Geraldton District Hospital

Minutes of the

**GDH Board of Directors’ Meeting**

Held at the Geraldton District Hospital and via Zoom

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

Present

Voting: Dorene Boulanger Ralph Humphreys Victor Tschajka

Michael Davis Patricia Dufour Kathryn Legault

Sanna Humphreys Bobby Jo Chenier Mark Wright

Non-Voting: Darryl Galusha Ian McPherson Brigitte Ouellet

Dr. Ryan Zufelt Jena Goulet (recorder)

Regrets

Voting: Terry Popowich

Non-Voting: Laurie Heerema

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

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

**Total Board Members (voting): 10 Present: 9 Attendance: 90%**

**1.0 CALL TO ORDER**

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

● The meeting was called to order at 5:30 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.

● Under Correspondence, add Item 5.2 Patient Story.

● The following items will be moved from Consent Agenda to Items Lifted from Consent Agenda:

● Item 7.2 MAC Minutes – January 27th, 2022 moved to Item 8.1,

● Item 7.4 CNE Report moved to Item 8.2.

● Item 7.5 Human Resources Report moved to Item 8.3.

**It was moved by V. Tschajka and seconded by P. Dufour that the agenda be approved as amended.**

**CARRIED.**

**RES 27**

**4.0 PRESENTATIONS**

None this month.

**5.0 CORRESPONDENCE**

**5.1 Thank You Card – Dr. O’Connor**

● The card was received.

**5.2 Patient Story**

● D. Galusha verbally shared the Patient Story with the Board of Directors.

**6.0 EDUCATION**

None this month.

***Dr. R. Zufelt joined the meeting at 5:35 pm.***

**7.0 CONSENT AGENDA**

**7.1 Regular Board Meeting Minutes – February 1st, 2022**

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

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

**7.3 CCS Report**

**7.4 CNE Report**

● Moved to Item 8.2 under *Items Lifted from Consent Agenda*.

**7.5** **Human Resources Report**

● Moved to Item 8.3 under *Items Lifted from Consent Agenda*.

**7.6 COS Report**

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

**CARRIED.**

**RES 28A**

**8.0 ITEMS LIFTED FROM CONSENT AGENDA**

**8.1 MAC Meeting Minutes – January 27th, 2022**

● The Board members requested clarifications regarding the CCS Report which stated that the Biofire Torch was provided on a rental basis which expires at the end of March 2022.

● B. Ouellet shared that she received an email from the MOH expressing that the rental agreement for the Biofire Torch analyzer will not be renewed at the end of March. However, it is available to purchase.

● B. Ouellet is currently working with NOSH to determine a plan. At the moment, GDH is unsure to purchase the Biofire Torch analyzer or find a less expensive option.

● D. Boulanger asked how long it takes to receive PCR results if they are sent to Thunder Bay for analysis. B. Ouellet stated that it can take 6-9 days but, the turnaround time has been significantly less in recent months.

**8.2 CNE Report**

● Grammar mistake identified. L. Heerema will be notified.

**8.3 Human Resources Report**

● Grammar mistake identified. L. Roy will be notified.

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

**CARRIED.**

**RES 28B**

**9.0 BUSINESS ARISING FROM MINUTES**

**9.1 Governance Process Policy BOD-GP22: Duties of Officers Review**

● The Board of Directors has requested that the Treasurer’s duties be reviewed.

● The Board is requesting that the Treasurer’s role should read:

1. Be the Chair of the Audit Committee.

2. Submit an annual financial report for the Board indicating the financial position of the Hospital at the Annual General Meeting (AGM).

3. Ensure that the investment policy established by the Board is in place and monitor for compliance with the policy.

4. Perform such other duties as may from time to time be determined by the Board.

● M. Wright recommended to ensure the changes are in line with what is stated in the Hospital’s Act. D. Galusha will consult with B. Maranzan about the requested amendments.

● Once reviewed, the policy will be brought back to the next Board of Directors’ meeting for approval.

**9.2 GDH 50/50 Draw**

● D. Galusha shared that GDH does not meet the criteria to work with Ascend for the 50/50 Raffle Draw.

● A Zoom meeting took place on February 14th with Rafflebox. Items 9.2.1 - 9.2.5 were provided to the Board members from Rafflebox.

● D. Boulanger voiced that she does not like the price of the 50/50 tickets. J. Goulet explained that the prices are examples only and can be adjusted.

● The Board of Directors inquired about who from the Hospital will oversee the Raffle. At the moment, D. Galusha, B. Maranzan and J. Goulet will be overseeing this endeavor.

● Advertising will be the responsibility of Rafflebox.

● P. Dufour inquired about Rafflebox’s risk management to protect the Hospital from online hackers. D. Galusha informed the Board that the 50/50 Raffle sales will be managed by a separate website. A link to the website will be provided to share on the GDH website and Facebook page.

● D. Boulanger requested referrals from other not-for-profit organizations in Ontario.

● J. Goulet will contact Rafflebox with the Board’s concerns and invite them to provide a presentation at the next Board of Directors’ meeting.

**9.2.1 Fundraising Package**

**9.2.2 Marketing Guide**

**9.2.3 Eligibility Requirements**

**9.2.4 Facebook Ad Services**

**9.2.5 AGCO Rules**

**10.0 OPERATIONS SUPPORT MANAGER REPORT**

**10.1 Financial Highlights**

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

● GDH is currently working with an operating surplus of $437,780.

● The operating surplus is largely due to an unexpected additional 1% increase in MOHLTC Base Funding, an unbudgeted increase in COVID Testing Funding, higher than expected returns on investments and lower than expected Salaries & Wages/Employee Benefits due to budgeted position vacancies.

The Board members are concerned about what could happen to the surplus funds once the OHT is implemented. I. McPherson assured them that the surplus will be used up by contract and agency staff by the end of March/early April.

**10.2 Operational Highlights**

● 37% complete (14 items) – Value $146,640.

● 32% expected to be complete within 60 days (12 items) – Value $430,720.

● 0% expected to be complete between 60-90 days (1 items) – Value $38,000.

● 32% deferred or cancelled by management (12 items) – Total Value $77,500.

● 17 Unplanned capital projects complete – Value $103,661.

● 1 unplanned to be completed – Value $6,000.

● $63,255 in HIRF funding to cover costs of unplanned items.

**10.3 Capital Budgeting – 3-Year Forecast 2023-2025**

● I. McPherson summarized the 3-Year Capital Budgeting Forecast (2023-2025) for the Board of Directors.

**10.4 Proposed Capital Projects FY23**

● I. McPherson shared that the budgeted cost to replace the shingles at the Northern Horizon Health Centre was underestimated. The project will cost $20,000 more than expected. This brings the Capital Projects budget to $982,000.

● The Board members asked if an inspection was performed at the Clinic. I. McPherson will follow up with G. Olson.

**It was moved by M. Wright and seconded by M. Davis that the Capital Budget for FY2022/23 in the amount of $982,000, with an additional $100,000 for unplanned capital projects, be approved as amended.**

**CARRIED.**

**RES 29**

***B. J. Chenier joined the meeting at 6:16 pm.***

**11.0 NEW BUSINESS**

**11.1 CEO Relationship Policies (BOD-BC 1-5) Review**

● *BOD-BC4: Monitoring Chief Executive Officer Performance* – The evaluation of the CEO by the Board will occur annually, on the anniversary date. Policy to be approved at the next meeting.

**11.2 COVID-19 Updates**

● The number of COVID-19 cases in Greenstone have decreased but patients with significant illness are still being seen in the Emergency Department.

● The provincial government has begun to reduce restrictions.

● GDH is currently preparing for the next wave of COVID-19 to appear.

● New ventilators have been ordered.

● The ON2 Concentrator has been installed.

● A shipment of 10,000 N95 masks has been received.

● GDH is currently exploring other options the replace the Biofire Torch analyzer.

● S. Humphreys inquired about the precautions in place for LTC. L. Heerema stated that LTC is maintaining rapid testing, vaccines and mask wearing. The gift shop will not be opening at this time.

**12.0 LINKAGES & PARTNERSHIPS**

**12.1 QIC Meeting Minutes – Next Meeting: March 17th, 2022**

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

**12.3 Geraldton Hospital Auxiliary Report**

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

● The Auxiliary’s membership drive will be taking place shortly.

● The Auxiliary’s AGM is scheduled for March 20th, 2022.

**It was moved by M. Wright and seconded by P. Dufour that the Linkages & Partnerships reports be accepted as presented.**

**CARRIED.**

**RES 30**

**13.0 CEO REPORT**

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

● D. Galusha has signed on as a signatory for the formation of the OHT. The next meeting is taking place March 3rd, 2022.

● GDH continues to receive COVID-19 funding.

● With the risk of closure of Emergency Departments at other hospitals due to physician shortages, they are currently moving forward with GDH’s Nurse Practitioner model.

● The Confederation College BScN Program continues to move forward.

● Due to the results of the Staff Satisfaction Survey, an HR Consultant will be on site March 9th to provide guidance and assist in creating a plan.

● D. Galusha met with the municipality regarding snow removal at the airport. Areas to improve services to the community were discussed.

● Staff Appreciation Lunches will be offered to the employees of GDH. Four meals will be served on different dates in March and April.

● The ON2 Concentrator has been installed.

**13.1 North West Region – Ontario Health Team Expression of Interest – FAQ**

**It was moved by V. Tschajka and seconded by R. Humphreys that the report from the CEO be approved as presented.**

**CARRIED.**

**RES 31**

**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 K. Legault and seconded by S. Humphreys that the list of Physician Privileges be approved as presented.**

**CARRIED.**

**RES 32**

**15.0 ROUND TABLE DISCUSSION**

● M. Wright was presented with a gift and a thank you from the Board members for his time served on GDH Board of Directors.

● Discussion occurred.

**16.0 MONTHLY MEETING EVALUATION**

**16.1 Bi-Monthly Meeting Evaluation Summary – February 2022**

● The Evaluation Summary was provided to the Board members.

**16.2 Peer Assessment**

● The Peer Assessment Form was provided to the Board members.

● It was requested that the assessments be returned to J. Goulet by Friday, March 25th, 2022.

**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 M. Davis and seconded by V. Tschajka that the Board of Directors Meeting be adjourned at 6:49 pm.**

**CARRIED.**

**RES 33**

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Board Chair Signature