Geraldton District Hospital

Minutes of the

### Regular Board Meeting

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

Present: Jamie McPherson Mark Wright Willy Anton

Voting Dorene Boulanger Dean Burke Ralph Humphreys

Sheri Taylor Myrna Letourneau Chico Tschajka

Non-Voting Lucy Bonanno Sylvie Duranceau Dr. Laine

Dr. Zufelt Laurie Heerema Diane Lauzon (recorder)

Regrets:

Voting

Regrets:

Non-Voting

Absent: Kathryn Legault Peter Shebagabow

Guest: Dan Hill (T)

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

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

**Total Board Members (voting): 11 Present: 9 Attendance: 73%**

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| CALL TO ORDER | |
| 1.1.1 Welcome and Chair’s Opening Remarks:  ● The meeting was called to order at 5:44 p.m., by the Chair, J. McPherson following the annual Board photo session.  **1.1.2 Financial Statements – Q2:**  ● Dan Hill highlighted the Statement of Operations, noting the following:  -Sick leaves and overtime have impacted the expenses.  -Extra funding was not received for the entitlement of HOOPP for casual employees.  -Supplies were under budget; great work from everyone.  -Total margin was .8% at the end of September 2016.  -As of September 30, 2016, the Hospital was in a surplus of $44,488.  ● Concerns were raised regarding the Nakina Clinic being over budget, resulting in funds coming out of the hospital’s reserves. D. Hill reported that extra funds for salary were recently announced; this will help.  ● D. Hill highlighted the Balance Sheet, noting the following:  -The current ratio at the end of September 2016 was 2.2%; this is quite healthy.  ● D. Hill said that there is nothing to be concerned about as of September 30, 2016.   * 1. **Correspondence:**   1.2.1 NOSM Media Release  ● Members were pleased to see Lucy Bonanno’s name on the list of appointed directors.  1.2.2 Transport Canada re: Helipad Inspection and Resurfacing Project:  ● For member information.  1.2.3 Michael Gravelle re: Ministry of Energy:  ● M. Wright reported that the Minster of Energy and the Hydro One CEO, along with Michael Gravelle, will be attending the Chamber of Commerce AGM in Geraldton on November 7. Tickets can be purchased for the luncheon/AGM (ahead of time). Power outage concerns will be addressed.  ● L. Bonanno noted that she will be attending the luncheon and AGM.   * 1. **Education:**   1.3.1 Guide to Good Governance (Chapter 7):  ● Members reviewed Chapter 7, noting the following:  -**L. Bonanno was asked to follow-up regarding consent of a director within 10 days after their election or appointment.**  -**L. Bonanno was also asked to inquire about 12 elected directors and ex officio. Perhaps the twelfth Board member can be a PFCC representative.**  -Discussion was held regarding committee meeting evaluations. Members suggested bringing a recommendation to the QIC to consider meeting evaluations. **D. Lauzon will inform Katrina Edey of such.**  -A brief discussion was held regarding the Board Chair performance. Members concurred that the Board Chair performance is included in the monthly evaluation. Members were encouraged to provide more comments.  -**Members reviewed the sample Board orientation manual index and asked L. Bonanno to follow-up regarding the policies listed, as well as the resources listed.**  ● **Chapter 8 of the Guide to Good Governance will be reviewed at the next meeting.**  ● J. McPherson inquired if the review of the Guide to Good Governance should count toward 1 education session for each Board member. Members concurred.  ● Once the review of the Guide is complete, Board members who had an attendance of 80% will be awarded one education event attendance. |  |
| 2.0 ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● It was noted that the date in item 4.1 should be September 13/16 (not June 7/16).  **It was moved by D. Boulanger 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 – September 13, 2016:**  **4.2 Regular Board Meeting Minutes – October 4, 2016:**  **4.3 Medical Advisory Committee Minutes – September 26, 2016:**  **4.4 Healthier Community Advisory Committee Minutes – September 28, 2016:**  **4.5 Ethics Committee Minutes – October 18, 2016:**  **4.6 CCS Report:**  **4.7 CNO Report:**  **It was moved by M. Wright and seconded by C. Tschajka to accept the Consent Agenda as received.** | **Carried** |
| **5.0 ITEMS LIFTED FROM CONSENT AGENDA** | |
| ● No items were listed from the consent agenda. |  |
| **6.0 BUSINESS ARISING FROM MINUTES** | |
| **6.1 Board Member Mandatory Annual Policy Review:**  ● D. Lauzon noted that the GDH Board does not have all of the policies listed on the Manitouwadge policy.  ● J. McPherson inquired if the topics (policies) listed should be reviewed annually.  ● **Board members agreed to review the Bylaw sections that talk about the topics listed on the attached policy and implement them in a GDH Board policy.**  **6.2 Individual Director’s Functioning:**  ● J. McPherson noted that the scores for items 7.1 to 7.4 were low for the GDH Board, compared to the group.  ● J. McPherson noted that the consultant that will be chosen to develop a new strategic plan can meet with the Board to educate the members on the plan.  ● A brief discussion was held regarding item 7.4 (I feel good about my level of contribution to the board’s deliberations) and members concurred it was a very subjective question. |  |
| **7.0 CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● This will be discussed under the CEO Report (item 11.0). |  |
| **8.0 NEW BUSINESS** | |
| 8.1 Opening Prayer:  ● J. McPherson noted that the item originated from a previous comment/suggestion.  ● The following comments were noted:  -Have a moment of silence and everyone can do their own prayer.  -Acknowledge treaty land (9).  -Concerns with opening prayer as not everyone is religious.  ● It was noted that other Boards/committees acknowledge treaty land.  ● S. Taylor will draft wording for treaty acknowledgment and forward it to D. Lauzon to include in the next Board package.  8.2 Point of Care Testing (POCT) Policy:  ● D. Lauzon informed the members that the Medical Advisory Committee recommended approval of the policy to the Board.  ● Members reviewed the policy and the Change Log, which lists all changes made to the policy over the years.  ● S. Duranceau elaborated on the policy and the responsibilities, adding that there are several POCT indicators.  ● S. Duranceau and Dr. Zufelt noted that any issues are addressed and monitored and that the Board should feel confident in approving the policy.  It was moved by M. Letourneau and seconded by C. Tschajka to approve the Point of Care Testing (POCT) policy.  8.3 Governance Functioning Tool Survey – Results:  ● J. McPherson noted that 8 responses were received. He thanked everyone for completing the survey.  ● J. McPherson highlighted the yellow and red flags.  ● Members found the wording of question 24 slightly confusing; however once PFCC is in place, stories will be shared. | **Carried** |
| **9.0 LINKAGES AND PARTNERSHIPS** | |
| 9.1 QIC Meeting Minutes and Score Card – September 14, 2016:  ● J. McPherson asked if there were any questions or concerns regarding the minutes.  It was moved by R. Humphreys and seconded by W. Anton to approve the September 24/16 Quality Improvement Committee minutes as received.  9.2 QIC Meeting Minutes and Score Card – October 13, 2016:  ● J. McPherson noted that R. Humphreys is the new QIC Chair.  It was moved by M. Wright and seconded by D. Burke to approve the October 13/16 Quality Improvement Committee minutes as received.  ● Members reviewed the attached Board of Directors score card. The following were comments noted:  -L. Bonanno was asked to follow-up why there were no volume metrics targets.  -Members noted that the attendance was low.  -The YTD average for “individual members assessment completed” is incorrect. D. Lauzon will advise K. Edey and I. McPherson.  9.2.1 Board Ad Hoc Committee re: Accreditation Standards:  ● J. McPherson noted that we need a Board Ad Hoc committee to prepare for the upcoming 2018 accreditation.  ● The following members volunteered for the Ad Hoc Committee:  -Ralph Humphreys, Willy Anton, Mark Wright, Myrna Letourneau and Jamie McPherson    9.3 Geraldton District Hospital Auxiliary (GDHA) Report:  ● M. Letourneau highlighted the attached GDHA report, noting that participation in the HAAO fall teleconference did not happen due to technical issues.  It was moved by M. Letourneau and seconded by W. Anton that the report from the Auxiliary be accepted. | **Carried**  **Carried**  **Carried** |
| **10.0 MEDICAL STAFF** | |
| **10.1 Physician Privileges:**  ● Dr. Laine highlighted the attached list of physician privileges.  **It was moved by D. Boulanger and seconded by D. Burke that the Board of Directors approves the list of physician privileges.** | **Carried** |
| **11.0 CHIEF EXECUTIVE OFFICER (CEO) REPORT** | |
| ● L. Bonanno highlighted her CEO report.  ● ED Redevelopment Project: L. Bonanno noted that Dave Beazley, the project advisor, met with some staff and Board members yesterday. A RFP was conducted for architectural and engineering services and 8 proposals were received. Agnew Peckham will continue as consultants for the Functional Program. The Functional Program (ED square footage) will be based on the number of ED visits. There are more stages to go through before being shovel ready. J. McPherson elaborated and stated that the building contract needs to be awarded before the next elections. Some funds have already been utilized on work previously done, which now has to be redone.  ● Insurance Coverage: L. Bonanno elaborated on cyber liability insurance.  ● A lengthy discussion was held regarding processes not being followed for bringing concerns/complaints forward. L. Bonanno was informed that if security is a concern, she should contact the police.  **It was moved by C. Tschajka and seconded by S. Taylor that the report from the CEO be accepted.** | **Carried** |
| **12.0 ROUND TABLE DISCUSSION** | |
| ● D. Burke noted that it was a good meeting.  ● Dr. Laine reported that he attended a palliative care education session last weekend; it was very good.  ● Dr. Zufelt noted that it was a good meeting.  ● M. Letourneau noted that it was a good meeting. She thanked R. Humphreys for accepting the QIC Chair position. She added that she was impressed with Dave Beazley’s expertise in the ED. She also noted a thank you to the Ways and Means Committee for the day timer calendar that was received.  ● D. Boulanger noted that it was a good meeting and she thanked the Auxiliary for their donation.  ● R. Humphreys noted that he encourages everyone to attend the Board retreat.  ● L. Heerema noted that NOSP now has a French-speaking psychiatrist, as well as a geriatric psychiatrist available.  ● S. Taylor noted that it was a very good meeting. Good job J. McPherson in chairing.  ● W. Anton noted that it was a good meeting and she thanked L. Bonanno for the invitation to the meeting with Dave Beazley yesterday.  ● C. Tschajka noted that it was a good meeting.  ● M. Wright noted that he attended the Dr. Dean recognition ceremony and it was very nice.  ● L. Bonanno noted that it was a good meeting. |  |
| **13.0 BI-MONTHLY MEETING EVALUATION SUMMARY:** | |
| ● Members reviewed the summary.  ● J. McPherson noted that it was nice to see several comments on the summary.  ● J. McPherson reported that another governance meeting would take place sometime in the new year. |  |
| **14.0 TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved by D. Boulanger and seconded by S. Taylor that the regular meeting be adjourned at 7:25 p.m.** | Carried |