Geraldton District Hospital

Minutes of the

**Regular Board of Directors’ Meeting**

Held in the Boardroom at the Geraldton District Hospital and via Zoom,

Tuesday, February 2nd, 2021 at 5:00 pm

Present

Voting: Kathryn Legault (T) Jamie McPherson (T) Victor Tschajka (T)

Jessie Beaulieu (T) Terry Popowich (T) Patricia Dufour (T) Sanna Humphreys (T) Ralph Humphreys (T) Dorene Boulanger (T)

Non-Voting: Darryl Galusha Ian McPherson Laurie Heerema (T)

Jena Goulet (recorder)

Regrets

Voting: Mark Wright Cheryl Checkley

Non-Voting: Brigitte Ouellet Dr. Ryan Zufelt Dr. Roy Laine

Guests: Scott Potts (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: 9 Attendance: 82 %**

**1.0 CALL TO ORDER**

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

● The meeting was called to order at 5:00 pm by K. Legault.

● K. Legault read the Treaty Acknowledgement.

**2.0 DECLARATION OF CONFLICTS OF INTEREST**

● No conflicts declared.

**3.0 ADOPTION OF THE AGENDA**

● K. Legault asked if there were any amendments to the agenda.

**It was moved by V. Tschajka and seconded by T. Popowich that the agenda be approved as presented.**

**CARRIED.**

**RES 11**

**4.0 PRESENTATIONS**

**4.1 ER Project Updates**

● S. Potts presented the Emergency Department Project updates to the Board members.

● The rough in of mechanical, electrical and HVAC has been completed.

● The epoxy flooring is 50% complete and painting has begun on Level 0.

● Drywall on Level 1 has commenced with perimeter room walls complete and ceilings complete in approximately 70% of the rooms. Once painting has been finished, lighting, door controllers and call bells will be installed. Flooring to follow.

● Equipment installation in the penthouse is approximately 90% complete and equipment start up will occur over the next month.

● The substantial completion date is set for March 22nd, 2021.

● Progress Certificate #15 has been certified in the amount of $667,000. Certificate #16 has been issued and is currently under review.

● GDH’s contingency will be exceeded but strategies are being developed to bring down the cost.

● The total cost of the project to date is approximately $14,600,000. $13,300,000 has been provided from the MOH Grant and the Hospital’s share is $1,300,000 to date.

**5.0 CORRESPONDENCE**

**5.1 Thank You Card – Greenstone Harvest Centre**

**5.2 Thank You Card – P. Taphorn**

**6.0 EDUCATION**

**6.1 Guide to Good Governance – Chapter 3 (Pages 28-38)**

● K. Legault asked if there were any questions or concerns regarding the assigned reading.

● The reading was discussed.

● Chapter 4, pages 39-65 were assigned for the next Board meeting.

**7.0 CONSENT AGENDA**

**7.1 Regular Board Meeting Minutes – January 12th, 2021**

**7.2 MAC Meeting Minutes – January 14th, 2021**

**7.3 CCS Report**

**7.4 CNE Report**

**7.5 COS Report**

**It was moved by J. Beaulieu and seconded by R. Humphreys to accept the Consent Agenda as presented.**

**CARRIED.**

**RES 12**

***Dr. Zufelt joined the meeting at 5:16 pm via Zoom.***

**8.0 ITEMS LIFTED FROM CONSENT AGENDA**

**It was moved by D. Boulanger and seconded by P. Dufour to accept the Items Lifted from Consent Agenda as presented.**

**CARRIED.**

**RES 13**

**9.0 BUSINESS ARISING FROM MINUTES**

**10.0 OPERATIONS SUPPORT MANAGER REPORT**

**10.1 Capital Plan**

● I. McPherson presented the reports to the Board of Directors.

● T. Popowich inquired about the financial status of the Capital Plan and if a surplus is expected at the end of the fiscal year. I. McPherson stated that a surplus is expected and that those funds will be put aside for future projects, such as the redevelopment of the old Emergency Department or the Adult Daycare for LTC.

**10.2 Risk Management Q3**

● I. McPherson presented the reports to the Board of Directors.

**11.0 NEW BUSINESS**

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

● *Policy BOD-GP 1:* Item 3 requires an update. The Board follows Bylaw No. 3. It was also requested that J. Goulet find out if Article 4 Section 4.5 (b) is up to date.

Item 4 d) should read “Board Members shall not encourage employees, medical staff or public to bypass administration but shall advise them to utilize reporting lines established in the organization”.

● *Policy BOD-GP 9:* It was agreed that the Board Planning Cycle should be presented to the Board at the October meetings.

● *BOD-GP 15:* It was asked that D. Galusha provide the policy to the GDH lawyer for review.

● *BOD-GP 29:* V. Tschajka asked if L. Bonanno was given an Exit Interview. J. McPherson stated that this would have been the responsibility of the Chair to perform the interview. This can be discussed at the next Board meeting since M. Wright is absent from this meeting.

● *BOD-GP 30:* D. Galusha offered to contact Accreditation Canada to request that they provide a Physician to conduct the performance evaluation of the GHD Physicians.

● *BOD-GP 31:* The date that the Board approved to Terms of Reference needs to be added. It was approved June 2020.

**12.0 LINKAGES & PARTNERSHIPS**

**12.1 ER Project Report – January 2021**

● Report was received.

**12.1.1 ER Project Ad Hoc Committee Meeting Minutes – January 19th, 2021**

**12.2 QIC Meeting Minutes – January 21st, 2021**

**12.3 HCAC Meeting Minutes – Next Meeting: January 26th, 2021**

● The meeting that was scheduled January 26th, 2021 did not take place because quorum was not reached. The meeting will be rescheduled at a later date.

**12.4 Geraldton Hospital Auxiliary Report**

● S. Humphreys provided a verbal report.

● Since Auxiliary meetings have not taken place since the beginning of the pandemic, S. Humphreys is hoping to hold a meeting next week.

**It was moved by S. Humphreys and seconded by V. Tschajka that the Linkages & Partnerships reports be accepted as presented.**

**CARRIED.**

**RES 14**

**13.0 CEO REPORT**

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

● In regards to the new storage container for COVID-19 supplies, J. Beaulieu asked if there are security cameras to monitor all activities. D. Galusha will speak with the Support Services Manager to determine if more cameras should be installed or if the container should be moved to a location with camera surveillance.

● D. Galusha stated that the Greenstone area is very appreciative of the daily COVID-19 updates on the GDH Facebook page. The updates have significantly increased the number of visits to the page.

● D. Galusha shared that he is trying to set up a committee with health representatives in Greenstone in preparation for the allocation of the COVID-19 vaccines.

● D. Galusha informed the Board members that an interview will be taking place on Friday to fill the remote CFO position.

**13.1 COVID-19 Internal & External Communication for the Shutdown**

**13.2 COVID-19 Vaccine Distribution Plan**

● D. Boulanger suggested that the plan should be shared on the GDH Facebook page. If a clearer version of the plan can be found, J. Goulet will post it.

**It was moved by D. Boulanger and seconded by J. McPherson that the report from the CEO be approved as presented.**

**CARRIED.**

**RES 15**

**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 J. Beaulieu and seconded by R. Humphreys that the list of Physician Privileges be approved as presented.**

**CARRIED.**

**RES 16**

**15.0 ROUND TABLE DISCUSSION**

● Discussion occurred.

**16.0 MONTHLY MEETING EVALUATION**

**16.1 Bi-Monthly Meeting Evaluation Form – February 2021**

● The Evaluation Form was provided to the Board of Directors. They will be completed and returned to J. Goulet.

**17.0 IN CAMERA MEETING**

● None this month.

**18.0 TERMINATION OF IN CAMERA MEETING**

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

**20.0 MEETING WITHOUT MANAGEMENT**

**21.0 TERMINATION OF REGULAR BOARD MEETING**

**It was moved by J. McPherson and seconded by T. Popowich that the Board of Directors Meeting be adjourned at 6:22 pm.**

**CARRIED.**

**RES 17**

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Board Chair Signature