 Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, October 2, 2018 at 5:30 p.m.

Present: Mark Wright Jamie McPherson Dorene Boulanger

Voting Willy Anton Chico Tschajka Myrna Letourneau (T)

Ralph Humphreys (T) Kathryn Legault

Non-Voting Lucy Bonanno Dr. Roy Laine Adam Kolisnyk

Sylvie Duranceau Dr. Ryan Zufelt Sandra Penner (recorder)

Regrets: Terry Popowich Mandy Labelle

Voting

Regrets: Laurie Heerema

Non-Voting

# Board Composition (voting): 8 Elected 2 Appointments Total 10

**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 | | | |
| ● S. Black and L. Colucci from Perkins Eastman Black, the architects for the ED Project provided an update on the current status to the Board. S. Black noted in the project overview provided the approval to continue has been received. The Ministry is pleased with drawings and have approved the joining of the new ED to the current Acute care ward. The next step will be 4.1. There is a list of next steps in the overview which S. Black reviewed. She noted there will be a clear strategy to blend the new into the existing building without impacting patient services.  ● J. McPherson noted he appreciates the architects revising their schedule to work towards breaking ground the beginning of July 2019.  ● S. Black reviewed the process to select the contractors. J. McPherson inquired if it has to be listed on Merks and S. Black indicated due to the project size it would not.  **1.1. Welcome and Chair’s Opening Remarks:**  ● The meeting was called to order at 5:50 p.m., by the Chair, M. Wright.  ● M. Wright read the Treaty Acknowledgement. | |  | |
| 2.0 DECLARATION OF CONFLICTS OF INTEREST | | | |
| ● None Declared | |  | |
| **3.0 ADOPTION OF THE AGENDA** | | | |
| ● M. Wright asked if there were any amendments to the agenda.  ● M. Letourneau request Consent agenda items 7.1 & 7.2 be removed.  **It was moved by J. McPherson and seconded by C. Tschajka that the agenda be approved as amended.**  **CARRIED** | | **RES 61** | |
| |  |  |  | | --- | --- | --- | | **4.0 PRESENTATIONS** |  | | | **4.1 Patient Stories**  ● No patient story for this meeting. |  |   **5.0 CORRESPONDENCE** | | | |
| **5.1 Ministry of Finance News**  ● Correspondence from the Ministry of Finance was provided and reviewed. | |  | |
| **6.0 EDUCATION** | | | |
| **6.1 Board Retreat**  ● C. Tschajka noted he enjoyed the retreat which included a number of high powered speakers. It was discussed about the new Conservative Government as there is a lot of uncertainty right now.  ● L. Bonanno noted the topic discussed by Anthony Dale was interesting. | |  | |
| **7.0 CONSENT AGENDA** | | | |
| **7.1 Regular Board Meeting Minutes – September 11, 2018:**  ● Minutes lifted.  **7.2 HCAC Meeting Minutes – September 13, 2018:**  ● Minutes lifted.  **7.3 CCS Report:**  ● No report presented.  **7.4 CNE Report:**  ● Accepted as presented.  **It was moved by D. Boulanger and seconded by J. McPherson to accept the Consent Agenda as amended.**  **CARRIED** | | **RES 62** | |
| **8.0 ITEMS LIFTED FROM CONSENT AGENDA** | | | |
| **8.1 Regular Board Meeting Minutes – September 11, 2018:**  ● M. Letourneau provided corrections. S. Penner to update.  **8.2 HCAC Meeting Minutes – September 13, 2018:**  ● M. Letourneau noted from page 9 of the HCAC Meeting minutes, she would like additional information regarding the Seniors Supportive Housing presentation.  ● M. Wright would like this added to **the next Board meeting agenda as a line item.**  It was moved by J. McPherson and seconded by W. Anton that the items lifted from the Consent Agenda be approved as amended.  CARRIED | | **RES 63** | |
| **9.0 BUSINESS ARISING FROM MINUTES** | | | |
| **9.1 Review of Hospital By-Law**  ● L. Bonanno reviewed the items noted from the last meeting:   * It was agreed to change the wording from First Nations to Indigenous. * The secretary is not defined, however it is defined further on within the By-law. * There was some confusion with the 48 hr notice or 24 hr notice for meetings. The lawyer advised to leave it as currently noted. * 4.3 it was noted that it is referring to another section. It was recommended to leave as stated as this is a legal document. * It was noted where the dot is it should state 2 or 3 and it was recommended not to use quorum to call a special meeting. A discussed was held. The members agreed to update to 3 members required to call a meeting. * Board spokesperson section wording gives the Board maximum flexibility without having to change the By-laws. L. Bonanno provided an example were this would be required. * French language piece – it will be added to the By-laws.   ● L. Bonanno noted if the members are in favour of the updates she will advise the lawyers to complete the amendments. No objections were noted.    **9.2 CT Scanner**  ● M. Wright requested a summary report to be included with next month’s meeting package.  **Return to the agenda**    **9.3 Board Planning Cycle 2018-2019**  ● It was noted to specify for the Patient Services tour in June to include both Acute and LTC.  ● Change the Individual Assessment in March to the Peer Assessment    **9.4 Board Members’ Roles and Responsibilities**  **(Please read, sign and submit to S. Penner)**  ● Completed  **9.5 Confidentiality Agreement**  **(Please read, sign and submit to S. Penner)**  ● Completed | |  | |
| 1. **CAPITAL PLAN / CFO REPORT** | | | |
| **10.1 Finance & Patient Statics – Q1**  ● A. Kolisnyk presented his reports and noted we are currently running at a deficit with sick time over the summer and recruitment playing a large role.  ● M. Wright noted the current ratio is set by the Board. It was noted that the LHIN calculates current ratio by including the investment account.  ● A. Kolisnyk would like to include the investment account into the current ratio.  ● A. Kolisnyk proposed reducing the amount of the chequing account balance by utilizing short term investments. A discussion took place.  **● Policies regarding Investment / Account Balances to be brought forth at the next meeting.**  ● A. Kolisnyk reviewed the list of Capital items cancelled to date.  ● Additional capital projects are proceeding. The Hospice room completion is scheduled for mid-November.  ● A. Kolisnyk noted the external funding for the sprinkler system is unlikely at this time given the change in government along with other factors. To maintain the adequate scheduling time he recommended reallocation of funds from the capital project account to the engineering study portion of the sprinkler system project. He noted he will continue to pursue funding however there may be funding through HIRF in coming years.  **It was requested that the full proposal be brought back to the next meeting**  **10.2 Risk Management**  ● A. Kolisnyk’s reported on the current risks, the labour shortage being the largest at this time.  ● The NP retirement was questioned as to how large of a risk does this pose. Dr. Zufelt noted that in the absence of the NP on LTC the physicians would fill in the vacancy until the NP was replaced. | |  | |
| |  |  |  | | --- | --- | --- | | **11.0 NEW BUSINESS** | | | | **11.1 Incident Reports (RL6) May – August 2018**  ● It was noted the number of incidents on Acute care has an increase over last year. It was reported that this is due to the high number of ALC patients.  ● It was noted that the documentation errors are not being included and L. Bonanno stated this is not a mandatory reporting item.  **11.2 Checklist of Governance Practices**  ● It was recommended to have the hospital go through the checklist as opposed to having the Board go through this and return to the next meeting.  **11.3 Human Resources Succession Planning**  ● L. Bonanno noted the hospital now has a HR Officer and she has been assigned to revise and update this document with a due date of February 2019.  ● C. Tschajka inquired as to what is the successor gap.  ● M. Wright noted if someone is identified within the organization the gap is how long it will take to get that candidate up to full duties in the role.  ● J. McPherson noted that the names of successors should not be listed in this document, as that is operational.  ● D. Boulanger noted physician recruitment is still under the Chief of Clinical Services role and L. Bonanno noted handover has not happened yet.  **11.4 Strategic Plan Bi-Monthly Review**  ● D. Boulanger noted on Page 4 of the report the date for completion of the Hospice Bed is late September.  ● A. Kolisnyk noted the new date for completion is mid-November.  ● J. McPherson inquired any of the items with a longer term are a concern and L. Bonanno noted they are not.  ● M. Wright inquired if the Board would like to go through it item by item or a general review. **It was noted as item dates come close to due the members would like to see the items highlight.**  ● D. Boulanger inquired what the percentage of seniors is in Greenstone. A. Kolisnyk noted it is in the Birchbark report. **Members requested to include this in the Support Housing report for next meeting**.  **11.5 Peer Assessment Template**  ● L. Bonanno presented the template from the Guide to Good Governance.  ● J. McPherson noted the entire board is required to review each member.  ● It was noted by having all members complete the review that it equals out the ratings as some people rate lower than others.  ● This would replace the questionnaire were the members rate themselves.  ● R. Humphreys inquired if there is a phase in period for new members. C. Tschajka noted for new members you still have to grade them, as to are they speaking at the meetings, are they participating, etc.  ● M. Letourneau noted attendance is not reflected in this assessment. She also wanted to know if it could be done at the end of each member’s term.  ● J. McPherson noted attendance is addressed under a separate policy. A discussion occurred.  ● M. Wright noted this is about continuous improvement. These assessments are to be educational and are not public.  ● M. Wright requested the attendance record to be sent to him**.**  ● **Board peer review to replace the individual review on the annual agenda in March.**  **● S. Penner to revise the document so each member will have 1 page to complete, return to next meeting.**  ● M. Letourneau inquired if the members would receive a copy of their scoring. M. Wright indicated that no, it is for the chair to evaluate the members.  ● M. Letourneau noted it would be interesting to score yourself so the chair could evaluate that against peer assessment.  **● S. Penner to incorporate this into the draft template for the November meeting.** | |  |   **12.0 LINKAGES & PARTNERSHIPS** | | | |
| **12.1 QIC Meeting Minutes and Score Card**  ● The minutes from the QIC meeting held September 20, 2018 were presented.  ● R. Humphreys will be back chairing the December meeting.  ● D. Boulanger noted the reports should be mailed out to the committee at the end of each month (pg 42).  ● M. Wright concurred.    **12.2 Geraldton Hospital Auxiliary Report**  ● M. Letourneau presented her Geraldton District Hospital Auxiliary report and she will be in Thunder Bay chairing the executive north meeting tomorrow evening.  It was moved by D. Boulanger and seconded by J. McPherson that the Linkage and Partnership reports be accepted as presented.  CARRIED | **RES 64** | | |
| **13.0 CEO REPORT:** | | | |
| ● L. Bonanno presented her report.  ● She noted in her report there was no new information regarding the ER project however 48 hrs later the approval to proceed was received.  **It was moved by C. Tschajka and seconded by W. Anton that the report from the CEO be approved as presented.**  CARRIED | **RES 65** | | |
| |  |  | | --- | --- | | **14.0 DECISION OF BOARD:** | | | **14.1 Physician Privileges**  ● There are no privileges to approve for the Month of September 2018 | **RES 66** | | |  |  | | --- | --- | | **15.0 ROUND TABLE DISCUSSION** | | | ● J. McPherson thanked the members who called into the meeting for their attendance.  ● It was noted V. Chapais has resigned as our PFCC representative  ● M. Letourneau noted it is better to be present for the meeting then on the phone.  ● R. Humphreys noted he would like to present a story since he was a patient for the first time. |  | | | | |  |  | | --- | --- | | **16.0 MONTHLY MEETING EVALUATION** | | | ● The Evaluation from September 2018 was reviewed and evaluation forms were distributed to the members. |  | | | | | | |
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Board Chair Signature