Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, September 12, 2017 at 5:30 p.m.

Present: Jamie McPherson Mark Wright Kathryn Legault

Voting Dorene Boulanger Terry Popowich Ralph Humphreys

Sheri Taylor Marlo Sobush Myrna Letourneau

Chico Tschajka

Non-Voting Lucy Bonanno Sylvie Duranceau Laurie Heerema

Adam Kolisnyk Diane Lauzon (recorder)

Regrets: Willy Anton

Voting

Regrets: Dr. Roy Laine Dr. Ryan Zufelt

Non-Voting

Guests: Dan Hill (T) Ian McPherson

# 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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| CALL TO ORDER | |
| 1.1.1 Welcome and Chair’s Opening Remarks:  ● The meeting was called to order at 5:30 p.m., by the Chair, J. McPherson.  ● J. McPherson read the Treaty Acknowledgement.  ● J. McPherson reported that he attended the Hospital Auxiliary Strawberry Social and he congratulated Myrna Letourneau on being named a lifetime member of the Auxiliary.  ● J. McPherson welcomed Adam Kolisnyk, CFO, and Terry Popowich, new Board member.  ● Introductions were held.  1.1.2 Appointment of Terry Popowich:  **It was moved by D. Boulanger and seconded by M. Wright that Terry Popowich be appointed to the Board of Directors for the year 2017-2018.**  1.1.3 Accreditation Update:  ● I. McPherson informed the Board that the accreditation will take place the week of June 18, 2018. There will be two surveyors on site. I. McPherson read the surveyors’ biographies.  ● He added that an activity schedule will be provided closer to the accreditation date.  ● J. McPherson advised the Board members to try to keep the week of June 18 open.  ● I. McPherson reviewed the attached document.  ● L. Bonanno reported that a Patient and Family Advisor (PFA) has been recruited (verbally). This recruitment will complete several outstanding standards.  ● A list of Board Members’ Roles and Responsibilities was distributed. **Board members were asked to read and sign the document. This item will be added to business arising for the next meeting.**  ● A. Kolisnyk provided high-level points of a matrix he has developed. He would like to incorporate the matrix to the Quality, Risk and Safety Committee. **Adam will provide Diane a copy of his matrix to include for review, along with the Risk Management policy, at the next meeting.**  ● I. McPherson reported that he is currently conducting self-assessments with staff. Education will be provided based on the results. He added that Board members can also complete the assessment if they wish to do so.  ● Following a brief discussion, it was decided that **Ian will send the link for the survey to Diane and she will forward it to all Board members. The deadline will be the end of October.**  1.1.4 Staff Satisfaction Survey Summary:  ● I. McPherson noted that the staff satisfaction survey was conducted electronically in May with a new company.  ● I. McPherson highlighted the overall results. The completion rate for this year was 75.4% (101/134); that is very good. The overall results were also all very good.  ● He added that the managers will develop an action plan based on the survey results.  ● L. Bonanno noted that there is some team work friction happening amongst staff; therefore she has recruited consultants who will provide conflict resolution and team work education to staff.  ● J. McPherson said to ensure that dates are tied to the action plan; names would also be great.  **Strategic Plan:**  ● J. McPherson noted that direction is required from the Board for the new proposed Mission, Vision and Values model.  ● L. Bonanno briefed about the community engagement sessions held in all of the Greenstone communities. She added that all sessions went really well. People enjoyed being heard.  ● The Board reviewed the proposed model and made some minor changes.  **It was moved by C. Tschajka and seconded by R. Humphreys that the Board of Directors approves the proposed 2019-2022 Mission, Vision, Values model as revised.**  1.1.5 Financial Report: Q1:  ● D. Hill highlighted the Summary of all Units, noting the following:  -Total Revenue: $67,795. Two percent funding was received, while the hospital had budgeted for 1%.  -Operating Surplus: $21,847.  -Expenses were over budget due to employee benefits.  ● D. Hill highlighted the Balance Sheet, noting the following:  -Current Ratio: 2.4%. This includes the capital reserve funds.  ● J. McPherson noted a job well done by L. Bonanno, L. Heerema and A. Kolisnyk.  1.1.5.1 RFP Auditor Results:  ● J. McPherson informed the Board that this was the last year of the contract for audit services by Calam Rossi; therefore a new RFP was conducted.  ● A. Kolisnyk highlighted the document distributed at the start of the meeting.  **It was moved by C. Tschajka and seconded by M. Letourneau to award the audit services contract to Calam Rossi LLP for the upcoming three (3) years.**   * 1. **Correspondence:**   1.2.1 Thank You Card from Sylvie Duval:  ● For member information.  1.2.2 Thank You Card from Danica Pineault:  ● For member information.  1.2.3 NW LHIN Important Message from CEO:  ● For member information.  1.2.4 Roles and Responsibilities:  ● For member information.  1.2.5 Effective Meetings by Design:  ● J. McPherson proposed to look at a new model for the agenda.  ● He added that the Board needs to focus on governance and strategic direction.  ● J. McPherson and L. Bonanno will look at a new agenda model.   * 1. **Education:**   1.3.1 Patient Services Tour:  ● L. Heerema briefed about the 3 nursing departments and their staffing. She then provided a patient services tour.  1.3.2 Board Retreat:  ● The Board Retreat has been cancelled for this year.  ● J. McPherson reported that everyone seemed to enjoy last year’s facility in Longlac; it was wonderful and central for all hospitals.  ● Hospitals will look at holding next year’s retreat in Longlac.  1.3.3 HealthAchieve: November 6-7, 2017:  ● D. Lauzon informed the Board members that the free registration deadline is September 15.  ● J. McPherson advised the Board members to contact D. Lauzon as soon as possible if they are interested in attending the conference. | **Carried**  **Carried**  **Carried** |
| 2.0 ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● The following items were added to the agenda.  8.5 Board Committees  8.6 Emerge Front-Line Workers  **It was moved by S. Taylor and seconded by M. Sobush to approve the agenda as amended.** | **Carried** |
| **3.0 DECLARATION OF CONFLICTS OF INTEREST** | |
| ● M. Wright declared a conflict for item 8.6. |  |
| **4.0 CONSENT AGENDA** | |
| **4.1 Regular Board Meeting Minutes – June 6, 2017:**  **4.2 Special Meeting Minutes – June 28, 2017:**  **4.3 Executive Committee Meeting Minutes – August 25, 2017:**  **4.4 CCS Report:**  **4.5 CNE Report:**  **It was moved by D. Boulanger and seconded by K. Legault to accept the Consent Agenda as received.** | **Carried** |
| **5.0 ITEMS LIFTED FROM CONSENT AGENDA** | |
| ● There were no items lifted from the consent agenda. |  |
| **6.0 BUSINESS ARISING FROM MINUTES** | |
| **6.1 PFCC Charter: Staff Education Costs:**  ● L. Bonanno clarified that the amount previously shared was a typo. The cost should have been $2,600 (not $260,000). She added that the amount is an estimate.  **6.2 Self-Assessment Evaluation Summary:**  ● D. Lauzon informed the members that the total average for 2016 was 4.4; while 2017 was 4.3.  **6.3 Board Financial Education:**  ● Members noted that they would like to have the following items reviewed at an upcoming Board financial education session.  -Funding  -Review line by line of the financial report  -Amortization  -Depreciation  -Current ratio: what it is and what it means  -Acid test ratio  ● Members were advised to send any questions they may have to A. Kolisnyk.  ● A special Board financial education meeting will be held on Tuesday, October 17, 2017. Dinner at 5:00 and the meeting from 5:30 to 7:30 p.m.  ● A Board member inquired if we could work more with the projector and less paper. **This will be further discussed at the next meeting.** |  |
| **7.0 CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● L. Bonanno reported that Stage 2 was submitted. Clarification was asked many times.  ● L. Bonanno informed the Board that the architects will be on site October 11-12 to start working on Stage 3.1.  ● L. Bonanno informed the Board that the hospital has to pick-up 10% of the project cost.  ● L. Bonanno reported that with the hospital now requesting approximately $12M for the project, the hospital’s original 10% will go up.  ● T. Popowich noted that municipal help is needed to get approval. M. Wright responded that the municipality is aware and when needed, help will be provided. |  |
| **8.0 NEW BUSINESS** | |
| 8.1 Checklist of Governance Practices:  ● Deferred.  8.2 Co-Chief of Staff Position:  ● L. Bonanno informed the Board that she approached Dr. Zufelt to see if he would be interested in a Co-Chief of Staff (COS) position. She added that she received prior approval from Dr. Laine before discussing such with Dr. Zufelt.  ● L. Bonanno provided Dr. Zufelt with a list of COS duties. She added that the LHIN has also recently formed a COS Committee to which Dr. Zufelt is a member.  It was moved by C. Tschajka and seconded by T. Popowich that the Board approves Dr. Zufelt’s appointment as Co-Chief of Staff.  8.3 Human Resources Succession Plan - Draft:  ● For member information.  8.4 Board Planning and Cycle Agenda – Draft 2017/18:  ● The cycle agenda was drafted for 2017/18.  ● D. Lauzon will revise the agenda and include it in the next meeting package.  8.5 Board Committees – 2017/18:  ● Members informed D. Lauzon which committee they wish to sit on.  ● D. Lauzon will verify with W. Anton as to which committee she would like to participate on.  ● D. Lauzon will revise the list and include it in the next meeting package.  8.6 Emerge Front-Line Workers:  ● D. Boulanger inquired if the hospital had a safety policy in place for staff due to the opioid crisis in Canada.  ● L. Bonanno responded that she would have L. Heerema respond to the inquiry. | **Carried** |
| **9.0 LINKAGES AND PARTNERSHIPS** | |
| 9.1 QIC Meeting Minutes and Score Card – June 15, 2017:  ● No questions were raised from the minutes.  ● R. Humphreys noted that the next QIC meeting is next week.  It was moved by R. Humphreys and seconded by M. Sobush to approve the June 15/17 Quality Improvement Committee minutes as received.  9.2 Geraldton District Hospital Auxiliary (GDHA) Report:  ● M. Letourneau highlighted her report.  ● She added that the Fall Social was held last weekend. She briefed about the event.  It was moved by M. Letourneau and seconded by D. Boulanger that the report from the Auxiliary be accepted. | **Carried**  **Carried** |
| **10.0 MEDICAL STAFF** | |
| **10.1 Physician Privileges:**  ● None. |  |
| **11.0 CHIEF EXECUTIVE OFFICER (CEO) REPORT** | |
| ● J. McPherson asked if there were any questions or concerns with the CEO report.  ● D. Boulanger noted that hospital staff did a good job on the golf fun day.  ● L. Bonanno elaborated on the Community Paramedicine Program (CPP). She added that they hope to go live with the program by the end of September.  ● M. Wright noted that Council is willing to help in any way with the CPP.  ● L. Bonanno elaborated on the partnership with the Thunderbird Friendship Centre.  **It was moved by K. Legault and seconded by M. Letourneau that the report from the CEO be accepted.** | **Carried** |
| **12.0 ROUND TABLE DISCUSSION** | |
| ● Everyone concurred that it was a good meeting; however, it was a little lengthy.  ● Members welcomed T. Popowich and A. Kolisnyk to the team.  ● S. Duranceau informed the Board that she has a physiotherapist vacancy; she is actively recruiting. |  |
| **13.0 MONTHLY MEETING EVALUATION:** | |
| ● Members were asked to complete the attached evaluation and submit it to D. Lauzon.  ● The summary will be reviewed at the next meeting. |  |
| **14.0 TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved by D. Boulanger and seconded by M. Letourneau that the regular meeting be adjourned at 8:08 p.m.** | Carried |

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Board Chair Signature