Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, September 8, 2015 at 5:30 p.m.

Present: Jamie McPherson Dorene Boulanger Audrey Johnston

Voting Mark Wright Shirley Tyance 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: Willy Anton

Voting

Guest Frank Dzijacky

# 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 5:35 p.m., by the Chair, J. McPherson, following the Board picture.   ● Introductions were held.  ● J. McPherson presented a thank you gift to Audrey Johnston following her 9 years on the Board of Directors.  ● Item 1.2.9, Financial Literacy Education – Timmins was added to the agenda.    **1.2 Correspondence:**  1.2.1 Thank You Card – Elyse Mahon:  ● For member information.  1.2.2 Thank You Card – Austin Tucker:  ● For member information.  1.2.3 Thank You Letter – Jean-Christophe Slattery:  ● For member information.  1.2.4 Thank You Card – Cody Picard:  ● For member information.  1.2.5 Thank You Card – Kurt Pristanski:  ● For member information.  1.2.6 MOHLTC re: Nursing Graduate Guarantee Initiative:  ● For member information.  ● L. Heerema noted that the Hospital currently has one NGG and another was recently added to the program for the full 26 weeks (due to one NGG not passing their exam).  1.2.7 Health Infrastructure Renewal Funds Letter:  ● J. McPherson noted that approximately $421,000 was received from HIRF and the funds were applied to the roof replacement project.  1.2.8 OHA Chairman’s Report – August 2015:  ● For member information.  1.2.9 Financial Literacy Education – Timmins:  ● J. McPherson noted that Myrna Letourneau is attending the financial conference and that W. Anton has also requested to attend.  ● M. Letourneau noted that the only extra cost to incur would be the registration fee as they would share a hotel room and they would carpool.  ● D. Lauzon will register W. Anton for the conference.   * 1. **Education:**   1.3.1 Board Retreat: September 18-19, 2015:  ● A. Katz noted that the retreat is for the 5 hospital Boards, plus North of Superior Programs.  ● A. Katz briefed about the retreat, noting that 3 members from the MICs (Matheson, Iroquois Falls and Cochrane) group will be presenting. In addition, H. Fjelstad will discuss OHA Health Hubs.  ● J. McPherson added that the retreat is a good interaction opportunity.  ● D. Lauzon will coordinate carpooling.  1.3.2 Health Achieve: November 2-4, 2015:  ● J. McPherson noted to advise D. Lauzon if anyone is interested in attending the conference; either in Toronto or in Thunder Bay.  ● L. Heerema reported that she is already registered to attend in Toronto.  1.3.3 Tour of Support Services:  ● the item will be discussed under item 6.3.  1.3.4 Regional Consultation Session: Contributing Towards a High Performing Health Care System:  ● A. Katz noted that the session will be held in Thunder Bay on October 15/15.  ● A. Katz and J. McPherson are attending and there is availability for one more Board member to attend.  ● If anyone is interested in attending, please contact D. Lauzon. |  |
| 2. ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● It was noted that Frank Dzijacky would make his presentation before item 5.0.  ● Item 12.5, Date and Time of Next Meeting, was added to the agenda.  **It was moved by D. Boulanger and seconded by R. Deleo to approve the agenda as amended.** | **Carried** |
| **3. DECLARATION OF CONFLICTS OF INTEREST** | |
| ● No declaration of conflicts. |  |
| **4. CONSENT AGENDA** | |
| **4.1 Regular Board Meeting Minutes- June 2, 2015:**  **4.2 Special Meeting Minutes – June 29, 2015:**  ● Moved to item 6.3.  **4.3 Board of Directors QI Team Notes – June 3, 2015:**    **4.4 CEO Recruitment Ad Hoc Committee Minutes – June 2, 2015:**  **4.5 Healthier Community Advisory Committee Minutes – May 28, 2015:**  **4.6 Ethics Committee Meeting Minutes – June 2, 2015:**  **4.7 Nominating Committee Meeting Minutes – June 8 and August 18, 2015:**  ● Moved to item 6.1.  **4.8 CNO Report:**  ● Moved to item 6.2.  **It was moved by A. Johnston and seconded by C. Tschajka to accept the Consent Agenda as amended.**  **Presentation by Frank Dzijacky, Greenstone Family Health Team (GFHT) Board Chair:**  ● J. McPherson noted that the GFHT Board is looking at making changes that may impact the Hospital Board.  ● F. Dzijacky provided a history of the GFHT.  ● F. Dzijacky noted that the GFHT Board is composed of 9 members. This is just as many Board members as there are staff members.  ● He added that the Board wishes to downsize their composition, adding that the Governance Committee has recommended eliminating the 2 Hospital Board-appointed positions because there are too many appointed positions.  ● The AGM will be held next Wednesday, following a regular meeting.  ● F. Dzijacky noted that the GFHT Board does not want to see the Hospital-GFHT partnership jeopardized.  ● J. McPherson thanked Frank Dzijacky for his presentation.  ● J. McPherson noted that further discussion will be held during the in-camera session. | **Carried** |
| **5 BUSINESS ARISING FROM MINUTES** | |
| **5.1 Chief of Staff Evaluation: COS Responsibilities:**  ● Dr. Laine reported that he has been busy over the summer months and did not have the time to complete the Chief of Staff responsibilities.  ● **Dr. Laine will have the information ready for the next meeting.**  **5.2 Education Plan 2016:**  ● J. McPherson reported that the OHA offers a great deal of education sessions.  ● He added that if anyone wishes to attend an education opportunity to advise D. Lauzon.  ● J. McPherson noted that in the past the Board went through the Guide to Good Governance manual. Perhaps the Board should consider reviewing it again since there are many new members. |  |
| **6. CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● A. Katz noted the attached letter.  ● He will follow-up with Maureen Judge to see if there is any movement on the project submission.  **6.1 Special Meeting Minutes – June 29/15:**  ● A. Johnston noted that R. Deleo did not second the motion for item 3.3; it was Myrna Letourneau.  **It was moved by A. Johnston and seconded by M. Letourneau to approve the June 29/15 Special Meeting minutes as amended.**  **6.2 Nominating Committee Minutes – June 8 and August 18/15:**  ● R. Humphreys noted that his name was misspelled in item 4.2.  **It was moved D. Boulanger and seconded by R. Deleo that C. Tschajka be appointed to the Board of Directors as the industry representative for the year 2015-2016.**  **It was moved by C. Tschajka and seconded by D. Burke to appoint R. Humphreys and M. Letourneau to the Board of Directors for the year 2015-2016.**  **It was moved by C. Tschajka and seconded by R. Deleo to approve the June 7 and August 18/15 Nominating Committee minutes as amended (August 18 minutes only).**  **6.3 CNO Report:**  ● J. McPherson inquired if thank you letters should be distributed for the pharmacy accreditation. L. Heerema responded that it would be a good idea.  ● **J. McPherson will draft a thank you letter for Paulette Abraham and Pat Thompson. He will personally deliver the letters.**  ● L. Heerema briefed about the pharmacy assessment/audit.  ● L. Heerema reported that the Hospital had to refuse some chemotherapy patients due to lack of staffing.  ● She added that 3 nurses are almost certified to administer chemotherapy, they only need to complete their 1-week clinical placement at Thunder Bay Regional. Once the training is complete, the Hospital will be able to accept more chemo patients. Currently, there are 12 patients receiving chemotherapy at GDH.  ● J. McPherson asked L. Heerema about receiving the Patient Family Centered Care presentation at the October Board meeting.  ● Members concurred to defer the support services tour in order to have the Patient Family Centered Care presentation at the October meeting.  ● L. Heerema will confirm the presentation with Bonnie Nicholas.  **It was moved by M. Letourneau and seconded by D. Charles to accept the CNO Report.**  **6.4 Succession Planning:** ● A. Katz noted that the Vice-Chair would ultimately become the Chair.  ● A. Katz noted that R. Deleo would ultimately move to the Treasurer position with his financial experience.  ● A. Katz also noted that a Vice-Chair should be identified for the year 2016-17.  ● J. McPherson asked D. Boulanger if she would be interested in the Chair position next year. D. Boulanger responded she would be interested.  ● J. McPherson added that training is available to help prepare members for their new/upcoming roles.  ● D. Boulanger suggested discussing the 2016-17 Vice-Chair position at the January Board meeting. That would give the new Board members a sense of how meetings are run.  ● D. Lauzon will add Vice-Chair to the January agenda. | **Carried**  **Carried**  **Carried**  **Carried**  **Carried** |
| **7. NEW BUSINESS** | |
| 7.1 2015-16 Capital Budget Amendment:  ● A. Katz highlighted the attached memo regarding the 2015-16 capital budget amendment, noting that at the May 2015 Board meeting, IT was omitted from the capital budget approval.  It was moved by A. Johnston and seconded by D. Boulanger that the Board of Directors approves a $28,000 amendment to the 2015-16 Capital Plan to include information technology equipment.  7.2 Board Committees 2015-2016:  ● Members reviewed the attached and selected which committee they wish to sit on.  ● The list will be distributed for review again at the next meeting.  7.3 Board Cycle Agenda Control 2015-2016:  ● Members amended the Board Planning Cycle and Agenda Control schedule.  ● The revised schedule will be included in next month’s meeting package.  7.4 Human Resources and Talent Management Plan 2015:  ● A. Katz noted that the Plan should be approved by the Board.  ● A. Katz highlighted the organizational health indicators, as well as the goals and objectives.  ● He noted that 69% (organizational health indicators, page 11) should be in red.  It was moved by R. Humphreys and seconded by S. Tyance that the Board approves the Human Resources and Talent Management Plan 2015 as presented.  7.5 CCS Report:  ● S. Duranceau apologized for not having a written report. She was on vacation at the time the Board package was prepared.  ● She provided a physiotherapy (PT) recruitment update, noting that a resignation was received by the PT on parental leave in July. Interviews were held and the possible candidate withdrew his intentions.  ● She added that there is a new candidate but that person is scheduled to write their exam in November; therefore that person would require a supervised practice until exam results are received.  ● S. Duranceau also reported that more PT interviews are scheduled.  ● She also reported that the occupational therapist has returned from parental leave.  It was moved by A. Johnston and seconded by D. Burke to approve the CCS Report. | **Carried**  **Carried**  **Carried** |
| **8. LINKAGES AND PARTNERSHIPS** | |
| 8.1 Geraldton District Hospital Auxiliary (GDHA) Report:  ● M. Letourneau reported that the GDHA did not meet throughout the summer; however the Gift Shop remained opened most of the summer.  ● M. Letourneau also reported that the GDHA will be holding its annual bake sale on Saturday, October 3 at Tru Value from 11:00 a.m. to 1:00 p.m.  ● M. Letourneau noted that she has met with L. Heerema to discuss upcoming items to look at purchasing for the Hospital from the capital budget.  ● M. Letourneau noted that she will try to provide a written report for the Board from now on.  It was moved by M. Letourneau and seconded by C. Tschajka that the report from the Auxiliary be accepted.  8.2 Quality Improvement Committee Meeting Minutes – June 24/15:  ● A. Johnston noted that the number of incidents for the month of May should be 35 (not 29).  ● She asked if there were any questions regarding the minutes.  It was moved by A. Johnston and seconded by D. Boulanger that the report from the Quality Improvement Committee be accepted. | **Carried**  **Carried** |
| **9. MEDICAL STAFF** | |
| **9.1 Physician Privileges:**  ● Dr. Laine highlighted the list of attached physician privileges.  ● Dr. Laine also explained physician privileges for the new Board members.  **It was moved by D. Charles and seconded by S. Tyance that the Board approves the physician privileges, as listed.**  **9.2 Medical Advisory Committee Meeting Minutes – June 3/15:**  ● Dr. Laine reported that the medical group is down to 2 full-time and 2 part-time physicians.  ● A. Katz spoke about physician recruitment, noting that the ministry was not aware how low the Geraldton physician group was.  ● A. Katz reported that he has been in contact with NOSM and a meeting will be scheduled with Dr. Marsh, Deputy Dean, in the near future. He added that the 4 physicians are now registered with NOSM to accept medical students.  ● A. Katz also noted that there is a Québec physician recruitment fair in February.  ● A. Katz reported that he is considering signing a contract with a physician recruitment firm. He added that it should not be a unique role of the hospital to recruit physicians. Physician recruitment should include the Municipality, the Family Health Team, the Medical Group, etc.  ● J. McPherson asked the Board if they were in accordance with hiring a physician recruitment firm. The Board members concurred to move forward with the firm.  ● S. Duranceau noted that she also supports hiring a recruitment firm.  ● Dr. Laine reported that the College of Physicians and Surgeons of Ontario mandates physicians to attend/take so many education sessions and presently this is not feasible due to the lack of physicians.  ● A. Katz noted that at one time there was a physician recruitment committee; it should always be an active committee. He is looking at reestablishing that committee.  ● The Board gave A. Katz permission to move forward with hiring a physician recruitment firm.  **It was moved by D. Boulanger and seconded by D. Burke that the report from the MAC be accepted.** | **Carried**  **Carried** |
| **10. CHIEF EXECUTIVE OFFICER (CEO) REPORT** | |
| **10.1 Financial Statements Ending June 30, 2015:**  ● A. Katz highlighted the financial statements, noting a current ratio of 6.1%.  ● A. Katz also highlighted the budget variance report.  ● Members appreciated the variance report provided.  ● Members all concurred that the CEO report was very educational.  **It was moved by A. Johnston and seconded by M. Letourneau that the CEO report be accepted.**  **10.2 Employee Health, Wellness, Reward and Recognition Team Notes: June 1, June 29 and August 17/15:**  ● A. Johnston inquired if the computer for LTC had been purchased.  ● **M. Letourneau responded that the computer was purchased but not installed due to renovations on LTC. She will follow-up about its installation.** | **Carried** |
| **11. ROUND-TABLE DISCUSSION** | |
| ● A. Johnston noted that it was a very good meeting and she appreciated A. Katz’s report.  ● D. Boulanger noted that it was a very good meeting and it is nice to see new faces.  ● M. Wright apologized for having to leave for a short while but noted he is glad to be a member of the Hospital Board.  ● M. Letourneau noted she is glad to be on the Hospital Board and wished A. Johnston all the best.  ● R. Humphreys noted that this evening’s meeting was a good experience.  ● S. Tyance noted that she liked A. Katz’s report. She welcomed the new members.  ● Dr. Zufelt noted that it was a good meeting.  ● D. Burke noted that it was a great meeting. Physician recruitment was a great discussion. |  |
| **12. BI-MONTHLY MEETING EVALUATION SUMMARY:** | |
| ● J. McPherson highlighted the June summary, noting a grand average of 8.0.  ● J. McPherson noted that comments are always welcomed and are anonymous. |  |
| **12.5 DATE AND TIME OF NEXT MEETING:** | |
| ● J. McPherson noted that the HealthAchieve conference is scheduled for November 2-4; therefore the November Board meeting will be rescheduled to November 10/15.  ● The time will remain the same. |  |
| **13. TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved C. Tschajka and seconded by S. Tyance that the regular meeting be adjourned at**  **7:45 p.m.** | Carried |