 Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom at the Geraldton District Hospital, Tuesday, March 5, 2019 at 5:30 p.m.

Present: Dorene Boulanger Victor Tschajka Jamie McPherson

Voting Myrna Letourneau Kathryn Legault Ralph Humphreys

Willy Anton

Non-Voting Lucy Bonanno Dr. Roy Laine Adam Kolisnyk

Laurie Heerema Dr. Ryan Zufelt Sylvie Duranceau

Sandra Penner (recorder)

Regrets: Mandy LaBelle Mark Wright Terry Popowich

Voting

Regrets:

Non-Voting

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

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

**Total Board Members (voting): 10 Present: 7 Attendance: 70%**

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| CALL TO ORDER | | | | |
| **1.1. Welcome and Chair’s Opening Remarks:**  ● The meeting was called to order at 5:30 p.m., by the Chair, D. Boulanger.  ● D. Boulanger read the Treaty Acknowledgement.  **1.2 QIP**  **1.2.1 QIP Progress Report**  ● I. McPherson presented the report. No questions or comments.  **1.2.2 QIP Narrative**  ● I. McPherson noted for managers making over 100k annually, they must have a percentage of their salary tied to set indicators.  ● R. Humphreys inquired if we choose an indicator is it locked? I. McPherson indicated it is after April 1. ● J. McPherson noted these should be set with the management team as a team goal and not have the board dictate them.  ●The indicators, targets and percentages needs to be set for 20/21 and 21/22 if possible. I. McPherson noted he looked at all small organizations when he started and the general concept is what is presented here.  **1.2.3 QIP Workplan**  ● No questions or comments. It was discussed that be careful when set current ratio as an indicator as it leaves the organization open to keep higher inventory and funds in a cash account then prudent. It was discussed and it is a target in the HSAA. | | |  | |
| 2.0 DECLARATION OF CONFLICTS OF INTEREST | | | | |
| ● None declared | | |  | |
| **3.0 ADOPTION OF THE AGENDA** | | | | |
| ● D. Boulanger asked if there were any amendments to the agenda.  **It was moved by V. Tschajka and seconded by W. Anton that the agenda be approved as presented.**  **CARRIED** | | | **RES 23** | |
| **4.0 PRESENTATIONS**   |  |  | | --- | --- | | **4.1 Introduction Scott Potts – ER Expansion Project Manager**  ● S. Potts provided an overview of the bio provided to the members.  ● He noted in January the 4.1 submission was submitted to the Ministry which is the pre-tender package. The Ministry reviews these documents.  ● S. Potts noted he just received the final Cost Share agreement this morning which will require Board review and signoff by the Chair. Architects are currently completing a final review to ensure there are no discrepancies between drawings. Once we get approval to tender then we will be seeking bids from the prequalified companies. The electrical and mechanical will submit their bids to the general contractor. There will be a mandatory site visit for all contractors. Once the bid submissions are received they will be reviewed, then we will have to put together submission 4.2 package. The ministry of Health then has 90 days to approve this submission. S. Potts will be working to reduce this time to get as much construction done during favourable weather conditions as possible.  ● J. McPherson noted Minister Elliott is aware of the project and her staff are keeping her apprised of it. S. Potts noted this is a positive.  ● S. Potts presented the Cost Share Agreement. This is a summary of project cost from Marshall and Murray. He noted the Capital column is the actual cost projection. The sprinkler system is a non-shareable portion.  ● J. McPherson noted the ministry should not be forcing us to do this up front unless they are going to be funding the sprinkler system and we should not be forced to do this until 2023 or 2024. J. McPherson stated we should wait until the very end to complete this.  ● S. Potts noted that this part of the tender as the trades will also be working at the facility and it may be a cost savings to have it done while they are on site.  ● L. Bonanno noted that we are further behind than most hospitals are currently in regards to the Sprinkler system installation and it isn’t safe to wait until the very end.  ● J. McPherson would like a report to the board to justify the expenditure of 330k. L. Bonanno noted there is a cost savings to have it included with this project.  ● S. Potts noted this is part of the tender as the engineering to do it now would be a better price then doing it separately.  ● J. McPherson inquired regarding insurance costs and Scott noted the General Contractor has been requested to include this in the tender.  ● J. McPherson noted a 5% contingency? Is that the maximum the government will go to? S. Potts confirmed. J. McPherson inquired anything over that would be to the cost of the hospital and S. Pottst noted the change orders are less on new construction than on a renovation project.  ● S. Potts noted the Cost Share Agreement will be resubmitted once we have actual tender prices. There are a few things under auxiliary costs that are not noted on this revision.  ● S. Potts noted that anything under 5k the ministry considers non depreciable.  ● V. Tschajka inquired what the sunk costs were? S. Potts noted these are costs incurred prior to obtaining Ministry Approval. S. Potts is currently working with L. Bonanno to find which of these costs could be recovered within the project.  ● J. McPherson inquired if this needs to be added to the total project? A. Kolisnyk advised that amount has been spent and capitalized previously.  ● L. Bonanno advised S. Potts will be here in person for the April meeting and there will be a Board subcommittee during the construction phase for monitoring issues, change orders, challenges, etc. |  | | | | | |
| |  |  |  | | --- | --- | --- | |  |  | | | **4.3 Patient Stories**  ● L. Bonanno received an email and received permission to share the content. This woman’s husband was seen in emergency and was hospitalized for a few days prior to being transferred to Thunder Bay. They were both extremely pleased with his care and the attention they both received while at our hospital right from the registration clerk through to nursing, and noted how good the food was too. They also noted they were looking forward to the emergency expansion. |  |   **5.0 CORRESPONDENCE** | | | | |
| ● **None to present this month.** | | |  | |
| **6.0 EDUCATION** | | | | |
| **6.1 Guide to Good Governance – Chapter 3**  ● Chapter 3 was reviewed. It was noted the phrase “the board governs, and management manages” is an excellent general principle.  ● J. McPherson noted everyone needs to learn to be better at generative.  ● J. McPherson noted on page 37 this board should be helping with Oversee Stakeholder Relationships by meeting with other boards.  **● For the next meeting the reading will be Chapter 4 Pages 39 to 61.**  **6.2 Rural and Northern Health Care Leadership Conference**  ● It was noted that attendance requests have not been received. V. Tschajka and J. McPherson would like to attend. S. Penner to make arrangements. | | |  | |
| **7.0 CONSENT AGENDA** | | | | |
| **7.1 Regular Board Meeting Minutes – February 5, 2019:**  ● Nothing noted.  **7.2 CCS Report:**  ● No report at this meeting.  **7.3 CNE Report:**  ● No report at this meeting.  **It was moved by W. Anton and seconded by V. Tschajka to accept the Consent Agenda as presented.**  **CARRIED** | | | **RES 24** | |
| **8.0 ITEMS LIFTED FROM CONSENT AGENDA** | | | | |
| **8.1** The consent agenda was approved as presented, no items lifted. | | | **RES 25** | |
| **9.0 BUSINESS ARISING FROM MINUTES** | | | | |
| **9.1 Medical Clinic Renovation**  ● The Board requested the letter as discussed at the last meeting.  **9.2 BOD-GP11 Handling of Operational Complaints**  ● J. McPherson noted there was a document at the January meeting that stated complaints against the CEO are to be forwarded to the Treasurer. **S. Penner to locate the policy which states that.** | | |  | |
| 1. **CAPITAL PLAN / CFO REPORT** | | | | |
| **10.1 Finance & HAPS Report**  ● A. Kolisnyk presented his reports. The capital plan is in appendix 1.  **10.2 Capital Budget**  ● A. Kolisnyk presented his reports. D. Boulanger noted she would like a tour of the nurse’s residents and the medical clinic. Many members agreed.  **● Tours of these areas to be arranged.**  ● J. McPherson inquired is this separate from the Operating budget and A. Kolisnyk confirmed it was.  ● V. Tschajka inquired if the 17 unplanned projects is higher than the normal and A. Kolisnyk noted this is lower than average.  ● A. Kolisnyk noted a lot of the unplanned projects this year were breakages.  **It was moved by W. Anton and seconded by V. Tschajka that the GDH Board of Directors approve the total planned capital expenditures for FY2020 as presented.**  **CARRIED** | | |  | |
| |  |  |  | | --- | --- | --- | | **11.0 NEW BUSINESS** | | | | **11.1 Incident Reports (RL6) January 2019**  ● No questions raised.  **11.2 CEO Relationship Policies BOD-BC 1-6**  ● Policies BOD-BC1 thru BC6 reviewed. Approved for renewal as presented.  **11.3 Peer Assessment**  ● D. Boulanger noted that Board attendance should have been part of the assessment. Members would like to receive a report or meet with the chair to receive their scoring.  **Return to next agenda.** | |  |   **12.0 LINKAGES & PARTNERSHIPS** | | | | |
| **12.1 QIC Meeting Minutes and Score Card**  ● The QIC Meeting Minutes from February 21, 2019 were presented. Nothing was noted for discussion. J. McPherson inquired on the scorecard are we seeing less ALC patients?    **12.2 HCAC Meeting Minutes – Next meeting scheduled for March 13, 2019**  ● No report at this time.  **12.3 Geraldton District Hospital Auxiliary Report**  ● M. Letourneau gave a verbal Geraldton District Hospital Auxiliary report. M. Letourneau reported all 2,000 tickets were sold at the penny auction. $1,400 was raised at the bake sale, with over 4k raised in total.  ● The membership drive is going well.    It was moved by M. Letourneau and seconded by R. Humphreys that the Linkage and Partnership reports be accepted as amended.  CARRIED | | **RES 26** | | |
| **13.0 CEO REPORT:** | | | | |
| ● L. Bonanno presented her report and provided a brief overview.  ● The physician recruiter will be attending Greenstone council meeting with L. Bonanno on March 25th.  ● S. Duranceau’s last day will be May 10th. The successful candidate for the CCS position is Brigitte Ouellet.  **It was moved by M. Letourneau and seconded by R. Humphreys that the report from the CEO be approved as presented.**  CARRIED | | **RES 27** | | |
| |  |  | | --- | --- | | **14.0 DECISION OF 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. McPherson and seconded by R. Humphreys that the list of Physician Privileges be approved as presented.**  CARRIED | **RES 28** | | |  |  |  | | --- | --- | --- | | **15.0 ROUND TABLE DISCUSSION** | | | | ● L. Heerema noted the outbreak was very long and wanted to say thank you to everyone for your diligence that it did not affect LTC. It is still in the community.  ● J. McPherson noted this was a good meeting focusing on generative governance.  ● Dr. Laine noted we had a couple of medical students that enjoyed their time here and left the end of February. One was from northern BC and one from Sudbury  ● S. Duranceau noted during the Lab accreditation 93.9% of 424 standards were meet. The new way of doing the accreditation is that if they ask for something and you cannot provide it on site you get marked negative for it. Action plan needs to be put into place within 90 days. Some indicators are being kept too long, if they are going well they need to be changed. Effectiveness still needs to be evaluated. The major nonconformance dealt with education and if a lab tech is terminated we need to advise the college which we do not have a process in place for.  ● S. Duranceau noted you will see a lot more event reporting for the lab as this needs to be documented more thoroughly.  ● V. Tschajka noted he is pleased that S. Potts is joining the next meeting. |  | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **16.0 MONTHLY MEETING EVALUATION** | | | ● The Evaluation summary was presented to members for their review. |  | | | | | **17.0 IN CAMERA MEETING** | | | | ● In Camera Session held on March 5, 2019 was called to order at 7:46 p.m. |  | | | **18.0 TERMINATION OF IN CAMERA MEETING** | | | | ● In Camera Session held on March 5, 2019 was terminated at 8:20 p.m. |  | | | **19.0 MEETING WITH MANAGEMENT (CEO ONLY)** | | | | ● Nothing to report at this time. |  | | | | | | |
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Board Chair Signature