Geraldton District Hospital

Minutes of the

**GDH Board of Directors’ Meeting**

Held at the Geraldton District Hospital and via Zoom

Tuesday, February 1st, 2022 at 5:30 pm

Present

Voting: Dorene Boulanger Terry Popowich Ralph Humphreys Bobby Jo Chenier Victor Tschajka Michael Davis Kathryn Legault Sanna Humphreys

Non-Voting: Darryl Galusha Ian McPherson Brigitte Ouellet

Laurie Heerema Jena Goulet (recorder)

Regrets

Voting: Patricia Dufour Mark Wright

Non-Voting: Dr. Ryan Zufelt

Guest: Albert Tjong Brent Maranzan

**Board Composition (voting): 8 Elected 2 Appointments Total = 10**

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

**Total Board Members (voting): 10 Present: 8 Attendance: 80%**

**1.0 CALL TO ORDER**

**1.1 Welcome and Chair’s Opening Remarks**

● The meeting was called to order at 5:32 pm by D. Boulanger.

● D. Boulanger read the Treaty Acknowledgement.

**2.0 DECLARATION OF CONFLICTS OF INTEREST**

● No conflicts declared.

**3.0 ADOPTION OF THE AGENDA**

● D. Boulanger asked if there were any amendments to the agenda.

● The following amendments were requested:

● Item 11.2 Operating Budget will be moved from *New Business* to Item 4.1 under *Presentations*,

● Item 12.3 Auxiliary Report will be move from *Linkages & Partnerships* to Item 4.2 under *Presentations*,

● Item 4.1 Wealth Management Report will be moved to Item 4.3,

● Add Item 11.4 COVID-19 Updates under *New Business*,

● Add Item 11.5 GDH 50/50 Draw under *New Business*.

**It was moved by M. Davis and seconded by B. J. Chenier that the agenda be approved as amended.**

**CARRIED.**

**RES 15**

**4.0 PRESENTATIONS**

**4.1 Operating Budget 2022/2023**

● B. Maranzan shared that the FAC was held January 21st with no concerns raised.

● The Operating Budget was reviewed with the Management Team on January 25th.

● The HAPS Submission was cancelled again this year due to COVID-19.

● GDH is expecting a 1% adjustment to the budget, salaries, and PCOP with most other amounts held at previous levels.

● There has been no impact from COVID-19 related expenses to date.

● 25% benefit estimation have been used.

● 3 positions have been added to the salaries budget: 0.5 Mental Health Worker, 0.5 Finance Clerk (AR/AP), 1 FTE Payroll/Scheduling Clerk.

● Additional 16 hours per month for chemotherapy cleaning in Housekeeping.

● Total increase of $150,000 for the electricity for the new Emergency Department, electricity for the rest of the Hospital and natural gas.

● Variances of $191,000 between Administration and the Laboratory Departments related to COVID-19.

● Insurance has increased by $10,000.

● Some additional funds will be required for chemotherapy cleaning training and food services certifications.

● GDH is tracking $60,000 over budget for equipment expenses. GDH may need to consider an increase to this budget.

● GDH is staying close to the proposed budget with no increases expected.

● GDH is currently sitting at a $95,000 deficit but is still in a good place, financially.

● B. Maranzan will continue to look for funding opportunities for the Hospital.

**It was moved by K. Legault and seconded by T. Popowich that the Operating Budget for FY2022/23 be approved as presented.**

**CARRIED.**

**RES 16**

**4.2 Geraldton Hospital Auxiliary Report**

● S. Humphreys provided a verbal report for the Board of Directors.

● S. Humphreys shared that the Auxiliary Committee delivered poinsettias to the residents in LTC and patients in Acute Care in December for Christmas.

● The Auxiliary will be holding their annual membership drive. Membership is $5.

● 1,058 volunteer hours were recorded for 2021.

● The next Auxiliary Committee meeting will be held via Zoom on February 28th.

**4.3 Wealth Management Report**

● A. Tjong summarized the Wealth Management Report for the Board members.

● GDH’s asset allocation, as of December 31st, 2021 is worth $1,900,000 (67.7% in total fixed income, 20.8% in total cash & cash equivalent and 11.4% in total equity).

● A. Tjong stated that the equity portion of the portfolio cannot exceed 10%. Therefore, GDH will need to look into investing the excess funds elsewhere.

● A. Tjong shared that GDH’s annualize returns since October 2018 is averaging 3.6% per year in the last 2-3 years.

● GDH’s total contribution = $1,369,332.25. Interest collected = $541,333.10. Withholding taxes = ($1,334.11). Portfolio value ending December 31st, 2021 = $1,909,331.24.

● T. Popowich asked if there is anything GDH should be doing differently to help increase the Hospital’s revenue. A. Tjong stated that the Hospital’s portfolio is very conservative and suggested that GICs could be worth considering.

**5.0 CORRESPONDENCE**

None this month.

**6.0 EDUCATION**

**6.1 Quality & Patient Safety Governance Toolkit – Chapters 3, 4 & 5 (Pages 20-44)**

● D. Boulanger asked if there were any questions or comments regarding this month’s education.

● D. Boulanger inquired about no dentists and midwives being included on the MAC Committee. D. Galusha explained that there are no dentists or midwives employed at GDH in order to add them to the Committee. She then asked if the Nurse Practitioner should be invited to the Committee. This request will be discussed with the Chief of Staff.

● M. Davis made inquiries concerning facility walk-arounds since he has not been offered one since joining the Board of Directors. Dl. Galusha shared tours of the facility have not been offered since the beginning of the COVID-19 pandemic. They will resume once the pandemic has ended.

**7.0 CONSENT AGENDA**

**7.1 Regular Board Meeting Minutes – January 11th, 2022**

**7.2** **MAC Meeting Minutes – Next Meeting: January 27th, 2022**

**7.3 CCS Report**

**7.4 CNE Report**

● Lifted from *Consent Agenda* and moved to Item 8.1 under *Items Lifted from Consent Agenda*.

**7.5 Human Resources Report**

**7.6 COS Report**

**It was moved by V. Tschajka and seconded by R. Humphreys to accept the Consent Agenda as amended.**

**CARRIED.**

**RES 17A**

**8.0 ITEMS LIFTED FROM CONSENT AGENDA**

**8.1 CNE Report**

● D. Boulanger inquired about the Urgent Care Clinic in the Emergency Department. L. Heerema explained that it is led by the Nurse Practitioner at opposite times to the Physicians. A schedule needs to be determined by Dr. Zufelt and L. Heerema.

● D. Boulanger asked L. Heerema to amend her report to state that the Nurse Practitioner position is a *contracted position*, not an *employee for GDH*. L. Heerema will make the suggested corrections.

● D. Boulanger reminded L. Heerema to include Patient Stories to her Board Reports.

**It was moved by K. Legault and seconded by B.J. Chenier to accept the Items Lifted from the Consent Agenda as presented.**

**CARRIED.**

**RES 17B**

**9.0 BUSINESS ARISING FROM MINUTES**

None.

**10.0 OPERATIONS SUPPORT MANAGER REPORT**

**10.1 Financial Highlights**

● I. McPherson summarized the financial highlights for the Board of Directors.

**10.2 Operational Highlights**

● I. McPherson stated that the Capital Projects for 2022/23 will be presented at the March Board of Directors’ meeting. It will also include the forecasted projects for the next 3 years.

● The Board members requested that the dollar amounts for the completed projects be included in future reports.

● Clarifications were provided about what some of the equipment is used for.

● M. Davis inquired about any projects being deferred until the next fiscal year. I. McPherson shared that the sleep chairs for LTC are being cancelled in order to purchase 2 transfer chairs for the Hospital.

**10.3 Risk Management**

● I. McPherson summarized the report for the Board members.

**11.0 NEW BUSINESS**

**11.1 Patient Safety Cultural Survey**

● The summary was received by the Board of Directors.

**11.1.1 Staff Satisfaction Survey Summary**

● I. McPherson stated that there was a slight increase in satisfaction from the staff members.

● There was also more engagement from those who did participate in the survey.

**11.1.2 Worklife Pulse Tool – Overall Results**

● The survey questions were provided to the board members.

● 56 staff members responded.

● I. McPherson shared that an Action Plan will be developed regarding any sections that were flagged in red. Once completed, it will be shared with the QI Committee for review.

**11.1.3 Patient Safety Cultural Tool – Overall Results**

● The results were provided to the Board members.

● 63 staff members responded.

● T. Popowich voiced his concerns regarding staff being worried about repercussions for errors made. D. Galusha explained that this is consistently seen in all organizations. More information is needed and a plan will be made.

● D. Galusha also stated that neutral responses are weighted as a negative response.

**11.2 Operating Budget 2022/2023**

● See Item 4.1 under Presentations.

**11.3 Governance Process Policies (BOD-GP 1-31) Review**

● *BOD-GP3: Chairperson’s Role* – Section 2b) will be discussed during the In-Camera session.

● *BOD-GP22: Duties of Officers* – To be revised at the next Board of Directors’ meeting.

**11.4 COVID-19 Updates**

● There has been a decrease in COVID-19 numbers in Greenstone.

● GDH has positive COVID-19 patients occupying 2-3 beds on average per week.

● The ongoing issues between the airport and the municipality were discussed. The dispute is putting Greenstone patients at risk and is costing the Hospital double in order to get the helicopter on site. Helicopters are also being called in from other communities to keep up with the increased transfer demands. The Board of Directors will write a letter to the municipality regarding the Hospital’s struggle to safely transport patients. T. Popowich will draft the letter.

**11.5 GDH 50/50 Draw**

● The Board of Directors is requesting that options for the GDH 50/50 Draw be revisited.

● D. Galusha will speak with B. Maranzan regarding looking into Ascend Solutions and similar companies.

**12.0 LINKAGES & PARTNERSHIPS**

**12.1 QIC Meeting Minutes – Next Meeting: January 20th, 2022**

**12.2 HCAC Meeting Minutes – Next Meeting: March 22nd, 2022**

**12.3 Geraldton Hospital Auxiliary Report**

● See Item 4.2 under Presentations.

**It was moved by V. Tschajka and seconded by B. J. Chenier that the Linkages & Partnerships reports be accepted as amended.**

**CARRIED.**

**RES 18**

**13.0 CEO REPORT**

● D. Galusha highlighted his written report to the Board of Directors.

● D. Galusha has elected to be a signatory for GDH during the formation of the Thunder Bay and District Communities OHT. He stated that he would like to be involved in the process of forming the OHT.

● There is a decrease in ED visits due to the Nakina Clinic having a full-time physician and nurse to serve the communities north of Geraldton.

● The MOHLTC is still very supportive of a 48-bed model for a new build LTC facility in Geraldton.

● The application for permanent funding for the Nurse Practitioner position has been submitted. L. Galusha is currently working at the Atikokan General Hospital in order to prevent their Emergency Department from closing.

● D. Galusha shared that agency RPNs are costing the Hospital $110/hour and RNs $175/hour.

● The current situation regarding fraudulent cheques was discussed.

**It was moved by T. Popowich and seconded by B.J. Chenier that the report from the CEO be approved as presented.**

**CARRIED.**

**RES 19**

**14.0 DECISION OF THE BOARD**

**14.1 Physician Privileges**

● The list of Physician Privileges requests from the MAC meeting was presented to the Board for review.

**It was moved by V. Tschajka and seconded by M. Davis that the list of Physician Privileges be approved as presented.**

**CARRIED.**

**RES 20**

**15.0 ROUND TABLE DISCUSSION**

● Discussion occurred.

**16.0 MONTHLY MEETING EVALUATION**

**16.1 Bi-Monthly Meeting Evaluation Form**

● The Evaluation Form was provided to the Board members.

● It was requested that the forms be returned to J. Goulet by Friday, February 4th, 2022.

**17.0 IN CAMERA MEETING**

● The In-Camera Meeting was called to order at 7:38 pm.

**18.0 TERMINATION OF IN CAMERA MEETING**

● The In-Camera Meeting was adjourned at 7:47 pm.

**19.0 MEETING WITH MANAGEMENT (CEO ONLY)**

**20.0 MEETING WITHOUT MANAGEMENT**

**21.0 TERMINATION OF REGULAR BOARD MEETING**

**It was moved by M. Davis and seconded by T. Popowich that the Board of Directors Meeting be adjourned at 7:50 pm.**

**CARRIED.**

**RES 26**

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Board Chair Signature