Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, May 6, 2014 at 5:30 p.m.

Present: Jamie McPherson Victor Chapais Deanna Thibault

Voting Willy Anton Shirley Tyance Margaret Anne Darling

Audrey Johnston Dorene Boulanger Dale Randa

Melanie Lankin Chico Tschajka

Non-Voting Kurt Pristanski Dr. Roy Laine Sylvie Duranceau

Dr. Ryan Zufelt Diane Lauzon (recorder)

Regrets:

Voting

Regrets: Laurie Heerema

Non-Voting

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

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

**Total Board Members (voting): 11 Present: 11 Attendance: 100%**

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| 1. CALL TO ORDER | |
| * 1. The meeting was called to order at 5:31 p.m., by the Chair, Jamie McPherson.   **1.2 Correspondence:**  1.2.1 NW LHIN re: Compensation Restraint Compliance Reports:  ● J. McPherson asked if there were any questions regarding the compliance report. No concerns were raised.  1.2.2 Emergency Department Redevelopment Project #201320:  ● J. McPherson reported that the project is still moving forward even though elections have been called for next month.  ● K. Pristanski reported that the attached is a standard contract with the government.  ● C. Tschajka asked what was the next step.  ● K. Pristanski responded that the Hospital is currently at Stage 1, capital planning process. The Functional Plan will have to be reviewed, followed by the revision of the Master Plan. Both plans are 7 years old. Tendering will hopefully be completed next winter, with construction hopefully next spring.   * 1. **Education:**   1.3.1 OHA Conference, April 14/14 in Thunder Bay:  ● W. Anton noted that all that was mostly discussed was patient centered care.  ● A. Johnston reported that it was a very good conference and very well run. The facilitator was good. She added that they talked about quality, as well as patient centered care, integration and driving the change.  ● V. Chapais noted that seats were assigned at the conference and that the Ministry of Health representatives had a great deal to say.  ● K. Pristanski noted that it was a good conference and that registration was free, adding that quality and patient centered care were discussed, which is in line with the Hospital’s newest Strategic Plan. |  |
| 2. ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● He noted that there is a new number 9 on the agenda – Capital Plan ED Relocation Project.  **It was moved by C. Tschajka and seconded by D. Boulanger to approve the agenda as presented.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None. |  |
| **4. ADOPTION OF MINUTES** | |
| **4.1 Regular Meeting, April 1, 2014:**  ● J. McPherson asked if there were any errors or omissions in the April 1, 2014 regular Board meeting minutes.  ● It was noted in item #12 that “volunteer social” should be “volunteer appreciation social” in 2 areas.  **It was moved by A. Johnston and seconded by W. Anton to accept the minutes as amended.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 Draft Strategic Plan Pamphlet:**  ● Members reviewed the draft pamphlet and made a couple of changes.  ● Members agreed to have the pamphlet printed in pink.  ● K. Pristanski noted that the pamphlets will be put in the mailboxes the week before the AGM.  **It was moved by D. Thibault and seconded by M.A. Darling to approve the 2014-2018 Strategic Plan pamphlet as amended.**  **5.2 French Language Advisory Committee Meeting:**  ● S. Duranceau noted that the deadline for a francophone advisory committee is in the fall.  ● She asked that the item not be included in business arising on the agenda. She will report in her CCS report when she has an update. | **Carried** |
| **6. NEW BUSINESS** | |
| **6.1 Accreditation Schedule and Debriefing with Board Members:**  ● K. Pristanski highlighted the accreditation surveyor schedule.  ● He noted that members should plan to attend the June 3 session at 8:00 a.m. Please confirm with D. Lauzon if you can attend.  ● Members should also try to attend the debriefing session on June 6 at 10:00 a.m. **D. Lauzon was requested to send a reminder closer to the date.**  **6.2 Accreditation Functioning Tool Results:**  ● K. Pristanski noted that the results were from the Board survey that was completed last fall.  ● Members reviewed the results.  **6.3 Annual General Meeting: Tuesday, June 24/14:**  ● K. Pristanski noted that the AGM notice will be in this week’s paper.  ● **He added that the Nominating Committee will have to meet to review the Terms of Office.**  ● K. Pristanski advised the Board members to let himself or D. Lauzon know if they plan on resigning or retiring from their position on the Board. |  |
| **7. LINKAGES & PARTNERSHIPS** | |
| **7.1 Geraldton Hospital Auxiliary:**  ● M. Lankin reported that the Auxiliary memberships are still coming in.  ● She added that carnations will be delivered to all mothers on LTC for Mother’s Day.  It was moved by M. Lankin and seconded by C. Tschajka that the report from the Auxiliary be accepted.  7.2 Board of Directors QI Team: Webcast – CEO Succession Planning:  ● A. Johnston reported that she received the official report from the webcast this evening. She added that she, W. Anton, K. Pristanski, K. Popowich and A. Perrier attended the webcast.  ● The following comments were noted.  -The Board is in control of the process  -The ideal scenario is to include the CEO in dialogues if he/she is still working  -Organizations should have a 5-year succession plan  -Organizations should have a current job description  -Hiring an outside firm could be very costly but very beneficial  ● J. McPherson asked that the report be included in the next meeting package.  7.3 Quality Improvement Committee Meeting – March 27/14:  ● A. Johnston asked if there were any questions regarding the minutes.  It was moved by A. Johnston and seconded by D. Randa that the report from the Quality Improvement Committee be accepted. | **Carried**  **Carried** |
| **8. MEDICAL STAFF** | |
| **8.1 Medical Advisory Committee Meeting – April 8/14:**  ● Dr. Laine highlighted the minutes.  ● A member asked what the difference was between a PT and an OT. S. Duranceau provided an explanation.  ● Dr. Laine asked the members to consider the purchase of a third vaginal probe at a cost of approximately $12,000.  ● Dr. Zufelt noted that the cleaning time of a probe is lengthy and a test requiring a probe would be emergent.  ● K. Pristanski noted that although a third probe may rarely be utilized, it is very important and himself, L. Heerema and S. Duranceau support the purchase.  **It was moved by M. Lankin and seconded by S. Tyance that the Board approves the purchase of a third vaginal probe.**  ● Dr. Zufelt noted that the approval was much appreciated.  **It was moved by A. Johnston and seconded by D. Thibault that the report from the Medical Advisory Committee be accepted.**  **8.2 Physician Privileges:**  ● Dr. Laine highlighted the privileges.  **It was moved by D. Boulanger and seconded by C. Tschajka that the Board approves the physician privileges, as listed.** | **Carried**  **Carried**  **Carried** |
| **9. CAPITAL PLAN ED RELOCATION PROJECT** | |
| ● K. Pristanski noted that the attached news release and map were in last week’s newspaper.  ● **D. Lauzon will add the 2 documents on the Hospital website.**  ● **J. McPherson noted that the documents should also be posted and visible in the Hospital lobby.**  ● C. Tschajka inquired how the Board was responsible for the project and what happens if it goes over budget?  ● K. Pristanski responded that the project is tendered at a fixed price. If the tender is over the $9.9 million budget, then the scope of the project is reviewed or the funding share of the project is negotiated with the MOHLTC. Currently, the MOHLTC funds 90% and the Hospital funds 10% of the project.  ● C. Tschajka asked how the price remained at $9.9 million over the last 7 years.  ● K. Pristanski responded that the original $9.9 million project included replacement of the boilers, air exchange units (2) and air conditioning units (2). These projects have been completed and the $9.9 million remained the same because of inflation over the last 7 years.  ● A. Johnston inquired if the room sizes can be inter-changed in size. K. Pristanski responded that the Hospital must stay within space and budget.  ● A. Johnston asked if a Project Manager would be hired. K. Pristanski responded that a Project Manager would indeed be hired and funds for such position are in the $9.9 million budget.  ● C. Tschajka inquired if local contractors would have the opportunity to bid on the project. K. Pristanski responded that local contractors would have the same opportunity to bid as anyone else.  ● J. McPherson added that he was already been approached by 2 local contractors who would be interested in bidding on the project.  ● K. Pristanski reported that the Hospital will keep the same Architects that drafted the original plan because thousands of dollars have already been invested with them.  ● J. McPherson noted that if anyone has questions regarding the project to contact K. Pristanski. |  |
| **10. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● K. Pristanski asked if there were any questions regarding the CNO report.  **It was moved by W. Anton and seconded by A. Johnston that the CNO report be accepted.** | **Carried** |
| **11. CHIEF OF CLINICAL SERVICES (CCS) REPORT** | |
| ● S. Duranceau reported that the Hospital is recruiting for a third physiotherapist since there has been no successful OT candidate at this time.  ● A brief discussion was held regarding French language services.  ● S. Duranceau reported that ideas will come forward once the committee is formed.  **It was moved by C. Tschajka and seconded by D. Boulanger that the CCS report be accepted.** | **Carried** |
| **12. CEO REPORT** | |
| ● K. Pristanski asked if there were any questions regarding his report.  ● Employee Health, Wellness, Reward & Recognition: C. Tschajka reported that Ron Miron is a qualified kayak instructor.  ● Most members thought the peer recognition stickers were a good idea.  ● NOSP: K. Pristanski reported that the NOSP AGM will be held on June 26 at 7:00 p.m. in Nipigon. There will be 5 vacancies to fill at the AGM.  ● GFHT: the colors of the logo are shades of green. The Times Star helped draft the logo.  **It was moved by M. Lankin and seconded by M.A. Darling that the CEO report be accepted.** | **Carried** |
| **13. ROUND-TABLE DISCUSSION** | |
| ● K. Pristanski noted that it was another good meeting. Good discussions were held.  ● A. Johnston noted that it was a very interesting meeting.  ● V. Chapais suggested that the Hospital thank/recognize the people who helped get the Capital Project approved (LHIN, MPP Gravelle, Municipality).  ● J. McPherson noted that good discussions were held and good opinions were provided. |  |
| **14. BI-MONTHLY MEETING EVALUATION SUMMARY:** | |
| ● J. McPherson noted that grand average was 8.7.  ● He added that comments are always appreciated. |  |
| **15. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved A. Johnston and seconded by V. Chapais that the regular meeting be adjourned at**  **6:41 p.m.** | Carried |