Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, November 12, 2013 at 5:30 p.m.

Present: Jamie McPherson Victor Chapais Deanna Thibault

Voting Willy Anton Audrey Johnston Dorene Boulanger

 Melanie Lankin Chico Tschajka

Non-Voting Kurt Pristanski Dr. Roy Laine Laurie Heerema

 Dr. Ryan Zufelt Sylvie Duranceau Dan Hill

 Diane Kampela (recorder)

Regrets: Margaret Anne Darling

Voting

Absent: Dale Randa

Voting

Regrets:

Non-Voting

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

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

**Leave of Absence 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 5:29 p.m., by the Chair, Jamie McPherson.

**1.2 Correspondence:**1.2.1 OHA re: Cuthbertson v. Rasouli Bulletin:● J. McPherson briefed about the dispute related to whether consent was required to withdraw life-support where a physician believes it is no longer medically indicated. He added that many emails were received regarding the matter.● Dr. Laine spoke on the matter briefly, noting that occasionally family members’ expectations are too high regarding such sensitive issues.* 1. **Education:**

1.3.1 Tour of Support Services Departments:● S. Rivest provided the Board members with a very good tour of the support services departments, including laundry, dietary and housekeeping.1.3.2 HealthAchieve Verbal Reports:● C. Tschajka reported that it was his first time attending the conference and he was very impressed with the key note speakers. He added that there were numerous exhibitors with amazing products. Overall it was a very good conference.● A. Johnston concurred with C. Tschajka’s report.● W. Anton reported that she attended the French language meeting. She added that once new health cards are issued, an “F” will be added to the cards for designated francophones. She reported that it was a great conference. There is a great deal of innovation happening.● K. Pristanski reported that it was a good conference. He attended a session regarding staff values and ethics.● L. Heerema reported that it was her first time attending the conference as well. She attended some nursing sessions. She added that the southern small, rural concerns are not applicable to Geraldton. She added that the exhibits were great and she will try to implement some cost-saving ideas. L. Heerema reported that there is a new medication system in place called closed-loop medication system and the government is willing to pay to implement the system. The system would help reduce medication errors. L. Heerema and Carol House will travel to the Sioux Lookout Mino Ya Win Health Centre to see their system as they already have it in place.● V. Chapais reported that he attended the conference in Thunder Bay and it was very good. He attended a session regarding patient safety and another on training your brain. He added that he pulled loads of information from the conference from Twitter. He added that it is worth going to Thunder Bay for the conference instead of traveling to Toronto.● All who attended the conference agreed that Chris Hadfield was a great inspirational speaker. |  |
| 2. ADOPTION OF THE AGENDA |
| ● J. McPherson asked if there were any amendments to the agenda.● The following item was added to the agenda.6.3 Investment Portfolio Update**It was moved by A. Johnston and seconded by W. Anton to approve the agenda as amended.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** |
| ● None. |  |
| **4. ADOPTION OF MINUTES** |
| **4.1 Regular Meeting, October 1, 2013:**● J. McPherson asked if there were any errors or omissions in the October 1, 2013 regular Board meeting minutes.**It was moved by D. Thibault and seconded by C. Tschajka to accept the minutes as presented.** | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** |
| **5.1 2013/14 Board Committees:**● D. Kampela distributed the list.**5.2 50th Anniversary:**5.2.1 Thank You Letters:● The thank you letters were distributed.5.2.2 Thank You Ad in the Times Star:● D. Kampela verified with the Times Star and they apologized as they had already invoiced the Hospital but the ad had not been printed. The ad has since been printed in the Times Star.**5.3 Board Member Leave of Absence: Duration:**● J. McPherson reported that Shirley Tyance is requesting a leave of absence for the next two months (until January).● The members concurred to give S. Tyance the leave of absence requested.● **K. Pristanski will send S. Tyance a letter stating that the Board has accepted her request for a leave of absence.****It was moved by A. Johnston and seconded by W. Anton that the Board of Directors approves a leave of absence for Shirley Tyance until January 2014.** | **Carried** |
| **6. NEW BUSINESS** |
| **6.1 Human Resources and Talent Management Plan:**● K. Pristanski reported that the Hospital already had a Human Recourses Plan in place but as a new accreditation standard, the Plan had to be improved.● The members reviewed the Plan and made some changes.● It was noted on the event schedule that there is not much going on between August and December. S. Duranceau responded that there are activities that take place and are not on the event schedule. For example there is usually a luncheon potluck and costume contest for Halloween.● **A Board member requested that a proposal for the management intern position be submitted to the Board.****It was moved by D. Thibault and seconded by M. Lankin that the Board of Directors approves the Human Resources and Talent Management Plan as amended.****6.2 Diversity Plan:**● K. Pristanski noted that this Plan was mandated by the Government/LHIN.● The Plan was a compilation of existing Bylaws, Policies and Procedures.● The members reviewed the Diversity Plan.**It was moved by D. Boulanger and seconded by W. Anton that the Board of Directors approves the Diversity Plan as amended.** **6.3 Investment Portfolio Update:**● D. Thibault noted that it has been over a year since the Hospital switched investment.● She distributed and highlighted copies of the investment details.● D. Thibault reported that every year there is between $800,000 - $1,000,000 GICs up for renewal, should the Hospital need the funds.● **D. Thibault will confirm the starting dollars of the investment at the next meeting.** | **Carried****Carried** |
| **7. LINKAGES & PARTNERSHIPS** |
| **7.1 Geraldton Hospital Auxiliary:** ● M. Lankin reported that the Auxiliary Executive will be losing one of their long-time members; Lois Wynn. She is relocating to Thunder Bay.● She also reported that many of the organizations that belong to the Hospital Auxiliary Associations of Ontario (HAAO) are not auxiliaries; therefore it was proposed that the name be changed.  The name change has not been done yet as there is call for suggestions and they will be voted on.It was moved by M. Lankin and seconded by A. Johnston that the Report from the Geraldton Hospital Auxiliary be accepted.7.2 Board of Directors QI Team Meeting Notes: October 9/13:● K. Pristanski asked if there were any questions regarding the notes.● A. Johnston inquired about the date of the next meeting. K. Pristanski responded that the October meeting was held one week later than usual; therefore the indicators were all up-to-date; as a result the Team will not meet until December.It was moved by W. Anton and seconded by C. Tschajka that the Report from the Board of Directors QI Team be accepted.7.3 Quality Improvement Committee Meeting – October 16/13:● A. Johnston asked if there were any questions regarding the minutes.● Members suggested that a congratulatory letter be sent to Niko Gregorin and Cathleen Murphy regarding their presentation at a provincial webinar on falls prevention.● K. Pristanski will draft a letter on behalf of J. McPherson.It was moved by A. Johnston and seconded by C. Tschajka that the Report from the Quality Improvement Committee be accepted. | **Carried****Carried****Carried** |
| **8. MEDICAL STAFF** |
| **8.1 Medical Advisory Committee Meeting Minutes – October 22/13:**● Dr. Laine highlighted the minutes of the October 22/13 MAC meeting.● Dr. Laine noted that the word of mouth and local experience are a big factor for recruitment.● A brief discussion took place regarding Hubs. K. Pristanski noted that he is not sure what will happen with the Hubs now that Links discussions are in place.**It was moved by W. Anton and seconded by D. Boulanger that the Report from the Medical Advisory Committee be accepted.****8.2 Physician Privileges:**● Dr. Laine noted the privilege for Dr. Hodge, as recommended by the Medical Advisory Committee.It was moved by A. Johnston and seconded by D. Thibault that the Board of Director approves the physician privilege, as listed. | **Carried****Carried** |
| **9. CHIEF NURSING OFFICER (CNO) REPORT** |
| ● L. Heerema asked if there were any questions regarding her CNO report.● She reported that 2 applications were received for the Anishnabe Resource Worker position. ● L. Heerema also reported that the MOHLTC was on site October 28-29 to conduct a LTC inspection. There were 2 small concerns with housekeeping that have already been resolved.● **Board members requested that a congratulatory letter be sent to the staff.****It was moved by C. Tschajka and seconded by M. Lankin that the CNO Report be accepted.** | **Carried** |
| **10. CHIEF CLINICAL SERVICES (CCS) REPORT** |
| ● S. Duranceau asked if there were any questions regarding her CCS report.● Dr. Zufelt reported that word of mouth and exposure are the best way to recruit physicians.● **Board members requested that a congratulatory letter be sent to Niko Gregorin for the Preceptor of the Year Award.****It was moved by D. Boulanger and seconded by V. Chapais that the CCS verbal Report be accepted.** | **Carried** |
| **11. CEO REPORT** |
| ● K. Pristanski highlighted his report.● NOSP: an ED has been hired. Shannon Cormier will start in the position on December 9/13.● GFHT: in process of negotiating a contract for the ED position.● NW LHIN Small Hospital Financial Allocation Project: a meeting was held last week. Several hospitals are not happy with potential relocation of funds.● Health Links: a meeting is scheduled for this Thursday.● Financial Statements: D. Hill highlighted the statements. The Hospital is in a healthy position.**It was moved by C. Tschajka and seconded by W. Anton that the CEO Report be accepted.** | **Carried** |
| **12. ROUND-TABLE DISCUSSION** |
| ● D. Thibault noted that it was a good meeting.● W. Anton reported that it was a good meeting. She also reported that she attended the Aboriginal Awareness Training session today at the Friendship Centre. It was very interesting.● V. Chapais reported that he received an interesting email from the OHA today regarding the guide to good governance and the evolving technology.● D. Kampela noted that she liked the meeting starting a little earlier. Several members concurred. However, J. McPherson said that the GFHT Board meetings will now last a little later, therefore he may have to request that the GFHT Board meetings be changed to a different date/time. **J. McPherson and K. Pristanski will follow-up with the GFHT. This will be further discussed at the next meeting.**  |  |
| **13. BI-MONTHLY MEETING SELF-EVALUATION SUMMARY:** |
| ● Members reviewed the summary.● It was noted that members seemed to be honest with their responses according to some of the scores. That is good. |  |
| **14. TERMINATION OF REGULAR BOARD MEETING** |
| **It was moved V. Chapais and seconded by D. Thibault that the regular meeting be adjourned at 7:24 p.m.** | Carried |