Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, May 2, 2017 at 5:30 p.m.

Present: Jamie McPherson Mark Wright Kathryn Legault

Voting Willy Anton Dorene Boulanger Ralph Humphreys

Sheri Taylor Chico Tschajka

Non-Voting Sylvie Duranceau Laurie Heerema Dr. Roy Laine

Diane Lauzon (recorder)

Regrets: Dean Burke Myrna Letourneau

Voting

Regrets: Lucy Bonanno Dr. Ryan Zufelt

Non-Voting

Guest: Ian McPherson

# 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 | |
| 1.1.1 Welcome and Chair’s Opening Remarks:  ● The meeting was called to order at 5:28 p.m., by the Chair, J. McPherson.  1.1.2 Board Member Resignation:  ● J. McPherson informed the Board that Peter Shebagabow has resigned from his position on the Board.  ● P. Shebagabow shared a couple of replacement names with J. McPherson, who shared those names with the Nominating Committee members.  1.1.3 Accreditation Update: I. McPherson:  ● This item was discussed following review of the New Business.  ● I. McPherson reviewed the attached document.  ● The following was noted.  -1.3, 1.4, 1.6 and 3.1 are now complete.  -**2.8 - role and responsibility statement: L. Bonanno to follow-up by whom and by when this will be completed.**  -7.3, 7.4, 7.9, 11.3 and 11.4 are now complete.  -ROP 12.1.6 is pending.  ● It was noted that most of the outstanding items on the list are on this evening’s agenda.  ● I. McPherson noted that follow-up items will be reviewed at the next meeting.   * 1. **Correspondence:**   1.2.1 North West CCAC Organizational Changes:  ● J. McPherson briefed about the leadership and organizational changes.  1.2.2 Northerners Less Health: Chronicle Journal Article:  ● For member information.  ● Dr. Laine noted that individuals have to take control of their own health (i.e.: smoking, drugs, alcohol, nutrition).  ● J. McPherson informed the Board about the recent green award the hospital received.  ● A news release regarding the award is posted on the hospital website and will be in this week’s Times Star.  ● L. Heerema distributed a RCCR (Regional Critical Care Resource) patient story and she briefed about the incident.  ● L. Heerema noted that she was very impressed, as well as proud to have impressed the staff at the receiving end (Thunder Bay Regional).   * 1. **Education:**   1.3.1 Patient Services Tour:  ● The tour was deferred to the next meeting. |  |
| 2.0 ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  **It was moved by C. Tschajka and seconded by W. Anton to approve the agenda as received.** | **Carried** |
| **3.0 DECLARATION OF CONFLICTS OF INTEREST** | |
| ● No declaration of conflicts. |  |
| **4.0 CONSENT AGENDA** | |
| **4.1 Regular Board Meeting Minutes – April 4, 2017:**  **4.2 Healthier Community Advisory Committee Minutes – March 29, 2017:**  **4.3 Bylaw Ad Hoc Committee Notes – April 3, 2017:**  **4.4 CCS Report:**  **4.4 CNE Report:**  **It was moved by D. Boulanger and seconded by M. Wright to accept the Consent Agenda as received.** | **Carried** |
| **5.0 ITEMS LIFTED FROM CONSENT AGENDA** | |
| ● None. |  |
| **6.0 BUSINESS ARISING FROM MINUTES** | |
| **6.1 Ethics Framework:**  ● Members reviewed the Ethics Framework section on the agenda and were in favor of it.  **6.2 Board-Adopted Governance Policies:**  ● I. McPherson will report about the policies in his report next month.  **6.3 Wi-Fi Services:**  ● D. Lauzon reported on behalf of L. Bonanno that she contacted the NWHA and was informed that they are proceeding with Tbaytel because of the cost and the fact that they are a northern company.  **6.4 Governing Body Members Roles and Responsibilities:**  ● See item 8.4.  **6.5 CEO Position Profile (Job Description):**  ● J. McPherson noted that the CEO position profile was formulated during the recruitment process.  ● Members reviewed the profile and made some changes.  ● A question arose regarding financials. Following a brief discussion, item 6. j) was added.  **It was moved by C. Tschajka and seconded by R. Humphreys that the Board approves the CEO job description as amended.**  **6.6 Annual CEO Performance Objectives:**  ● J. McPherson noted that the CEO goals and objectives are normally reviewed annually, in May, but since L. Bonanno started in her position in November of 2015, he suggested reviewed the goals during her anniversary month and then again next May to bring the review back on schedule.  ● Members were in agreement.  **6.7 Monitoring CEO Performance, Policy BOD-BC4:**  ● I. McPherson is waiting for advice from Accreditation Canada regarding such.  **6.8 Chief of Staff Evaluation:**  ● D. Lauzon reported on behalf of L. Bonanno that she spoke with 5 other hospitals and they have not evaluated their COS in years. They are doing verbal evaluations and using the “reasonable man syndrome” – verbal input from senior staff and managers, as well as other physicians, as well as asking the COS if they are happy with their role.  ● I. McPherson will follow-up with Accreditation Canada to see if such is sufficient.  **6.9 Times Star Announcement re: LTC Compliance:**  ● J. McPherson informed the Board that a news release regarding the 100% compliance of LTC will be in next week’s Times Star.  ● J. McPherson added that this was a tremendous accomplishment.  **6.10 Letter to LTC Nurse Manager:**  ● J. McPherson reported that the letter was given to the LTC Nurse Manager yesterday and a group photo was taken to accompany the Times Star announcement (above). | **Carried** |
| **7.0 CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● J. McPherson informed the Board that L. Bonanno had a great deal of face-to-face meetings while she was in Toronto two weeks ago.  ● The attached letter was for information purpose. |  |
| **8.0 NEW BUSINESS** | |
| 8.1 Human Resources Succession Plan:  ● J. McPherson asked the members for their thoughts regarding the Human Resources Succession Plan.  ● S. Duranceau informed the Board that the document is only a draft as the managers are still working on it.  ● J. McPherson asked that the final version of the plan be brought to the September meeting for review.  ● L. Heerema informed the members that if they had any feedback or comments to forward them to her.  ● Members requested to discuss a potential successor for the CEO, in an emergency case, during the June in-camera session.  8.2 Communication Plan:  ● J. McPherson asked the members for their thoughts regarding the Communication Plan.  ● J. McPherson said to consider having a booth at the April Trade Show to showcase PFCC and the Emergency Department project. This should be added to the 2018-2019 Plan.  ● Members thought it was a good idea to have a booth at the Trade Show next year.  ● L. Heerema informed the Board that the AC/ED Nurse Manager and LTC Nurse Manager are going room-to-room to request feedback and comments from patients/residents and families.  8.3 Capital Budget Requests 2017/18:  ● Members reviewed the 2017/18 capital budget requests and inquired about the following costs.  -Finance and payroll system $228,645: J. McPherson informed the members that this will be a new integrated system but was not sure why the LHIN would not fund such integration (back-office). He added that some money may be spent next year for this item.  -Support services $117,950: new washers.  -New controls for elevator $104,809: compliance orders.  -Helipad fence $10,000: compliance orders.  ● J. McPherson informed the Board that following a meeting with L. Bonanno, she informed him that all requested items are needed.  ● J. McPherson inquired with L. Bonanno that if all requested items are purchased, if it will keep the hospital in a good financial position (in the black). He asked if we can use interest from money from our own investments (reserves). J. McPherson will find out such next week.  ● J. McPherson added that he informed L. Bonanno to start the budget process sooner next year.  ● S. Duranceau elaborated on the budget (capital and amortization).  ● Members noted that a great deal of money is being requested for 2017/18, while hardly anything is requested for the following year.  ● M. Wright noted that further information regarding the requested needs would be a good idea.  It was moved by S. Taylor and seconded by R. Humphreys that the Board approves the 2017/18 capital budget request of $817,070.00, as presented, conditional that L. Bonanno keeps the hospital funds in the black.  8.4 New Policies:  ● D. Lauzon informed the Board that the following 7 items are items that were omitted from the new bylaw.  Audit Committee – Terms of Reference:  ● Members reviewed the policy and made an amendment.  Director Duties and Responsibilities:  ● Members reviewed the policy and made some amendments.  Duties of Officers:  ● Members reviewed the policy and made some amendments.  Executive Committee –Terms of Reference:  ● Members reviewed the policy and made some amendments.  Nominating Committee – Terms of Reference:  ● Members reviewed the policy and made some amendments.  Notices:  ● Members reviewed the policy and made some amendments.  Voluntary Associations:  ● Members reviewed the policy and made some amendments.  ● L. Bonanno will be asked to verify with M. Letourneau if the Auxiliary gets their financial affairs reviewed by an independent financial reviewer.  It was moved by C. Tschajka and seconded by K. Legault that the Board approves the above 7 new policies and procedures, as amended.  8.5 New Bylaw No. 2:  ● J. McPherson requested that a footer be added to the document with “version 2” and the date.  It was moved by M. Wright and seconded by D. Boulanger that the Board of Directors recommends to the Corporation, approval of the Bylaw No. 2.  8.6 Self-Assessment Evaluation Summary:  ● J. McPherson asked if there were any questions or concerns with the self-assessment summary.  ● A concern was raised that new Board members may be rating low because they are not familiar with the process. It was suggested to consider that members should have served a minimum of 2 years before completing the survey.  ● It was noted that if reports will be given verbally at a Board meeting, perhaps that report should be deferred until the next meeting in order to have it in writing.  ● Members noted that it was nice to see the GDH overall data.  ● J. McPherson referred to item 8.8 (Individual Assessment) and asked that members be honest when completing the survey. Only D. Lauzon and J. McPherson will see the names of who completed the survey.  ● J. McPherson asked that members complete pages 62-64 by next week and submit their results to D. Lauzon.  8.7 Declaration of Desires (i.e.: Board Position):  ● J. McPherson distributed a document to help prepare for potential 2017 elections at the upcoming AGM.  ● D. Lauzon will send a copy to D. Burke and M. Letourneau.  ● Members were asked to complete the sheet and hand it in to D. Lauzon.  8.8 Individual Assessment:  ● This item was discussed under 8.6. | **Carried**  **Carried**  **Carried** |
| **9.0 LINKAGES AND PARTNERSHIPS** | |
| 9.1 QIC Meeting Minutes and Score Card – April 20, 2017:  ● J. McPherson asked if there were any questions or concerns regarding the minutes or the score card.  ● The following was noted from the score card.  -Ambulatory care visits: the “Last FY Average” of 69 should be shaded.  -L. Heerema also noted that the ambulatory care visits will most likely be above the range due to many programs (Remicade, Venofer, chemo, etc.).  It was moved by M. Wright and seconded by W. Anton to approve the April 20/17 Quality Improvement Committee minutes as received.  9.2 Geraldton District Hospital Auxiliary (GDHA) Report:  ● J. McPherson asked if there were any questions or concerns with the report  It was moved by K. Legault and seconded by C. Tschajka that the report from the Auxiliary be accepted. | **Carried**  **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 regarding the CEO report.  ● Staff appreciation BBQ: J. McPherson noted that he will be away for the June 21 BBQ and asked if other Board members are available to attend on his behalf to hand out awards. M. Wright and W. Anton volunteered to attend on the Board’s behalf.  ● J. McPherson informed the Board that per the OHA budget, all LHINs will receive a minimum of 2% (possibly 3%) increases for their respective hospitals.  ● A concern was raised regarding the 7 safety/security incidents on LTC (event report summary). L. Heerema elaborated, noting that staff are encouraged to report all incidents and that no harm came to the residents.  **It was moved by M. Wright and seconded by R. Humphreys that the report from the CEO be accepted.** | **Carried** |
| **12.0 ROUND TABLE DISCUSSION** | |
| ● M. Wright noted that it was a good meeting.  ● D. Boulanger noted that it was a good meeting.  ● L. Heerema noted that she has been approached in the community regarding chemo services because of the new pharmacy requirements. Laurie informed the Board of the new requirements and costs associated with such. She added that the NWHA has hired a company (Stantec) to conduct a site visit to review the structure and provide a quote for all the changes required in order to be compliant with the new regulations. There is no guarantee that the LHIN will provide extra funding for the added one-time costs. Following the Stantec visit, the OCP will visit GDH. Laurie added that the Regional Pharmacy Committee is looking at various options. Laurie elaborated on the chemo services, adding that we are currently at full capacity.  ● K. Legault inquired if she should be reviewing the investment policy to help prepare her for her treasurer report for the AGM. J. McPherson responded that Kathryn should indeed review the policy.  ● W. Anton reported that the Hike for Hospice is scheduled for Saturday, May 27.  ● C. Tschajka noted that it was a good meeting – a good update was provided regarding the chemotherapy service.  ● R. Humphreys noted that it was a good meeting.  ● S. Taylor noted that it was a good meeting; a lot of information was shared. |  |
| **13.0 MONTHLY MEETING EVALUATION:** | |
| ● Members were reminded to complete their evaluation and hand it in to D. Lauzon.  ● The summary will be reviewed at the next meeting. |  |
| **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 7:22 p.m.** | Carried |

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Board Chair Signature