Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, October 6, 2015 at 5:30 p.m.

Present: Jamie McPherson Dorene Boulanger Willy Anton

Voting Mark Wright Dean Burke Ralph Humphreys

Robert Deleo Debbie Charles Myrna Letourneau

Chico Tschajka

Non-Voting Allan Katz Sylvie Duranceau Laurie Heerema

Dr. Laine Dr. Zufelt Diane Lauzon (recorder)

Regrets:

Voting

Absent: Shirley Tyance

Guests: Keith Taylor Bonnie Nicholas

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

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

**Total Board Members (voting): 11 Present: 10 Attendance: 91%**

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| 1.0 CALL TO ORDER | |
| * 1. The meeting was called to order at 5:29 p.m., by the Chair, J. McPherson.   ● L. Heerema introduced Keith Taylor (Co-Chair, TBRHSC – Patient Family Advisory Council) and Bonnie Nicholas (TBRHSC – PFCC Lead, Advocate).  ● K. Taylor reported that 100 patients sit on the Patient Family Centred Care (PFCC) Council.  ● B. Nicholas noted that there are 4 core concepts of the PFCC. They are:  -Dignity and respect  -Communication and information sharing  -Participation  -Collaboration  ● B. Nicholas noted that positivity is the biggest criteria the PFCC Council looks for in a patient family advisor.  ● B. Nicholas noted that patient family advisors sign confidentiality agreements. Should the agreement be breached, the advisor is terminated.  ● Patient family advisors have Terms of Reference.  ● K. Taylor reported that all 2,800 TBRHSC employees signed a commitment that they are committed to a PFCC.  ● B. Nicholas noted that she is willing to help out in any way possible for GDH to form a PFCC Council. She can be contacted via L. Heerema.  ● B. Nicholas distributed an informative pamphlet regarding PFCC.  ● Dr. Laine left the meeting.  ● Dr. Zufelt joined the meeting.  **1.2 Correspondence:**  1.2.1 Grateful Patient:  ● Members were pleased to see such positive feedback.   * 1. **Education:**   1.3.1 Board Retreat: September 18-19, 2015:  ● C. Tschajka reported that he really enjoyed the MICs group presentation.  ● M. Letourneau reported that it was a very productive weekend. There was good integration.  ● R. Humphreys reported that it was a nice and successful retreat done in our area. The presentation sold him on the concept.  ● R. Deleo reported that he learned a great deal of information and it was a great learning experience.  ● A. Katz reported that it was exciting to hear the feedback and see the evaluations. He added that CEOs and Board Chairs will start meeting more often.  ● J. McPherson reported that the Board will have to decide which way to go; MICs group way or health hub. He added that Board Chairs and CEOs will meet to review the evaluations and provide feedback to their respective Boards.  ● J. McPherson reported that the LHIN will be presenting/educating the members at the November Board meeting.  1.3.2 Regional Consultation Session – Thunder Bay: October 15/15:  ● J. McPherson reported that he and A. Katz are attending the consultation session and there is the opportunity for another member to attend.  ● A. Katz briefed about the session.  ● C. Tschajka may be interested in attending. He will confirm with D. Lauzon.  1.3.3 Tour of Support Services:  ● The tour will take place prior to the December meeting.  ● J. McPherson noted that everyone should have received a copy of the Guide to Good Governance. Feel free to start reading it. |  |
| 2.0 ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● The following item was added to the agenda.  2.1 Appointment of Mark Wright  **It was moved by D. Boulanger and seconded by W. Anton to approve the agenda as amended.**  **2.1 Appointment of Mark Wright:**  ● J. McPherson noted that a motion was omitted at the September Board meeting to appoint M. Wright to the Geraldton District Hospital Board of Directors for the 2015-2016 year.  **It was moved by M. Letourneau and seconded by R. Deleo that M. Wright be appointed to the Board of Directors, retroactive to September 8, 2015, for the year 2015-2016.** | **Carried**  **Carried** |
| **3.0 DECLARATION OF CONFLICTS OF INTEREST** | |
| ● No declaration of conflicts. |  |
| **4.0 CONSENT AGENDA** | |
| **4.1 Regular Board Meeting Minutes – September 8, 2015:**  **4.2 Board of Directors QI Team Notes – September 9, 2015:**    **4.3 Medical Advisory Committee Minutes – September 14, 2015:**  **4.4 Ethics Committee Meeting Minutes – September 15, 2015:**  **4.5 Healthier Community Advisory Committee Minutes – September 16, 2015:**  **4.6 CNO Report:**  **4.7 CNO Report:**  **It was moved by C. Tschajka and seconded by R. Deleo to accept the Consent Agenda as received.** | **Carried** |
| **5.0 ITEMS LIFTED FROM CONSENT AGENDA** | |
| ● No items were lifted from the Consent Agenda. |  |
| **6.0 BUSINESS ARISING FROM MINUTES** | |
| **6.1 Chief of Staff Evaluation: COS Responsibilities:**  ● Deferred.  **6.2 Pharmacy Department Thank You Letters:**  ● J. McPherson reported that he distributed the two local letters. The letter to the Consultant Pharmacist was mailed to her home in Hanmer.  ● L. Heerema noted that Paulette Abraham was very appreciative of her thank you letter.  ● M. Letourneau noted that face-to-face is a great way to deliver the letters.  **6.3 Board Committees 2015-2016:**  ● J. McPherson noted that the Greenstone Family Health Team can be removed from the list.  ● M. Wright noted that he will sit on the Quality Improvement Committee.  ● D. Lauzon will update the list accordingly.  **6.4 Board Cycle Agenda Control 2015-2016:**  ● J. McPherson added chapters of the Guide to Good Governance to the schedule.  ● D. Lauzon will update the schedule accordingly.  **6.5 LTC Residents Computer:**  ● M. Letourneau was thrilled to report that the hospital has provided a mobile computer for the residents and that they will pay for the Wi-Fi. The laptop donated by the Auxiliary will be kept as back-up.  ● M. Letourneau added that she sent a letter to the Geraldton high school requesting students who would be willing to help teach the residents how to use the computer as part of their mandatory volunteer hours. |  |
| **7.0 CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● A. Katz reported that preliminary comments were received. Detailed comments are forthcoming.  ● He added that a meeting was held today with the architects; there were no concerns.  ● A. Katz also reported that we are still hoping for a May 2016 project launch. |  |
| **8.0 NEW BUSINESS** | |
| 8.1 Northwest Regional Credentialing System: Policy and Procedure  ● A. Katz reported that the next MAC meeting is not until November and that the Board never previously approved the Northwest Regional Appointment and Credentialing policy and procedure.  ● A. Katz proposed the Board’s approval of the policy, pending MAC ratification at the November 11/15 meeting.  It was moved by D. Boulanger and seconded by M. Wright that pending ratification at the next Medical Advisory Committee, the Geraldton District Hospital Board of Directors approve the Northwest Regional Appointment and Credentialing Policy and Procedure.  8.2 Quality Improvement Committee  8.2.1 Chair Appointment:  ● J. McPherson asked if any members of the QIC would be interested in being the Chair.  ● M. Letourneau agreed to be the Chair if there was no other interest.  ● J. McPherson agreed to help M. Letourneau if needed. He added that he can be the QIC Chair next year once his Board Chair position is complete.  It was moved by W. Anton and seconded by R. Humphreys that the Geraldton District Hospital Board of Directors appoints Myrna Letourneau as Chair of the Quality Improvement Committee for the 2015-2016 fiscal year.  8.2.2 External Representative:  ● Members concurred to having a community representative on the QIC. With such appointment, the Bylaw will require to be amended accordingly at the Annual General Meeting.  It was moved by C. Tschajka and seconded by R. Humphreys that the Geraldton District Hospital Board of Directors appoints Audrey Johnston to the Quality Improvement Committee as community representative for the 2015-2016 fiscal year. | **Carried**  **Carried**  **Carried** |
| **9.0 LINKAGES AND PARTNERSHIPS** | |
| 9.1 Geraldton District Hospital Auxiliary (GDHA) Report:  ● M. Letourneau highlighted her report, adding that $998.75 was raised with the bake sale.  ● D. Boulanger reported that she presented Melanie Lankin, past Board Auxiliary representative, with a print and thank you letter for her seven years on the Board. M. Lankin was very pleased with her gift.  It was moved by M. Letourneau and seconded by R. Deleo that the report from the Auxiliary be accepted.  9.2 Quality Improvement Committee Meeting Minutes – September 22/15:  ● J. McPherson asked if there were any questions regarding the minutes.  It was moved by W. Anton and seconded by D. Burke that the report from the Quality Improvement Committee be accepted.  9.3 Greenstone Family Health Team:  ● J. McPherson noted that everyone should have received an electronic copy of the letter from the GFHT.  ● He added that if anyone wishes to join the GFHT Board next year, plan to attend their AGM. | **Carried**  **Carried** |
| **10.0 MEDICAL STAFF** | |
| **10.1 Physician Privileges:**  ● Dr. Zufelt highlighted the attached list.  **It was moved by C. Tschajka and seconded by D. Charles that the Board approves the physician privileges, as listed.** | **Carried** |
| **11.0 CHIEF EXECUTIVE OFFICER (CEO) REPORT** | |
| ● A. Katz highlighted his report.  ● J. McPherson reported that the preferred CEO candidate will be invited for a site visit and to meet the Board, tentatively, on October 20.  ● Health Links Update: A. Katz noted that it was previously reported that up to $1M funding would be available per Health Link. That amount has since been changed to $600,000 for the entire NW LHIN region.  The City of Thunder Bay has become operational and will receive $480,000 in 2015-16. The remaining $120,000 must be expensed by the end of March 2016. At this time, Manitouwadge will be allocated the remaining funds to implement a Health Link.  ● A. Katz briefed on the OHA Workplace Violence Summit he attended last week.  ● Members were pleased with the information and graphs shared.  **11.1 Employee Health, Wellness, Reward and Recognition Team Notes: September 21/15**  ● For member information.  **It was moved by M. Wright and seconded by W. Anton that the CEO report be accepted.** | **Carried** |
| **12.0 ROUND-TABLE DISCUSSION / GENERATIVE DISCUSSION EXERCISE: PREPARATION** | |
| ● J. McPherson advised the members to read the attached information regarding Introduction to Generative Governance and be prepared to meet in groups for discussion at the next meeting.  ● A. Katz added that the members would indeed be separated in two groups at the next meeting with facilitators (Laurie and Sylvie) to review and discuss the Ted Ball article. Members will be asked to record what they feel are barriers and what strategies could be adopted.  ● J. McPherson added that members should read the “current reality” columns in the article to be prepared for next month’s meeting.  ● A. Katz noted that it was a great meeting and he thanked L. Heerema for bringing PFCC team members to present. The TBRHSC PFCC team is well renowned.  ● D. Burke noted that it was fascinating to see patients and students as part of the PFCC.  ● R. Humphreys thanked L. Heerema for bringing in the Thunder Bay PFCC team. He noted that we will not see a difference for a while, but it will be worth it.  ● M. Letourneau noted that we are paving the way to go. She liked everyone’s eagerness.  ● D. Boulanger noted that she enjoyed the Thunder Bay people. They are very enthusiastic.  ● Dr. Zufelt noted that it was a great meeting.  ● W. Anton noted that it was a good meeting.  ● C. Tschajka thanked L. Heerema for arranging the PFCC presentation. He added that he liked the double-sided Board package.  ● D. Lauzon asked the members if they were okay with printing the Board package double-sided. Everyone concurred.  ● L. Heerema reported that she attended a PFCC conference last week. She added that some things are already happening at the Hospital regarding PFCC without us knowing it. She is very excited about it but a little worried at the same time. We need 100% commitment from everyone. R. Humphreys added that implementing will take planning but it will be worth it.  ● D. Charles noted that it was a great meeting. Excellent presentation.  ● S. Duranceau announced that the physiotherapist who came for a site visit last week has accepted the position; however there is no start date yet.  ● A. Katz reported that the physician recruitment contract with TMA Healthcare has been signed. They are moving ahead quickly.  ● S. Duranceau added that she has obtained 3 new locums but is still short for coverage at times. |  |
| **13.0 BI-MONTHLY MEETING SELF-EVALUATION:** | |
| ● Members were reminded to complete their evaluation.  ● D. Lauzon will send the evaluation form electronically due to the error in the document with double-sided printing.  ● The summary will be reviewed at the next meeting. |  |
| **14.0 TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved D. Burke and seconded by D. Charles that the regular meeting be adjourned at**  **7:51 p.m.** | Carried |