ● **L. Bonanno noted that she will follow-up with Pauline Violette to add the total margin to the financial report.**  **6.3 Thank You Letter to Debbie Charles:**  ● Completed.  **6.4 Board and CEO Exit Interviews:**  ● L. Bonanno noted that as indicated in her CEO report, other hospitals do not perform Board and CEO interviews; however feedback is encouraged.  **6.5 Roles and Responsibilities of the Board Policy:**  ● L. Bonanno reported that she emailed her colleagues and they responded that their Bylaws are reviewed every 2-3 years. Included in the Bylaws are Board member responsibilities, such as: comply with provisions, appoint CEO, ensure succession plan for CEO, and ensure compliance with mission, vision, values.  ● **L. Bonanno and J. McPherson will further discuss this item.**  **6.6 Staff Risk Management Exposure:**  ● L. Bonanno reported that she met with the Hospital staff educator and Sally reported that staff are consistently being educated (insertion of lines, WHIMIS, lifting, etc.).  ● L. Heerema added that effective April 1/16; Sally will be trialed as a full-time educator (instead of ½ time educator and ½ time OTN coordinator).  **6.7 Volunteer’s Tree of Life: Board Nominations:**  ● J. McPherson reported that he spoke to Don Yule, Deanna Thibault and Victor Chapais.  ● D. Yule reported that he has been gone for 35 years; therefore nobody would know who he is.  ● As such, it was suggested to have a general plaque for people who have contributed to the Hospital.  ● Deanna informed Jamie that she would not be available for the April 11 Volunteer Social; therefore she did not want to be nominated this year, but perhaps next year.  ● When Jamie approached Victor Chapais, he was pleased and was therefore nominated on behalf of the Board.  ● J. McPherson noted that Board members are encouraged to attend the Volunteer Appreciation Social.  **6.8 Governance Process Policy:**  ● L. Bonanno reported that she verified with her colleagues and none have such a policy in place.  ● She added that the Non-Profit Corporation Act states governance processes (i.e.: choose one person from the Board to deal with the public, etc.).  **6.9 King and Kerr Books:**  ● D. Lauzon reported that she did not order 3 copies as requested at the last meeting because she found 2 copies of the book.  ● J. McPherson and M. Letourneau each borrowed a copy.  **6.10 Internal Complaint Process for Board Chair:**  ● L. Bonanno reported that other organizations’ complaints go to the Board.  ● She added that the Hospital has a formal complaint form available.  ● J. McPherson noted that he is looking for something a little more formal (i.e.: response deadline, etc.).  ● L. Heerema noted that the Hospital’s complaint policy has a response deadline of 21 days.  ● **D. Lauzon will include the complaint policy in the April package.**  **6.11 In-Camera Procedure for Teleconference Participants:**  ● L. Bonanno reported that she contacted HIROC and they informed her that in-camera packages are confidential; therefore the information should not be sent via email, scanned, text, etc. However, HIROC did note that in-camera information can be faxed.  ● Members concluded that members participating via teleconference will not receive the in-camera package.  **6.12 Hospital Events: Costs:**  ● L. Bonanno reported that the following dollars were spent on events:  -In 2015, just over $15,000 was spent  -Up to December 31/15 (2016 fiscal year), over $16,000 has been spent  ● L. Bonanno added that she has asked the EHWR&R Team members to choose one summer and one winter event that they would like to keep. The Hospital will continue with individual staff/department recognition gifts and retirement teas.  ● C. Tschajka noted that he believes winter events are a good idea because staff morale is low during that time of the year. J. McPherson concurred.  ● L. Bonanno responded that she will let the EHWR&R Team members decide. |  |
| **7.0 CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● L. Bonanno reported that she received a voice message from a MOHLTC individual stating that once the Hospital is at the top of the list for advancement, we will be contacted.  ● L. Bonanno hopes to hear back from the Ministry by the end of the fiscal year.  ● J. McPherson noted that we have been “shovel ready” for quite some time now, costs keep increasing and we have now lost another building season. |  |
| **8.0 NEW BUSINESS** | |
| 8.1 Generative Discussion Notes:  ● J. McPherson noted that an ad hoc committee should be formed to work on a new Mission, Vision, Values statement and a new Strategic Plan, tied with the PFCC. M. Letourneau volunteered to be part of the ad hoc committee.  ● J. McPherson recommended hiring a consultant to help develop the new MVV and Strategic Plan.  ● L. Bonanno will follow-up with Dan Hill if such funds (for a consultant) would come from accrued funds.  ● The generative notes, MVV and Strategic Plan should be part of the RFP.  ● L. Heerema noted that Lori Marshall should again be considered in the RFP.  ● The Board requested that L. Bonanno start working on a RFP and report back at the April meeting.  8.2 Cycle Agenda 2015/16 and 2016/17:  ● It was requested to add quarterly strategic plan reviews to the cycle agenda.  8.3 Strategic Plan Goals and Objectives: Board Responsibility:  ● Discussed with item 8.1.    8.4 Individual Board Member Assessment Summary:  ● J. McPherson reported that D. Lauzon has only received 5 responses.  ● Please ensure you forward her your completed summary for review at the next meeting.  8.5 Board Expenses:  ● J. McPherson reported that the HealthAchieve and Small Rural Hospital conferences have put us over our Board travel expenses.  ● He added that the Small Rural Hospital conferences is important; the HealthAchieve conference, not so much.  ● D. Boulanger noted that there was a great deal of travel expenses for the CEO recruitment. L. Bonanno clarified that CEO recruitment expenses were not included in the education travel budget.  ● L. Bonanno noted that we are currently $6,000 over budget.  ● L. Bonanno and J. McPherson will put together a template with costs for conferences, books, etc.  8.6 Support Services Tour:  ● D. Boulanger reported that the support services tour was on the October agenda but the tour never happened.  ● Members decided to have the patient services tour in April and the support services tour in June. |  |
| **9.0 LINKAGES AND PARTNERSHIPS** | |
| 9.1 Geraldton District Hospital Auxiliary (GDHA) Report:  ● M. Letourneau highlighted her report.  It was moved by M. Letourneau and seconded by C. Tschajka that the report from the Auxiliary be accepted. | **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.  ● J. McPherson noted that the shared services project is a new project and a big one.  ● J. McPherson highlighted the performance based compensation document that was distributed at the start of the meeting.  ● A lengthy discussion was held regarding such.  ● L. Bonanno will relay the information to Katrina Edey for the QIP.  **It was moved by D. Burke and seconded by R. Humphreys that the report from the CEO be accepted.** | **Carried** |
| **12.0 ROUND TABLE DISCUSSION** | |
| ● C. Tschajka had a copy of the Times Star that noted a few things regarding the Hospital. One item was the ED signage so Chico checked for signage today and the ED is clearly indicated. Another concern was the status of the ED addition. C. Tschajka believes we should provide the public with an update regarding the project. L. Bonanno responded that she does not want to start a “blaming game” by stating we are waiting for the Ministry and report the same thing again a few months later. She would rather wait until an update is provided by the Ministry; hopefully by the end of March. C. Tschajka also noted that in the Times Star was an article about a nurse being fired for speaking out. He hopes this does not happen here. He added that it was a good meeting.  ● S. Duranceau reported that Dr. Dimova (who came for a site visit a couple of months ago) is having some delays with the College but she is still very interested in relocating to Geraldton. The next review date by the College is April 7. If all goes well, Dr. Dimova may be able to start at the end of April.  ● W. Anton noted that it was a very good meeting and she welcomed Sheri.  ● **L. Heerema noted that she will not be at the April meeting; therefore she will ask Kyle Lemieux to conduct the patient services tour.**  ● M. Letourneau noted that exciting times are ahead. She is pleased with everything and she welcomed Sheri.  ● D. Boulanger noted that it was a very good meeting and she welcomed Sheri.  ● R. Humphreys noted that it was a good meeting and he congratulated Sheri.  ● Dr. Laine reported that the 2 NOSM students are now gone; adding that they enjoyed their time.  ● S. Taylor noted that it was a very informative meeting and that there is a lot to learn.  ● Dr. Zufelt noted that it was a good meeting. There is a lot going on. He added that he is anticipating the arrival of the new doctor.  ● D. Burke noted that it is encouraging to read about talks/linkages with NOSP. He added that nobody is getting help and so many people need it.  ● J. McPherson noted that we should encourage people to use the term clients. He is happy that people are comfortable in speaking during the meeting. |  |
| **13.0 BI-MONTHLY MEETING EVALUATION SUMMARY:** | |
| ● Members reviewed the summary.  ● J. McPherson noted that he appreciates all the comments. |  |
| **14.0 TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved D. Burke and seconded by W. Anton that the regular meeting be adjourned at 7:53 p.m.** | Carried |