Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Hospital Boardroom, Tuesday, September 3, 2013 at 6:00 p.m.

Present: Jamie McPherson Willy Anton Margaret Anne Darling

Voting Audrey Johnston Melanie Lankin Chico Tschajka

Non-Voting Kurt Pristanski Sylvie Duranceau Dr. Roy Laine

Laurie Heerema Diane Kampela (recorder)

Regrets: Victor Chapais Deanna Thibault Shirley Tyance

Voting Dale Randa

Regrets: Dr. Ryan Zufelt

Non-Voting

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

**Current Vacancies (voting): 1 Elected 0 Appointments Total 1**

**Total Board Members (voting): 10 Present: 6 Attendance: 60%**

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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, Margaret Anne Darling and also welcomed all Board members back from summer.  **1.2 Correspondence:**  1.2.1 Membership Letter from the OHA:  ● The OHA membership rate increased to $9,500 (from $9,100).  1.2.2 NW LHIN Extension of H-SAA:  ● The letter is notice to enter into another Hospital Service Accountability Agreement (H-SAA) (extension) with the NW LHIN. There was no change from the first extension (still zero percent funding increases).  **It was moved by A. Johnston and seconded by W. Anton that the Board of Directors accepts the extension of the H-SAA with the NW LHIN.**   * 1. **Education:**   1.3.1 Finance:  ● K. Pristanski reported that the finance education has been postponed to October.  ● The education will be provided by Dan Hill, the accountant from the Nipigon District Memorial Hospital.  1.3.2 North Shore Hospitals Board Education Retreat:  ● K. Pristanski distributed details for the upcoming Board retreat.  ● The retreat will be held in Marathon on September 20 and 21.  ● Topics to be discussed are the LHIN Blueprint, local hubs and Integrated District Networks, as well as basic Board education.  ● Members who are interested in attending the Retreat were asked to contact Diane Kampela. She will make the necessary arrangements.  1.3.3 Health Achieve: November 4-5, 2013 (Thunder Bay):  ● K. Pristanski noted that some sessions of the HealthAchieve will be available in Thunder Bay via videoconference because some small hospitals have complained about the cost and travel time to Toronto to attend the conference.  1.3.4 Health Achieve: November 4-6, 2013 (Toronto):  ● D. Kampela provided a verbal cost comparisons report to attend the conference in Thunder Bay, versus attending in person in Toronto. There is not much savings. Registration for both conferences will be paid by Desjardins Financial Group.  ● Members concurred that attending the conference in person has more opportunities, better interaction, better discussions, etc. Overall, it is more valuable to attend in person.  ● K. Pristanski, L. Heerema, W. Anton and A. Johnston will attend the Toronto conference. **D. Kampela will make the arrangements.** | **Carried:** |
| 2. ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  **It was moved by A. Johnston and seconded by M. Lankin to approve the agenda as presented.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None. |  |
| **4. ADOPTION OF MINUTES** | |
| **4.1 Regular Meeting, June 4, 2013:**  ● J. McPherson asked if there were any errors or omissions in the June 4, 2013 regular Board meeting minutes.  **It was moved by C. Tschajka and seconded by W. Anton to accept the minutes as received.**  **4.2 Special Meeting, June 25, 2013:**  ● J. McPherson asked if there were any errors or omissions in the June 25, 2013 special meeting minutes.  **It was moved by W. Anton and seconded by M. Lankin to accept the special meeting minutes as received.** | **Carried**  **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| ● None. |  |
| **6. NEW BUSINESS** | |
| **6.1 Committee Selection 2013/14:**  ● Members chose which Committees they wish to participate in.  ● **D. Kampela will update the list and it will be redistributed at the next meeting.**  **6.2 Board Planning Cycle and Agenda Control 2013/14:**  ● Members reviewed the planning cycle and agenda control and made some changes.  ● Members concurred to remove the Vision, Mission, Values from the agenda as it will be tied to the Strategic Plan review.  ● **D. Kampela will update the agenda and it will be redistributed at the next meeting.**  **6.3 Organizational Chart:**  ● K. Pristanski highlighted the newly revised organizational chart. The chart reflects the management changes over the past 8 months.  **It was moved by C. Tschajka and seconded by W. Anton that the Board of Directors approves the revised organizational chart.**  **6.4 OHA Northern Ontario Executive Committee Terms of Reference:**  ● K. Pristanski reported that the attached proposed Terms of Reference (TOR) came from the former Region 1 Executive Committee that was disbanded in November 2012, following restructuring of the OHA.  ● The TOR were for information purpose only.  **6.5 Strategic Plan 2014 – 2018:**  ● K. Pristanski noted that the Board needs to start the process for the next Strategic Plan.  ● K. Pristanski asked the Board members if they would like him to get a consultant to hold focus groups as part of the Plan review.  ● K. Pristanski noted that perhaps the Board should start planning for a new hospital in the new Plan since it does not look like GDH will get approval for an extension.  ● Board members gave the approval to K. Pristanski to find a consultant.  ● As per the Broader Public Sector Accountability Act, K. Pristanski will find 3 consultant quotes.  ● S. Duranceau suggested that one focus group be held in French for the francophone population. Board members concurred with this suggestion.  ● **K. Pristanski will have the quotes available for approval at the next meeting.** | **Carried** |
| **7. LINKAGES & PARTNERSHIPS** | |
| **7.1 Geraldton Hospital Auxiliary:**  ● M. Lankin reported that the Auxiliary now meets the 4th Monday of the month.  ● She also reported that the Auxiliary bake sale will take place on Saturday, September 28/13 from 11:00 to 2:00 at True Hardware.  It was moved by M. Lankin and seconded by A. Johnston that the Report from the Geraldton Hospital Auxiliary be accepted.  7.2 Board of Directors QI Team Meeting Notes: June 5/13:  ● K. Pristanski asked if there were any questions regarding the notes.  ● It was noted that the Vision and Value statement will be reviewed when the Vision and Value policy is reviewed.  It was moved by C. Tschajka and seconded by W. Anton that the Report from the Board of Directors QI Team be accepted.  7.3 Quality Improvement Committee Meeting:  ● A. Johnston asked if there were any questions regarding the minutes.  ● She noted that the next meeting is scheduled for Wednesday, September 18/13.  It was moved by A. Johnston and seconded by C. Tschajka that the Report from the Quality Improvement Committee be accepted.  **7.4 Audit Committee Meeting Minutes – June 10/13:**  ● K. Pristanski noted that the Auditors explained every section of the Financial Statements and he asked if there were any questions regarding the minutes.  ● One Board member inquired about the locums. K. Pristanski explained that the Hospital used to receive more revenue with locums. He added that the Hospital owns 3 houses and the houses are now rented to the permanent physicians on a monthly basis, at cost, instead of the locums on a daily basis. Therefore, less revenue is generated.  **It was moved by C. Tschajka and seconded by W. Anton that the Report from the Audit Committee be accepted.**  **7.5 Executive Committee Minutes – June 14/13:**  ● K. Pristanski noted that the Executive Committee met to approve the Auditors Report.  **It was moved by A. Johnston and seconded by M. Lankin that the Report from the Executive Committee be accepted.**  **7.6 GDH 50th Anniversary Planning Ad Hoc Committee –June 10/13:**  ● K. Pristanski noted that the 50th Anniversary Planning Ad Hoc Committee and the Health, Wellness, Reward and Recognition Committee met several times in preparation of the 50th anniversary celebrations. A total of 12 meetings were held.  ● K. Pristanski reported that the celebration went extremely well.  ● J. McPherson inquired how the Board can thank the committee members and all the participants to show appreciation for the work put in to organizing such a great event.  ● Members suggested that a letter be sent to the committee members and participants from the Chair.  ● C. Tschajka suggested a notice also be included in the local newspaper.  ● **K. Pristanski and J. McPherson will draft a letter and thank you notice for the newspaper.**  **It was moved by W. Anton and seconded by C. Tschajka that the Report from the 50th Anniversary Planning Ad Hoc Community be accepted.**  **7.7 Healthier Community Advisory Committee – June 6/13:**  ● K. Pristanski asked if there were any questions regarding the minutes.  **It was moved by M. Lankin and seconded by W. Anton that the Report from the Healthier Community Advisory Committee be accepted.** | **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried**  **Carried** |
| **8. MEDICAL STAFF** | |
| **8.1 Medical Advisory Committee Meeting Minutes – July 4/13:**  ● Dr. Laine highlighted the minutes of the July 4/13 MAC meeting.  ● He added that Dr. Zufelt is now on staff and that a few medical students are scheduled to be doing rotations at the Hospital in the Fall.  ● L. Heerema explained the process to follow should all the Hospital beds be occupied.  ● J. McPherson inquired about the drug shortage. Dr. Laine responded that GDH was not really affected by the shortage because the hospital uses so few of the drugs that are part of the shortage.  ● K. Pristanski reminded the Board that the drug shortage was caused by a fire at one production plant.  **It was moved by A. Johnston and seconded by W. Anton 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 C. Tschajka and seconded by W. Anton that the Board of Director approves the physician privileges, as listed. | **Carried**  **Carried** |
| **9. CHIEF NURSING OFFICER (CNO) REPORT** | |
| ● L. Heerema provided a verbal report, noting that 2 RNs currently on maternity leave will be returning next month.  ● She reported that several education opportunities are scheduled.  ● L. Heerema reported that the staff educator attended non-violent crisis intervention training. The staff educator will provide the training to all other staff members.  ● She added that staffing is good and things at the Nakina Clinic are going well.  ● She also reported that RPNs have received IV training.  ● L. Heerema added that the new nursing rotation has been implemented.  **It was moved by A. Johnston and seconded by C. Tschajka that the CNO verbal Report be accepted.** | **Carried** |
| **10. CHIEF CLINICAL SERVICES (CCS) REPORT** | |
| ● S. Duranceau provided a verbal report, noting that she has a few casual positions to fill.  ● She added that Dr. Maria has left and she is now looking to fill the physician vacancy.  ● S. Duranceau reported that the laboratory machine is fixed but is still causing some issues. It will be added to next year’s budget for replacement.  **It was moved by M. Lankin and seconded by W. Anton that the CCS verbal Report be accepted.** | **Carried** |
| **11. CEO REPORT** | |
| ● K. Pristanski highlighted his report.  ● Employee Health, Wellness, R&R Team notes: K. Pristanski and L. Heerema reported that team members have great ideas to help improve next year’s staff satisfaction survey response rate.  ● GFHT: an interview is scheduled for tomorrow to fill the Executive Director position. GFHT hopes to have an ED in place by November.  ● Financial Report: K. Pristanski noted that the surplus will decrease a little because of orientation for many new nurses; however this will eliminate some of the overtime. Overall, the Hospital is in a good financial position.  ● Goals and Objectives: K. Pristanski highlighted his entire goals and objectives in detail. J. McPherson suggested that some of the targets be moved up.  ● L. Heerema reported that she is overwhelmed by the numerous staff appreciation activities provided by the Hospital. She is hearing a great deal of positive comments from staff.  ● L. Heerema added that she has noticed a big improvement in staff morale since she started in her position in February. She believes that the staff satisfaction survey results will increase with the next survey.  **It was moved by A. Johnston and seconded by W. Anton that the CEO Report be accepted.** | **Carried** |
| **12. ROUND-TABLE DISCUSSION** | |
| ● A. Johnston noted that it was a good meeting and she welcomed Margaret Anne to the group.  ● M. A. Darling noted that it was a good meeting but she has a good deal to learn.  ● J. McPherson noted that many questions were asked throughout the meeting; that is good. |  |
| **13. BI-MONTHLY MEETING SUMMARY:** | |
| ● Members reviewed the summary. |  |
| **14. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved M. Lankin and seconded by C. Tschajka that the regular meeting be adjourned at 7:56 p.m.** | Carried |