Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, October 1, 2013 at 6:00 p.m.

Present: Jamie McPherson Victor Chapais Deanna Thibault

Voting Willy Anton Margaret Anne Darling Audrey Johnston

Dorene Boulanger Melanie Lankin Chico Tschajka

Non-Voting Kurt Pristanski Dr. Roy Laine Cathleen Larsen

Dr. Ryan Zufelt Diane Kampela (recorder) Dan Hill

Regrets: Shirley Tyance

Voting

Absent: Dale Randa

Voting

Regrets: Laurie Heerema Sylvie Duranceau

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: 9 Attendance: 82%**

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| 1. CALL TO ORDER | |
| * 1. The meeting was called to order at 6:00 p.m., by the Chair, Jamie McPherson.   ● J. McPherson welcomed the newest Board member, Dorene Boulanger and introductions were held.  **It was moved by A. Johnston and seconded by M. Lankin that the Board of Directors approves the Nominating Committee recommendation to appoint Dorene Boulanger as a Director until the next Annual General Meeting.**  **1.2 Correspondence:**  1.2.1 MOHLTC:  ● The attached letter was regarding one-time funding for physicians for helping keep the Emergency Department open 24/7 during the summer months. The funding is yet to be received.  ● J. McPherson distributed some correspondence that may be of interest to some members.   * 1. **Education:**   1.3.1 Finance:  ● Dan Hill distributed information regarding his presentation prior to the meeting commencing.  ● D. Hill provided a presentation regarding capital and operating planning processes, as well as a review of the financial statements.  1.3.2 Five Hospital Education Retreat:  ● K. Pristanski reported that Bob Gregor was the Facilitator for the Board retreat. The presentation was good and the food was good. He noted that the Manitouwadge hospital manages CCAC and also runs the Family Health Team.  ● W. Anton noted that no evaluation was given and she feels it is important to have an evaluation at any event. She added that it was one of the best retreats she has attended.  ● V. Chapais reported that the retreat was a good networking opportunity. He noted that the Nipigon hospital was not represented at the retreat.  ● M.A. Darling reported that she only attended Saturday’s session. She was very impressed with the Manitouwadge hospital and she would like to see some of their initiatives implemented at GDH. She added that it was a very interesting retreat.  ● Dr. Laine noted that the review of the CEO and Board obligations was very interesting. He was also very impressed with the Manitouwadge hospital’s operations.  ● J. McPherson noted that planning for next year’s Board retreat will start in the spring. | **Carried** |
| 2. ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● J. McPherson noted that an email was received from S. Tyance. It was added to the agenda for discussion as item 6.3  ● D. Kampela noted that item 4.1 should be the review of the “September 3/13” minutes.  **It was moved by C. Tschajka and seconded by D. Thibault to approve the agenda as amended.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None. |  |
| **4. ADOPTION OF MINUTES** | |
| **4.1 Regular Meeting, September 3, 2013:**  ● J. McPherson asked if there were any errors or omissions in the September 3, 2013 regular Board meeting minutes.  ● It was noted that on page 4, item 9, third bullet, the word “provided” should be “provide”.  **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 Health Achieve Travel Arrangements:**  ● D. Kampela completed all the arrangements and gave the information to the members attending the conference.  **5.2 2013/14 Board Committees:**  ● The revised list was attached.  ● Additions were made to the list. **It will be updated and redistributed at the next meeting.**  **5.3 2013/14 Board Planning Cycle and Agenda Control:**  ● The revised agenda was attached.  ● Sylvie Rivest will provide a tour of the support services departments at the next meeting.  **5.4 Strategic Plan: Draft Facilitator RFP:**  ● Members reviewed the attached Request for Proposal.  ● Members were in agreement to proceed with the RFP.  ● It was requested to get more “meat” for the Strategic Plan.  **5.5 50th Anniversary Thank You Letters:**  ● J. McPherson signed all the thank you letters.  ● J. McPherson noted that great comments were received about the celebration.  ● **K. Pristanski will distribute the letters personally.**  ● Members noted that they did not see the Thank You ad in the Times Star. **D. Kampela will follow-up.** |  |
| **6. NEW BUSINESS** | |
| **6.1 Bylaw: Francophone Definition**  ● K. Pristanski reported that there is no provincial definition for Francophones. He added that S. Duranceau will draft a definition in time for the first of the four Bylaw reviews starting at the December Board meeting.  ● D. Thibault suggested checking with the Greenstone Economic Development Centre as they are designated bilingual from the federal government and may have a definition.  **6.2 November Board Meeting Date:**  ● K. Pristanski noted that the November Board meeting date would have to be changed due to several Board members attending the Health Achieve conference from November 4-6/13.  ● The November meeting will be held on Tuesday, November 12/13. Dinner will be at 5:00 and the meeting will commence at 5:30 to accommodate A. Johnston and D. Boulanger who have a prior commitment.  **6.3 Email from Shirley Tyance:**  ● J. McPherson noted that the email said that due to a personal situation and other priorities, S. Tyance would like a leave from her position on the Board.  ● K. Pristanski responded that it would not be a problem to give S. Tyance a leave of absence if the Board agrees. Board members concurred.  ● C. Tschajka inquired about the length of the leave because the time period was not requested in the email.  ● **J. McPherson will follow-up with S. Tyance to see how much time she is requesting before a final decision is made.** |  |
| **7. LINKAGES & PARTNERSHIPS** | |
| **7.1 Geraldton Hospital Auxiliary:**  ● M. Lankin reported that the Auxiliary had a successful bake sale and raised $547.50.  ● She also reported that Myrna Letourneau, Auxiliary President, will be attending the fall conference in Toronto next month.  ● M. Lankin added that there is a total of 2,272 hours volunteered to-date.  It was moved by M. Lankin and seconded by W. Anton that the Report from the Geraldton Hospital Auxiliary be accepted.  7.2 Board of Directors QI Team Meeting Notes: September 6/13:  ● K. Pristanski reported that Katrina Popowich would like all Board members to complete the survey as per the letter that was included in the Board package. The survey can be completed at home or individually at the Hospital. Contact K. Popowich to schedule an appointment, if needed.  ● J. McPherson reported that he completed the survey and it only took 10 minutes to complete; however there is one question that did not seem worded properly.  ● K. Pristanski asked if there were any questions regarding the notes.  ● K. Pristanski noted that the QI meeting originally scheduled for tomorrow would have to be rescheduled because K. Popowich is away.  ● Following a short discussion, it was agreed that it be held on Wednesday, October 9/13 at 12:00 noon.  It was moved by W. Anton and seconded by D. Boulanger that the Report from the Board of Directors QI Team be accepted.  7.3 Quality Improvement Committee Meeting – September 18/13:  ● A. Johnston asked if there were any questions regarding the minutes.  ● J. McPherson inquired about the late submissions of incident reports.  ● C. Larsen responded that staff sometimes do not realize that the reports are to go to K. Popowich first to be logged and then she forwards them to the managers. K. Popowich has reminded the managers to remind their staff of the process to follow with incident reports.  ● It was noted that one page 3, item 8.3, “now” should be “not”.  It was moved by A. Johnston and seconded by C. Tschajka that the Report from the Quality Improvement Committee be accepted.  **7.4 Nominating Committee Meeting Minutes – September 10/13:**  ● A. Johnston highlighted the minutes, noting a few typos.  **It was moved by A. Johnston and seconded by W. Anton that the Report from the Nominating Committee be accepted.**  **7.5 Healthier Community Advisory Committee Meeting – September 19/13:**  ● K. Pristanski noted that it was the first HCAC meeting he has missed due to a meeting conflict. L. Heerema chaired the meeting. Also, all managers are receiving practice chairing meetings.  ● A couple of typos were noted.  **It was moved by M. Lankin and seconded by M.A. Darling that the Report from the Healthier Community Advisory Committee be accepted.** | **Carried**  **Carried**  **Carried**  **Carried**  **Carried** |
| **8. MEDICAL STAFF** | |
| **8.1 Medical Advisory Committee Meeting Minutes – September 16/13:**  ● Dr. Laine highlighted the minutes of the September 16/13 MAC meeting.  **It was moved by V. Chapais and seconded by D. Thibault that the Report from the Medical Advisory Committee be accepted.**  **8.2 Physician Privileges:**  ● Dr. Laine noted the privileges, as recommended by the Medical Advisory Committee.  It was moved by V. Chapais and seconded by C. Tschajka that the Board of Director approves the physician privileges, as listed. | **Carried**  **Carried** |
| **9. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● K. Pristanski asked if there were any questions regarding the CNO report.  **It was moved by D. Boulanger and seconded by W. Anton that the CNO Report be accepted.** | **Carried** |
| **10. CHIEF CLINICAL SERVICES (CCS) REPORT** | |
| ● K. Pristanski reported on behalf of S. Duranceau that she and K. Popowich are currently attending the recruitment fair in Ottawa, Toronto, Hamilton, Kingston and London.  **It was moved by M. Lankin and seconded by A. Johnston that the CCS verbal Report be accepted.** | **Carried** |
| **11. CEO REPORT** | |
| ● K. Pristanski highlighted his report.  ● NOSP: interviews for the ED will be held in Nipigon next Thursday.  ● GFHT: there were 12 applications received for the ED position. Six were selected for an interview.  ● NW Health Alliance: a second round of interviews will be held in Thunder Bay next Monday.  ● NW LHIN Small Hospital Financial Allocation Project: K. Pristanski reported that some of the small hospitals are in a deficit position and they want the hospitals with a surplus to share their surpluses. Funding allocations and services provided with associated expenses are being reviewed in detail by the NW LHIN. If there will be funding reallocation, then this will not be implemented until 2015/16.  The MOHLTC announced 1% funding for small hospitals in May of 2013. The Small Hospital Advisory group recommends allocating the funding equally to each small hospital. The LHIN recommends that they allocate funds to only small hospitals in financial need, plus restrictions would be placed on the new funding. A final decision is expected in the near future from the MOHLTC.  **It was moved by C. Tschajka and seconded by D. Thibault that the CEO Report be accepted.** | **Carried** |
| **12. ROUND-TABLE DISCUSSION** | |
| ● D. Thibault noted that it was a good meeting and good timing.  ● V. Chapais noted that it was nice to see new Board members.  ● M. A. Darling noted that it was a good meeting.  ● D. Boulanger said she is pleased to be here and to represent the Francophones.  ● A. Johnston noted that it was a good meeting and she welcomed Dorene Boulanger to the group. |  |
| **13. BI-MONTHLY MEETING SELF-EVALUATION:** | |
| ● Members were asked to complete the evaluation.  ● The summary will be reviewed at the next meeting. |  |
| **14. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved M. Lankin and seconded by A. Johnston that the regular meeting be adjourned at 7:31 p.m.** | Carried |