Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, September 13, 2016 at 5:30 p.m.

Present: Jamie McPherson Willy Anton Dorene Boulanger

Voting Dean Burke Ralph Humphreys Peter Shebagabow

Myrna Letourneau (T) Chico Tschajka

Non-Voting Lucy Bonanno Sylvie Duranceau Dr. Laine

Dr. Zufelt Diane Lauzon (recorder)

Regrets: Mark Wright Kathryn Legault Sheri Taylor

Voting

Regrets: Laurie Heerema

Non-Voting

Guest: Dan Hill (T)

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

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

**Total Board Members (voting): 11 Present: 8 Attendance: 73%**

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| CALL TO ORDER | |
| 1.1.1 Welcome and Chair’s Opening Remarks:  ● The meeting was called to order at 5:33 p.m., by the Chair, J. McPherson.  ● J. McPherson welcomed Peter Shebagabow, a new Board member.  ● Introductions were held.  ● J. McPherson noted that the October Board meeting will be strictly a governance-focused meeting; mainly PFCC.  1.1.2 Appointment of Peter Shebagabow:  **It was moved by D. Boulanger and seconded by C. Tschajka that Peter Shebagabow be appointed to the Board of Directors for the year 2016-2017.**  **Review of Financial Statements Ending June 30, 2016:**  ● Dan Hill highlighted the Summary of All Units, noting the following:  -Sick leaves and overtime have impacted the expenses.  -Increases in long-term disability (Desjardins) were not budgeted for.  -Total margin was -1% at the end of June 2016.  -The total deficit at the end of June was ($30,388).  ● Clarification was requested regarding the % variance. D. Hill responded that the percentage should actually be .009% (not 9.00%).  ● A member inquired with D. Hill if he foresaw the deficit increasing. D. Hill responded that corrective actions were put in place (i.e.: Attendance Awareness Program, etc.). He added that it will be a challenge to have a balanced budget.  ● L. Bonanno reported that casual employees can now enroll in HOOPP and this does indeed impact the budget. She added that this will be discussed at upcoming LHIN meetings.  ● D. Hill highlighted the Balance Sheet, noting the following:  -The current ratio at the end of June 2016 was 6.8%; this is very healthy.   * 1. **Correspondence:**   1.2.1 LHIN re: 2016-17 H-SAA 9-Month Extension:  ● L. Bonanno reported that the H-SAA is the same at present as it was this time last year.  1.2.2 OHA Preparing to Begin Pre-Budget Advocacy:  ● For member information.  ● Dr. Zufelt noted that the government pays physicians directly; whereas the government funds hospitals to pay their staff. Therefore, if there are no increases, then lay-offs/reductions may occur. He added that the government is currently negotiating physician salaries.  ● J. McPherson distributed a letter (for member information only) regarding the recent pharmacy accreditation.  ● L. Bonanno briefed about the pharmacy accreditation, adding that there will most likely be issues with the chemotherapy room during the next accreditation (2018).  1.2.3 Thank You Card from Kerry Cichelly:  ● For member information.   * 1. **Education:**   1.3.1 Guide to Good Governance (Chapter 6):  ● Members reviewed Chapter 6, noting the following:  -J. McPherson noted that the Board duty is “what is best for the hospital”. He added that training is available if needed.  -J. McPherson reminded all Board members that any in-camera information is to remain confidential.  -J. McPherson briefed about conflict of interest and provided an example.  -M. Letourneau noted that members should keep journals/notes of how they came to their decision, for protection reasons.  -J. McPherson added that most minute-takers often state “discussion was held” and that is fine.  -J. McPherson noted that the Tips for Directors document (page 131) is a good read and reminder to all.  -J. McPherson asked that L. Bonanno follow-up on an Annual Director Declaration and Consent (page 134).  ● **Chapter 7 of the Guide to Good Governance will be reviewed at the November meeting.** | **Carried** |
| 2.0 ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  ● The following item was added:  8.6 Board Committees and Representatives  **It was moved by W. Anton and seconded by D. Burke to approve the agenda as amended.** | **Carried** |
| **3.0 DECLARATION OF CONFLICTS OF INTEREST** | |
| ● No declaration of conflicts. |  |
| **4.0 CONSENT AGENDA** | |
| **4.1 Regular Board Meeting Minutes – June 7, 2016:**  **4.2 Special Meeting of the Board – June 20, 2016:**  **4.3 Anishnabe Hospital Liaison Committee Minutes – June 3, 2016:**  **4.4 Audit Committee Minutes – June 7, 2016:**  **4.5 Executive Committee Minutes – June 2016:**  **4.6 Healthier Community Advisory Committee Minutes – June 8, 2016:**  ● Moved to item 5.1.  **4.7 Quality Improvement Committee Meeting Minutes – June 16, 2016:**  **4.8 Medical Advisory Committee Minutes – June 22, 2016:**  **4.9 CCS Report:**  **4.10 CNO Report:**  **It was moved by C. Tschajka and seconded by R. Humphreys to accept the Consent Agenda as amended.** | **Carried** |
| **5.0 ITEMS LIFTED FROM CONSENT AGENDA** | |
| **5.1 Healthier Community Advisory Committee Minutes – June 8, 2016:**  ● J. McPherson inquired what participation the hospital will have to help reduce unnecessary emergency department mental health visits.  ● L. Bonanno responded that the CAMH has a new initiative regarding mental health but it is still in the early stages.  ● Dr. Zufelt noted that access to mental health telemedicine services (i.e.: psychiatrist, social worker/counselor, etc.) could be very beneficial.  **It was moved by D. Boulanger and seconded by D. Burke to accept the Healthier Community Advisory Committee minutes as received.** | **Carried** |
| **6.0 BUSINESS ARISING FROM MINUTES** | |
| **6.1 Request for Proposal (RFP):**  ● J. McPherson noted that the Hospital will require a new Strategic Plan to include PFCC.  ● Members reviewed the attached document and the following comments were noted.  -A minimum of one French session with stakeholders will have to take place.  -J. McPherson noted that performance measurement and accountability should be included in the RFP (i.e.: goals by who, by when, etc.).  ● **L. Bonanno will amend the RFP and it will be reviewed again at the October Board meeting.**  ● Comments were made regarding the expense to develop/facilitate such; it is a great deal of money for 3 years.  ● J. McPherson responded that the funds will have to be secured and be included in next year’s budget.  ● L. Bonanno noted that PFCC is an accreditation expectation.  **6.2 Individual Director’s Functioning Discussion:**  ● J. McPherson noted that the discussion came from the June Board meeting.  ● **Such will be discussed at the October meeting.**  **6.3 Board Scorecard Review: QIC:**  ● L. Bonanno reported that there is a Quality Improvement Committee meeting scheduled tomorrow. A draft scorecard will be reviewed.  **6.4 Key Learnings from May Forest Fire:**  ● L. Bonanno reiterated the event of the May long weekend (Monday) forest fire and noted the following.  -The IMS Committee has been meeting to review the internal plan.  -A meeting is being planned with external stakeholders (i.e.: Municipality, OPP, EMS) to meet and share/discuss their plans.  -Lack of communication during the event was the biggest concern.  ● L. Bonanno reported that the recent unscheduled power outage resulted in poor air quality within the hospital as the chillers do not operate on the back-up generator. This created a great deal of added stress.  ● L. Bonanno added that she contacted Michael Gravelle during the outage and he responded immediately.  ● L. Bonanno added that she is in the process of sending the Minister of Energy a letter, as requested by the Municipality.  ● L. Bonanno reported that she will request one-time funding from the LHIN to increase the size of the generator. |  |
| **7.0 CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● This will be discussed under the CEO Report (item 11.0). |  |
| **8.0 NEW BUSINESS** | |
| 8.1 Governance Functioning Tool Survey:  ● J. McPherson reported that he conducted the survey and it took 10 minutes.  ● He reminded everyone (excluding P. Shebagabow) to try to complete the survey in the next couple of weeks. The deadline is October 14/16.  8.2 Review of Strategic Goals and Objectives:  ● Members reviewed the attached.  ● J. McPherson noted that Board and staff have done really well in completing their respective goals and objectives.  8.3 October Board Meeting (Date and Items for Discussion):  ● L. Bonanno will participate in the October 4 Board meeting via teleconference.  ● The agenda for the October meeting will consist of the following items.  -PFCC Thunder Bay Regional presentation from last fall.  -Review the RFP for the Strategic Plan.  -Discuss the Bylaw.  -Discuss the Mission, Vision and Values statement.  -Review L. Heerema’s October CNO report.  ● J. McPherson noted that there will be no regular business on the agenda for the October Board meeting.  8.4 Board Picture:  ● The Board picture will be done at the November meeting.  8.5 HealthAchieve Conference: Thunder Bay:  ● The HealthAchieve conference will take place November 7 and 8.  ● L. Heerema and L. Bonanno will be attending the Toronto conference.  ● W. Anton will attend the conference in Thunder Bay.  ● C. Tschajka and R. Humphreys will get back to D. Lauzon by 12:00 noon on Thursday if they wish to attend.  8.6 Board Committees and Representatives:  ● Members advised which committees they wish to participate in.  ● D. Lauzon will email the members who are not in attendance to get their choices.  ● The list will be reviewed at the next meeting. |  |
| **9.0 LINKAGES AND PARTNERSHIPS** | |
| 9.1 Geraldton District Hospital Auxiliary (GDHA) Report:  ● M. Letourneau reported that the GDHA had their first meeting (post summer) last evening.  ● She added that their fundraising goal of $7,500 was reached. A photo opportunity with Hospital staff will be done in the near future.  ● The Fall Bake Sale will take place on Saturday, October 1/16 from 11:00 a.m. to 1:00 p.m. at Tru Hardware.  ● M. Letourneau was pleased to announce that Nicole Pineault is the new purchaser for the gift shop.  It was moved by W. Anton and seconded by C. Tschajka that the verbal report from the Auxiliary be accepted. | **Carried** |
| **10.0 MEDICAL STAFF** | |
| **10.1 Physician Privileges:**  ● Dr. Laine highlighted the attached list of physician privileges.  **It was moved by D. Burke and seconded by D. Boulanger that the Board of Directors approves the list of physician privileges.** | **Carried** |
| **11.0 CHIEF EXECUTIVE OFFICER (CEO) REPORT** | |
| ● J. McPherson asked if there were any questions or concerns with the CEO report.  ● MOL Site Visit: L. Bonanno noted that the Hospital was given notice of the 2-day MOL visit. She added that minor citations were received. The Compliance Officers were very pleased with the Hospital overall.  ● Hydro One Blackout: L. Bonanno reported that the generator will be able to function with the new ED. A brief discussion was held regarding Hydro One (lack of communication, unscheduled outages occurring too often).  ● ED Redevelopment Project: Maureen Judge informed L. Bonanno that it is a stipulation to have a Project Manager for the project. The Ministry also informed L. Bonanno that no extra funds will be received for the project. L. Bonanno added that it was recommended by the Ministry and Project Manager that we decrease the proposed approximate 8,000 square feet expansion to an approximate 6,000 square feet. J. McPherson noted that he was upset because the MOHLTC stated they were funding 8,000 square feet. J. McPherson will further discuss the issue with L. Bonanno.  ● Team Building: L. Bonanno noted that the orientation education is being improved and increased. The Hospital is working on improving staff-to-staff team building. S. Duranceau added that team building is a priority but there is a lack of funds to facilitate such education.  ● Board Bylaws – Closed Membership Model: J. McPherson noted that this was briefly discussed at the May Board meeting. This will be discussed in detail in time to be approved prior to the next AGM.  **It was moved by W. Anton and seconded by R. Humphreys that the report from the CEO be accepted.** | **Carried** |
| **12.0 ROUND TABLE DISCUSSION** | |
| ● Dr. Zufelt noted that it was a good meeting. He added that he is looking forward to updates regarding physician recruitment.  ● C. Tschajka welcomed Peter to the Board and noted that the new boardroom chairs were nice.  ● R. Humphreys noted that it is good to be back.  ● M. Letourneau noted that it is different attending the meeting via teleconference. She added that it was a good meeting and good discussion was held regarding Hydro One.  ● D. Boulanger noted that it was a good meeting.  ● S. Duranceau reported that the rehab department is working hard at decreasing their wait list. They are working on pain management with clients and staff stopped promoting access to free equipment in the department. Rehab staff are assessing clients and providing them with at-home exercises/programs, when applicable.  ● Dr. Laine noted that there have been some good locums coming through; it has been a big help. Dr. Laine and Dr. Zufelt concurred that the locums have been a great relief.  ● D. Lauzon noted that some Board members have yet to respond if they plan to attend the Board retreat (or not). R. Humphreys responded that he will be attending.  ● P. Shebagabow stated that he is glad to be a part of the Board.  ● W. Anton noted that it was a good meeting.  ● D. Burke noted that it was a great meeting; nice updates were provided.  ● L. Bonanno noted that it was a good meeting.  ● J. McPherson noted that it was good to see that everyone felt comfortable in speaking. |  |
| **13.0 BI-MONTHLY MEETING EVALUATION SUMMARY:** | |
| ● Members reviewed the summary.  ● J. McPherson will follow-up with the individual regarding an opening prayer. **This will also be added to the November Board agenda for discussion.** |  |
| **14.0 TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved by P. Shebagabow and seconded by C. Tschajka that the regular meeting be adjourned at 7:32 p.m.** | Carried |