Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, November 11, 2014 at 5:30 p.m.

Present: Jamie McPherson Victor Chapais (T) Willy Anton

Voting Shirley Tyance Audrey Johnston Suzanne Lafrance

Melanie Lankin (T) Chico Tschajka

Non-Voting Kurt Pristanski Sylvie Duranceau Diane Lauzon (recorder)

Regrets: Dorene Boulanger

Voting

Absent – Voting: Dale Randa

Regrets: Laurie Heerema Dr. Laine Dr. Zufelt

Non-Voting

# 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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| 1. CALL TO ORDER | |
| * 1. The meeting was called to order at 5:30 p.m., by the Chair, Jamie McPherson.   **1.2 Correspondence:**  1.2.1 North Shore Hospitals Board Retreat Summary Notes:  ● A Board Retreat 2014 summary was received from Gwen DuBois-Wing.  ● A. Johnston and W. Anton noted that they were pleased to see the retreat notes.  ● Some of the points noted from the summary were:  -Patient-centred  -One voice  ● K. Pristanski noted that the summary retreat relates with the G2G session. Hospital Boards may have to meet on a quarterly basis starting in the near future in order to meet “collaboration” criteria, as per the NW LHIN’s direction.  ● J. McPherson noted that he was pleased to see everyone working as a group and share resources. He added that summary notes should be provided from all and any education sessions.  1.2.2 Governance Centre for Excellence Mentorship Program:  ● J. McPherson asked the Board members what their thoughts were regarding him participating in the mentorship program.  ● Members present thought it would be a good idea.  ● J. McPherson agreed to participate in the mentorship program.  1.2.3 MOHLTC re: HIRF Funding:  ● J. McPherson noted that $335,175 will be provided to GDH for the 2014-2015 fiscal year and $167,587 will be provided for the 2015-2016 fiscal year.  ● K. Pristanski reported that the funds will be applied to the Hospital’s roof repair cost. He added that HIRF funds can only be applied to projects determined by the MOHLTC engineers.  1.2.4 NW LHIN re: One-Time Funding re: District of Thunder Bay IDN Health Link Business Case:  ● K. Pristanski reported that GDH is the lead for the Thunder Bay IDN Health Link he is the chair/lead of the Health Link; therefore he looks after the funds.   * 1. **Education:**   1.3.1 Management Intern:  ● K. Pristanski reported that Andrée Perrier was planning to be in attendance to present her report.  ● J. McPherson noted that he wishes to have A. Perrier present her report in person.  ● **Deferred until the next meeting.**    1.3.2 NW LHIN G2G Session: October 22/14  ● K. Pristanski reported that the LHIN has changed the wording of “integration” to “collaboration”. He added that the LHIN is not pleased with collaboration at this time and they have indicated that if collaboration does not happen, they (the LHIN) will make it happen.  ● J. McPherson concurred with K. Pristanski’s report and added that there was much talk about patient-centered strategy and collaboration at the G2G session.  ● J. McPherson highlighted the attached document.  1.3.3 HealthAchieve Conference:  ● A. Johnston provided her verbal report of the conference. She noted that “we have to change how we feel and how we deal with patient care”. She added that the “music in medicine” presentation was very inspiring.  ● W. Anton noted that she appreciated the opportunity to attend the conference. She added that it was not the best HealthAchieve she has attended but it definitely was good. She added that the microbe session was very amazing. She noted that “no one is better than anyone else – we all have to work together”.  ● K. Pristanski concurred that it was not the best conference but it was definitely good. He added that a great deal of information was repeated from past conferences. He added that he also attended a mental health session and they discussed health and wellness at work. He added that GDH is ahead of many hospitals in that area.  ● J. McPherson reported that he also attended the AGM and it was not well attended. He added that there were many discussions throughout the conference regarding patient-centered care, collaboration, information technology, as well as Board diversity. He also attended a health links session and reported that all health links operate differently, depending on what works for them.  ● V. Chapais attended the Thunder Bay conference. He reported that the equipment did not function as well as last year but he still enjoyed the conference. He noted “open ourselves to questions – no question is stupid” and it is not bad to say that “you do not know”. He added that the speakers all share their gift and they do not abuse it. He added that he would go back to the Thunder Bay conference, versus attending in Toronto. He added that there were many LHIN representatives in attendance.  ● J. McPherson reported that it was good Board education to hear everyone’s reports from the conference.  ● A. Johnston noted that if A board member has the opportunity and time to attend, they should do so. |  |
| 2. ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any other amendments to the agenda.  **It was moved by C. Tschajka and seconded by W. Anton to approve the agenda as received.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None. |  |
| **4. ADOPTION OF MINUTES** | |
| **4.1 Regular Meeting, October 7, 2014:**  ● J. McPherson asked if there were any errors or omissions in the October 7, 2014 regular Board meeting minutes.  ● A typo was noted in section 12.1. Business “care” should be business “case”.  **It was moved by W. Anton and seconded by A. Johnston to accept the minutes as amended.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 Board Vacancy:**  ● K. Pristanski reported that as per the Bylaw, an individual can be appointed to the Board until the next AGM to fill a vacancy.  ● **A Nominating Committee meeting will be arranged.**  ● A. Johnston noted that if anyone has someone to recommend, please advise K. Pristanski or D. Lauzon.  **5.2 Consent Agenda:**  ● Several consent agendas were attached and reviewed. All were different.  ● K. Pristanski noted that items that are for information only should be under consent.  ● J. McPherson asked the members to think about what they believe should be under a consent agenda.  ● J. McPherson noted that Thunder Bay Regional is one of the leading hospitals in patient-centered care.  ● **This will be further discussed at the next meeting.**  **5.3 COS 360o Evaluation: Hay Group:**  ● K. Pristanski verified with the Hay Group and their evaluation would be a cookie-cutter that is used across every hospital.  ● K. Pristanski suggested hiring another agency that would interview the COS and peers. He added that it would be costly but it would be more thorough.  ● J. McPherson inquired if anything will change following such review.  ● S. Lafrance noted that the Board has due diligence to review such evaluation. The Board will become informed and go from there.  ● **K. Pristanski will get estimated costs for the next meeting and get some input from Dr. Laine as well.**  **5.4 HealthAchieve Conference Agenda:**  ● The agenda was distributed ahead of the conference.  **5.5 Senior Friendly Initiative Policy and Procedure:**  ● K. Pristanski noted that it is mandated by the government to have such initiative in place. He added that the managers reviewed the policy and it now requires Board approval.  ● J. McPherson inquired who the members of the Senior Friendly Hospital Committee were. **K. Pristanski will follow-up with L. Heerema.**  **It was moved by C. Tschajka and seconded by S. Lafrance that the Board approves the Senior Friendly Initiative Strategy policy and procedure.**  **5.6 Project Charter: Change “Pursue” to “Explore”:**  ● K. Pristanski reported that the Project Charter was not amended yet because it is only a draft and the Hospital is awaiting the response from the NW LHIN before continuing.  **5.7 Letter to the LHIN re: One-Time Expenses:**  ● The letter was attached. A response has yet to be received; therefore the project remains at a stand-still.  ● A. Johnston suggested that a follow-up letter be sent if no response is received after a certain time. | **Carried** |
| **6. CAPITAL PLAN ED RELOCATION PROJECT** | |
| ● K. Pristanski highlighted the update/schedule.  ● He added that stage 1 should be completed sometime in January.  ● Ministry approval is then required to move forward to the next stage. |  |
| **7. NEW BUSINESS** | |
| 7.1 Mission Policy and Procedure:  ● K. Pristanski reported that the Mission Statement is reviewed annually but the two policies were missed the last two years.  ● Three amendments were made to the Mission policy and procedure.  7.2 Vision and Values Policy and Procedure:  ● No amendments were required to the Vision and Values policy and procedure.  It was moved by A. Johnston and seconded by W. Anton that the Mission policy be approved as amended, as well as the Vision and Values policy be approved as reviewed.  7.3 Talent Management Plan:  ● K. Pristanski reported that the managers and Board Quality Improvement Team members reviewed the Plan and it now requires Board approval.  ● K. Pristanski noted that the Recruitment Processes section was new and it now complies with the Accreditation standard.  ● Board members reviewed the document.  ● Discussion was held regarding retention and incentives.  It was moved by C. Tschajka and seconded by S. Tyance that the Board approves the October 2014 Talent Management Plan. | **Carried**  **Carried** |
| **8. LINKAGES AND PARTNERSHIPS** | |
| 8.1 Geraldton Hospital Auxiliary:  ● M. Lankin reported that the Auxiliary donated one bursary in the fall and another will be donated to a second recipient who is only starting post-secondary education in January 2015.  ● She also reported that the Auxiliary are trying to heighten awareness of its organization.  It was moved by M. Lankin and seconded by S. Lafrance that the report from the Auxiliary be accepted.  8.2 Ethics Committee Minutes – June 19 and Sept. 11/14:  ● Members reviewed the minutes and several questions were asked.  ● A. Johnston noted that pastor Steve Woods is interested in the pastoral care representative for the Ethics Committee. D. Lauzon will relay the message to L. Heerema to contact him.  It was moved by A. Johnston and seconded by S. Tyance that the reports from the Ethics Committee be accepted.  8.3 Board of Directors QI Team Notes – October 8/14:  ● K. Pristanski asked if there were any questions regarding the notes.  It was moved by W. Anton and seconded by S. Lafrance that the report from the Board of Directors QI Team be accepted.  8.4 Quality Improvement Committee Meeting – October 16/14:  ● A. Johnston asked if there were any questions regarding the minutes.  ● V. Chapais reported that he was in attendance at the meeting (it was not noted).  It was moved by A. Johnston and seconded by C. Tschajka that the report from the Quality Improvement Committee be accepted. | **Carried**  **Carried**  **Carried**  **Carried** |
| **9. MEDICAL STAFF** | |
| **9.1 Medical Advisory Committee Meeting – October 27/14:**  ● K. Pristanski asked if there were any questions regarding the minutes.  **It was moved by C. Tschajka and seconded by W. Anton that the report from the MAC be accepted.**  **9.2 Physician Privileges:**  **It was moved by M. Lankin and seconded by V. Chapais that the Board approves the physician privileges, as listed.** | **Carried**  **Carried** |
| **10. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● Members were pleased to see that old hospital equipment is being donated.  **It was moved by A. Johnston and seconded by C. Tschajka that the CNO report be accepted.** | **Carried** |
| **11. CHIEF OF CLINICAL SERVICES (CCS) REPORT** | |
| ● S. Duranceau reported that a physiotherapist site visit is scheduled for next week.  **It was moved by C. Tschajka and seconded by S. Lafrance that the CCS report be accepted.** | **Carried** |
| **12. CEO REPORT** | |
| ● K. Pristanski reminded the Board members to provide their sizes for the wind suits. The deadline is this Friday.  ● K. Pristanski asked if there were any questions regarding his report.  **It was moved by S. Tyance and seconded by W. Anton that the CEO report be accepted.** | **Carried** |
| **13. ROUND-TABLE DISCUSSION** | |
| ● K. Pristanski noted that it was a good meeting and good conversations were held.  ● W. Anton inquired about the chemotherapy grant news release. K. Pristanski responded that the news release was in the Times Star a few weeks ago.  ● S. Lafrance noted that she is looking forward to consent agenda ideas. She noted that she has concerns with the Hospital no longer providing scheduled OBS services.  ● A. Johnston inquired if the palliative care room would receive a makeover any time soon because the wall paper is coming off the walls. K. Pristanski responded that there are plans in place to upgrade the room but he does not know the details. **L. Heerema will follow-up.** She also noted that it was a good meeting.  ● J. McPherson noted that good discussions were held. |  |
| **14. BI-MONTHLY MEETING SELF-EVALUATION SUMMARY:** | |
| ● Members reviewed the summary.  ● J. McPherson thanked the members for their comments. |  |
| **15. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved V. Chapais and seconded by C. Tschajka that the regular meeting be adjourned at**  **7:26 p.m.** | Carried |