Geraldton District Hospital

Minutes of the

**Regular Board of Directors’ Meeting**

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

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

Present

Voting: Mark Wright (T) Kathryn Legault (T) Jamie McPherson (T) Victor Tschajka (T) Cheryl Checkley (T) Jessie Beaulieu (T) Terry Popowich (T) Patricia Dufour (T) Dorene Boulanger (T)

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

Dr. Ryan Zufelt (T) Dr. Roy Laine (T)

Jena Goulet (recorder)

Regrets

Voting: Sanna Humphreys Ralph Humphreys

Non-Voting: Brigitte Ouellet

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 5:03 pm by M. Wright.

● M. Wright read the Treaty Acknowledgement.

**2.0 DECLARATION OF CONFLICTS OF INTEREST**

● No conflicts declared.

**3.0 ADOPTION OF THE AGENDA**

● M. Wright asked if there were any amendments to the agenda.

● Nothing noted.

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

**CARRIED.**

**RES 18**

**4.0 PRESENTATIONS**

**4.1 ER Project Updates**

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

● S. Potts stated that the exterior work is nearing completion. However, signage still needs to be approved and will be installed closer to the end of the project.

● S. Potts shared that the majority of the work taking place currently is in the Penthouse and Level 1. The painting is complete in many areas, the floors are being placed on Level 1 and there are many electrical contractors on site. Once this work is complete, plumbing and millwork will begin.

***K. Legault joined the meeting at 5:08 pm via Zoom.***

● The elevator contractors are on site with no issues or concerns raised to date.

● S. Potts informed the Board that the commissioning agent is expected to visit the site closer to the end of the month.

● Progress Certificate #18 has been issued and shows 86% completion of the project as of the end of February. This is a concern for the project. The construction should have been 90%+ complete in order the meet the original substantial and total completion deadlines.

● The Substantial Completion date has been pushed to April 12th, 2021 with Total Completion expected for the last week of April/first week of May 2021.

● S. Potts stated that in order to reach a substantial completion, major systems need to be balanced to a point that the space could be occupied. These systems include the CCTV, card reader, sprinkler, call button and cardiac monitoring systems.

● S. Potts explained that there are only minor Change Orders outstanding but none are expected to be of significant value.

● Overall, the contingency level is $576,148 which includes the adjustment for the Hospital funded landscaping work. To date, 104% of the contingency has been used. It is anticipated the full contingency spend could reach $625,000 by the end of the project. However, there are a number of revenue and cost offsets that will mitigate this overage.

● As of January 31st, 2021, the Project is valued at $15,442,181. $14,204,640 has been received from the MOHLTC Grant with the Hospital’s cost at $1,237,541.

**5.0 CORRESPONDENCE**

None this month.

**6.0 EDUCATION**

**6.1 Guide to Good Governance – Chapter 4 (Pages 39-65)**

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

● J. McPherson stated his concerns regarding the QIP this year. J. McPherson would like to meet with D. Galusha to set some direction for the Hospital for next year.

● Chapter 4, pages 66-98 were assigned for the next Board meeting.

**7.0 CONSENT AGENDA**

**7.1 Regular Board Meeting Minutes – February 2nd, 2021**

**7.2 MAC Meeting Minutes – February 18th, 2021**

**7.3 CCS Report**

**7.4 CNE Report**

**7.5 COS Report**

**It was moved by D. Boulanger and seconded by J. McPherson to accept the Consent Agenda as presented.**

**CARRIED.**

**RES 19A**

**8.0 ITEMS LIFTED FROM CONSENT AGENDA**

● No items lifted.

***Dr. Zufelt joined the meeting at 5:18 pm via Zoom.***

***C. Checkley joined the meeting at 5:19 pm via Zoom.***

**9.0 BUSINESS ARISING FROM MINUTES**

**9.1 Exit Interview for Lucy Bonanno**

● M. Wright stated that an exit interview did not take place with L. Bonanno before leaving the organization.

● D. Galusha informed the Board that he has never been provided with the opportunity for an exit interview from his previous employers.

***J. McPherson stepped out of the meeting at 5:22 pm due to a conflict of interest.***

**10.0 OPERATIONS SUPPORT MANAGER REPORT**

**10.1 Financial Highlights Q3**

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

● I. McPherson stated that the Hospital is currently using this year’s fiscal surplus to purchase supplies for the next fiscal year.

● I. McPherson informed the Board members that GDH is in a fiscally-stable position as of December 31st, 2020.

● D. Boulanger inquired about the current bed capacity in LTC. I. McPherson shared that there were approximately 5 empty beds in LTC over the span of the pandemic but, all 26 beds are occupied at this time.

● D. Galusha assured the members that the new homecare services being offered from GDH will provide an income for the organization.

**10.2 Capital Plan 2020/21**

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

● I. McPherson informed the Board that since the meeting package was distributed, the boiler and the nursing residence renovations have been completed.

● D. Boulanger asked if the Board members could be given a tour of the residence. D. Galusha stated that the residence is fully occupied at this time. Tours can be arranged at a later date or pictures can be shared with the Board members.

● V. Tschajka inquired about the chemistry analyzer possibly being deferred until the next fiscal year. I. McPherson explained that the analyzer has been purchased this year but will not be installed until May or June 2021.

● I. McPherson stated that there are outstanding values for the Unplanned Capital. These number will be provided at the next meeting.

**10.3 Proposed Capital Plan 2021/22**

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

● The 3 Year Capital Budgeting Forecast (2022-2024) was discussed with clarifications provided to the members.

● D. Boulanger requested that the replacement of the flooring at the clinic should take place this fiscal year instead of waiting until next year. I. McPherson stated that the floors will be replaced in Spring 2021.

● D. Boulanger asked how many more ceiling lifts are needed in LTC. I. McPherson informed the Board members that only two more are needed so that all the LTC rooms will be equipped.

● I. McPherson stated that the food processor for Support Services costs $2,000 less than estimated. These funds will be used to purchase wheelchairs for the new Emergency Department.

**It was moved by J. Beaulieu and seconded by T. Popowich that the Capital Budget for FY2021/22 in the amount of $493,200, with an additional $100,000 for unplanned capital projects, be approved as presented.**

**CARRIED.**

**RES 20**

**10.4 2021/22 HAPS Submission**

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

● The submission was discussed with clarifications provided to the Board members.

● Inquiries were made about the COVID-19 salaries. These costs are due to increased staffing on the floors, increased housekeeping costs, maintenance and pandemic pay.

● T. Popowich asked if there are any assumptions made in the report that hold risks to the proposed budget. I. McPherson stated that the biggest risks include the new Emergency Department, COVID-19 costs and that the budget was created assuming that there will be a 1% increase to the MOHLTC Base Allocation. If GDH does not receive the 1% increase, costs can be adjusted and the surplus from previous years can be used.

**It was moved by J. Beaulieu and seconded by T. Popowich that the FY2021/22 Hospital Annual Planning Submission be approved as presented.**

**CARRIED.**

**RES 21**

***J. McPherson returned to the meeting at 6:05 pm.***

**11.0 NEW BUSINESS**

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

● *Policy BOD-BC 4:* J. McPherson suggested that the CEO should be evaluated by the Board annually in May. J. Goulet will make the requested amendment and bring the policy to the next Board meeting for approval.

**11.2 Peer Assessment 2020/21**

● The Peer Assessment was distributed to all Board members with the meeting package.

● J. Goulet will email a working copy to all members.

● The assessments are due to be returned to J. Goulet by Friday, March 19th, 2021.

**11.3 Regional Services Committee Orientation Meeting – January 28th, 2021**

● J. McPherson stated that he was appointed to this committee last fall. He will be resigning this year and has asked for another Board member to step in as the GDH representative.

● The position for this committee will be added to the annual Board committees review.

**12.0 LINKAGES & PARTNERSHIPS**

**12.1 ER Project Report – March 2021**

● Report was received.

● T. Popowich voiced his concerns regarding the cost of the Design Errors and that they should be discussed with the Architects in an attempt to offset a portion of these costs.

**12.1.1 ER Project Ad Hoc Committee Meeting Minutes – February 16th, 2021**

**12.2 QIC Meeting Minutes – Next Meeting: March 18th, 2021**

**12.3 HCAC Meeting Minutes – Next Meeting: TBD**

**12.4 Geraldton Hospital Auxiliary Report**

**It was moved by D. Boulanger and seconded by K. Legault that the Linkages & Partnerships reports be accepted as presented.**

**CARRIED.**

**RES 22**

**13.0 CEO REPORT**

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

● D. Galusha stated that the one-time funding from the TBDSSAB under the Community Homelessness Prevention Initiative – Mental Health and Addictions Funding will be delegated to the Patient Navigator position. He is also hoping to create a part-time position for afterhours.

● The lack of communication with the TBRHSC in regards to informing GDH when Greenstone patients are discharged was discussed.

● J. McPherson stated that innovative models should be found to help GDH lead the development of Greenstone becoming its own regional Ontario Health Team.

● D. Galusha shared that a physician, Dr. Desruisseaux, has expressed her interest in working in Nakina. This will help to build relationships with the outlying Northern communities.

● D. Galusha informed the Board members that the first round of COVID-19 vaccinations at GDH went well. For LTC, 80% of the residents and 50% of the staff received their vaccines. The second doses will be given March 8th.

● D. Galusha stated that COVID-19 positive patients have been repatriated back to GDH to help relieve the pressure TBRHSC is experiencing with the high number of cases admitted to their hospital. These patients will occupy the isolation rooms in Acute Care.

● D. Galusha expressed his enthusiasm for the RPN Program developed with Confederation College. An information session was held Wednesday, February 24th with 10 potential applicants for the program.

● The remote CFO position was discussed.

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

**13.2 Monitoring COS Performance**

● Examples from St. Joseph’s Care Group were provided to the Board members for their annual performance review of their Chief of Staff.

● D. Galusha will work with Dr. Laine and Dr. Zufelt to create a similar model for GDH and present it at the next Board meeting.

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

**CARRIED.**

**RES 23**

**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 D. Boulanger and seconded by P. Dufour that the list of Physician Privileges be approved as presented.**

**CARRIED.**

**RES 24**

**15.0 ROUND TABLE DISCUSSION**

● Discussion occurred.

**16.0 MONTHLY MEETING EVALUATION**

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

● The Evaluation Summary was provided to the Board of Directors.

**17.0 IN CAMERA MEETING**

● In Camera Session held on March 2nd, 2021 was called to order at 7:09 pm.

**18.0 TERMINATION OF IN CAMERA MEETING**

● In Camera Session held on March 2nd, 2021 was terminated at 7:27 pm.

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

**20.0 MEETING WITHOUT MANAGEMENT**

**21.0 TERMINATION OF REGULAR BOARD MEETING**

**It was moved by J. Beaulieu and seconded by D. Boulanger that the Board of Directors Meeting be adjourned at 7:28 pm.**

**CARRIED.**

**RES 25**

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Board Chair Signature