Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, September 2, 2014 at 5:30 p.m.

Present: Jamie McPherson Victor Chapais Willy Anton

Voting Shirley Tyance Audrey Johnston Suzanne Lafrance

 Dorene Boulanger Dale Randa Melanie Lankin (T)

 Chico Tschajka

Non-Voting Kurt Pristanski Dr. Roy Laine Sylvie Duranceau

 Dr. Ryan Zufelt Laurie Heerema Diane Lauzon (recorder)

Regrets: Margaret Anne Darling

Voting

Regrets:

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: 10 Attendance: 91%**

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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.

● J. McPherson requested that item 8.6 Nominating Committee Meeting be moved to item 1.1.1.● J. McPherson requested to add item 7.7, LHIN Board of Directors and 8.7, GFHT AGM.**1.1.1 Nominating Committee Meeting Minutes – August 7/14:**● A. Johnston highlighted the minutes.● C. Tschajka stated that he wishes to remain status quo (industry representative) at this time.● S. Lafrance will be appointed to the Board’s current fiscal year to replace Deanna Thibault.**It was moved by A. Johnston and seconded by D. Boulanger that the Board of Directors appoints Suzanne Lafrance to the Board for the current fiscal year.****It was moved by A. Johnston and seconded by C. Tschajka that the report from the Nominating Committee be accepted.****1.2 Correspondence:**1.2.1 Health Care Governance Forum: Sept. 26-27/14● J. McPherson noted that the Forum is in Toronto.● Members were advised to contact D. Lauzon if they are interested in attending.1.2.2 NW LHIN Governance to Governance Session: Oct. 22/14● Members were advised to contact D. Lauzon if they are interested in attending.● J. McPherson and K. Pristanski will attend.1.2.3 Accreditation Canada:● K. Pristanski highlighted the letter from Accreditation Canada noting the first award of “Accreditation” was appealed and the award was upgraded to “Accreditation with Commendation”. ● There are still a few standards that need to be met. * 1. **Education:**

1.3.1 North Shore Board Retreat:● J. McPherson encourages all Board members to attend the retreat. It is a good networking opportunity.● Members were advised to contact D. Lauzon if they are interested in attending.● A. Johnston, V. Chapais, C. Tschajka, Dr. Laine and K. Pristanski will attend the retreat.1.3.2 HealthAchieve Conference: Toronto or Thunder Bay: Nov. 3-5, 2014:● J. McPherson, W. Anton, A. Johnston, L. Heerema and K. Pristanski will attend the Toronto event.● D. Lauzon noted that the November Board meeting date should be changed because of a conflict with HealthAchieve.● It was decided that the November Board meeting would be held on Tuesday, November 11/14. | **Carried****Carried** |
| 2. ADOPTION OF THE AGENDA |
| ● J. McPherson asked if there were any other amendments to the agenda.**It was moved by W. Anton and seconded by D. Boulanger to approve the agenda as amended.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** |
| ● None. |  |
| **4. ADOPTION OF MINUTES** |
| **4.1 Regular Meeting, June 3, 2014:**● J. McPherson asked if there were any errors or omissions in the June 3, 2014 regular Board meeting minutes.● It was noted that “Johnston” was misspelled in item 7.5. ● It was also noted that in item 7.5, “other interests” should be “others interested”.**It was moved by A. Johnston and seconded by W. Anton to accept the minutes as amended.****4.2 Special Meeting, June 24, 2014:**● J. McPherson asked if there were any errors or omissions in the June 24 special meeting minutes.**It was moved by D. Boulanger and seconded by S. Tyance to accept the minutes as received.**  | **Carried****Carried** |
| **5 BUSINESS ARISING FROM MINUTES** |
| **5.1 G2G Board Survey:**● K. Pristanski reported that the survey was completed but could not be printed. However, the results were previously distributed.**5.2 Annual Evaluation: Comments and Suggestions:**● It was noted in the Governance Evaluation and in the Accreditation Survey that the Chief of Staff position needs to be evaluated.● **K. Pristanski will find an appropriate evaluation form/system.**● **J. McPherson will provide further ideas and suggestions to add to the next Board meeting agenda.****5.3 Congratulatory Letter re: Outbreak:**● Completed.**5.4 Capital Plan News Release and Design: Post in ER:**● Completed.**5.5 Treasurer Position:**● D. Boulanger was asked if she would reconsider the Treasurer position. She responded that she does not have a detailed financial background as Deanna Thibault did.● J. McPherson responded that help and assistance is available from Dan Hill and the auditors. ● He added that the Treasurer is also the Chair of the Audit Committee. He was the Treasurer in the past and could also provide D. Boulanger some help.● D. Boulanger accepted the Treasurer position.**It was moved by A. Johnston and seconded by W. Anton to appoint Dorene Boulanger to the Treasurer Board position.**  | **Carried** |
| **6. CAPITAL PLAN ED RELOCATION PROJECT** |
| ● K. Pristanski reported that the MOHLTC’s report from the January 31/14 meeting was finally received.● He added that the questions asked by the MOHLTC will be answered by the consultants.● K. Pristanski reported that a RFP for a facility planner to complete Stage 1 of the capital planning process was advertised last month. The deadline is Friday, September 12/14. The successful facility planner will have to redo a facility planning report. ● He added that the process for tender most likely will not happen until 2016 because Stage 2 and 3 must also be completed (approximately 3 months each) and the MOHLTC takes 6-8 weeks or more to review each stage.● K. Pristanski reported that there should not be any major changes to the expansion designs.● He also reported that the government assigns 16% of the cost for planning. The application for funding was received a few days ago.● S. Lafrance asked for a tentative timeline schedule. **K. Pristanski will prepare such for the next meeting.** |  |
| **7. NEW BUSINESS** |
| **7.1 Attestation Form:** ● K. Pristanski reported that he prepared the Attestation on behalf of the Board.**It was moved by C. Tschajka and seconded by D. Randa that the Board accepts Appendix C – Attestation.** 7.2 Form of Compliance Declaration:● K. Pristanski reported that he prepared the Form of Compliance Declaration for the LHIN on behalf of the Board.It was moved by W. Anton and seconded by V. Chapais that the Compliance of Declaration be approved.7.3 Attendance Summary:● Members reviewed the attached summary.● J. McPherson noted that if members are away and can participate via teleconference that is good.7.4 Board Planning and Cycle Agenda Control:● K. Pristanski highlighted the schedule.● He will verify with Dan Hill if he is available to provide Board education next month. If he is, the November and December education events will be postponed by one month.● D. Lauzon will revise the schedule and it will be redistributed at the next meeting.7.5 Committee Selection:● Members selected which committees they wish to participate in.● D. Lauzon will revise the list and it will be redistributed at the next meeting.7.6 Integration Update:● K. Pristanski highlighted the integration update report.● Below are some questions, concerns and comments the Board has regarding the Geraldton and Nipigon hospitals integration.-What savings will there be?-How will 1 CEO save costs with so much travel expenses?-Where will other cost savings come from (back-door office sharing)?-Will the quality of patient care change?-Hospitals will have to sell non-monetary benefits.-If there is a combined budget of $18M with savings of only $150,000, is integration really worth it?-One administration may mean significant job loss (i.e.: 1 payroll clerk, 1 accounts payable clerk, 1 accounts receivable clerk, etc.).-Will have to be explicit regarding physicians and nursing staff only working at one facility.● A lengthy discussion took place regarding the concerns.● J. McPherson noted that all questions will need to be answered, in time, to be ready for the LHIN.● It was noted that “business case” sounds better than “business plan” since the integration is not a done deal. Also, “explore” sounds better than “pursue”. Perhaps the right language is not being used. ● What is the LHIN’s reason for an amalgamation of 5 hospitals? K. Pristanski responded patient care and savings since only one H-SAA would be required.● Board members asked if they can agree, if integration is pursued, to make concrete decisions regarding staff movements and job loss.● K. Pristanski reported that there are integration laws that regulate non-union and union activities.● K. Pristanski reported that community engagements would be held, followed by a stakeholder consultation exercise.● L. Heerema noted that the Marathon and Terrace Bay hospitals are not fully amalgamated; they share one CEO and one management team.● D. Randa reported that he spoke to the Terrace Bay Chief of Staff and he noted that things are okay with their amalgamation but there are burning issues that have not yet been addressed. He added that there are not many efficiencies with the amalgamation thus far.7.7 LHIN Board of Directors:● J. McPherson noted that the LHIN Board of Directors had an ad in the Chronicle Journal this past weekend that they are looking to fill a Board vacancy. | **Carried****Carried** |
| **8. LINKAGES & PARTNERSHIPS** |
| 8.1 Geraldton Hospital Auxiliary:● M. Lankin reported that the laptop the Auxiliary purchased for the LTC residents is being upgraded at this time.● She also noted that the Auxiliary sent the Board Chair a letter with their concerns regarding the possible integration between Geraldton and Nipigon hospitals. The letter was distributed to all members at the start of the meeting.● J. McPherson and K. Pristanski responded that it is too early to answer some of the questions, while some of the questions were addressed in item 7.6. M. Lankin will relay the message to Myrna Letourneau and Dorothy Friske.● M. Lankin asked if J. McPherson and/or K. Pristanski could attend the next Auxiliary meeting (scheduled for September 22/14) to further discuss the integration. Both responded that they would try to attend the meeting.It was moved by M. Lankin and seconded by A. Johnston that the report from the Auxiliary be accepted.8.2 Board of Directors QI Team Notes – June 4/14:● K. Pristanski asked if there were any questions regarding the notes.It was moved by D. Boulanger and seconded by C. Tschajka that the report from the Board of Directors QI Team be accepted.8.3 Quality Improvement Committee Meeting – June 19/14:● A. Johnston asked if there were any questions regarding the June 19/14 minutes.It was moved by A. Johnston and seconded by C. Tschajka that the report from the Quality Improvement Committee be accepted.8.4 Audit Committee Meeting Minutes – June 9/14:● J. McPherson asked if there were any questions regarding the minutes.It was moved by J. McPherson and seconded by W. Anton that the report from the Audit Committee be accepted.8.5 Executive Committee Meeting Minutes – June 9/14: ● J. McPherson asked if there were any questions regarding the minutes.It was moved by J. McPherson and seconded by A. Johnston that the report from the Executive Committee be accepted. 8.6 Nominating Committee Meeting Minutes – August 7/14:● Discussed under item 1.1.1.8.7 Greenstone Family Health Team AGM: Sept. 24/14:● J. McPherson advised the Board members that the GFHT AGM is scheduled on September 24/14 and he cannot attend.● **D. Lauzon will verify with Shannon Kristjanson if S. Tyance can attend and notify S. Tyance of the response.** | **Carried****Carried****Carried****Carried****Carried** |
| **9. MEDICAL STAFF** |
| **9.1 Medical Advisory Committee Meeting: May 27 and June 24/14:**● Dr. Laine asked if there were any questions with both sets of minutes.● S. Duranceau elaborated on the catalogue of hospitals. She noted that the hospital was removed from the catalogue during the time the hospital had a physician shortage. GDH has now been added to the catalogue for next year.**It was moved by S. Tyance and seconded by D. Boulanger that the report from the Medical Advisory Committee be accepted.** **9.2 Physician Privileges:**● Dr. Laine highlighted the physician privileges.**It was moved by A. Johnston and seconded by W. Anton that the Board approves the physician privileges, as listed.** | **Carried****Carried** |
| **10. CHIEF NURSING OFFICER (CNO) REPORT** |
| ● L. Heerema reported that nursing staffing is currently not a full complement; however she hopes that the 2 supernumary nurses will fill the vacancies.● She reported that the 5 most popular patient order sets are going to MAC later this month for approval.**It was moved by S. Tyance and seconded by W. Anton that the CNO report be accepted.** | **Carried** |
| **11. CHIEF OF CLINICAL SERVICES (CCS) REPORT** |
| ● S. Duranceau asked if there were any questions regarding her report.● She reported that a PT site visit will take place in a couple of weeks.**It was moved by D. Boulanger and seconded by C. Tschajka that the CCS report be accepted.**  | **Carried** |
| **12. CEO REPORT** |
| ● K. Pristanski highlighted his report.● Health Links: K. Pristanski reported that one important comment was not included in the minutes from the last meeting. He added that Health Links is a good concept but things are moving very slowly because it is such a large district and every meeting is conducted by videoconference.● VON: K. Pristanski reported that VON has not contacted him regarding alternate rental space but he heard they are searching around for office space.● Health and Safety of Staff: K. Pristanski reported that there was one lost time incident in July.**It was moved by W. Anton and seconded by A. Johnston that the CEO report be accepted.** | **Carried** |
| **13. ROUND-TABLE DISCUSSION** |
| ● A. Johnston noted that there were interesting discussions.● S. Tyance noted that it was an informative meeting.● C. Tschajka inquired about the service award pins and if a letter is sent to the staff member on behalf of the Board. K. Pristanski responded that the pins are awarded for 5, 10, 15, 20, 25 and 30 years of service and no letter is given. Members concurred to give pins to members who reach 5-years of service on the Board.● L. Heerema reported that Holly Daiter from the Nakina Clinic retired last Friday. She was very happy with her retirement certificate and gift received on behalf of the Board. She asked L. Heerema to thank the Board on her behalf.● W. Anton noted that it was a good meeting.● S. Lafrance noted that it was a good first meeting and she gave a lot of input. |  |
| **14. BI-MONTHLY MEETING EVALUATION SUMMARY:** |
| ● Members reviewed the summary. |  |
| **15. TERMINATION OF REGULAR BOARD MEETING** |
| **It was moved D. Boulanger and seconded by S. Lafrance that the regular meeting be adjourned at** **7:52 p.m.** | Carried |