Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, March 6, 2018 at 5:30 p.m.

Present: Jamie McPherson Dorene Boulanger Myrna Letourneau

Voting Willy Anton Chico Tschajka Kathryn Legault

Non-Voting Lucy Bonanno Sylvie Duranceau Dr. Ryan Zufelt

Adam Kolisnyk Laurie Heerema Dr. Roy Laine

Sandra Penner (recorder)

Regrets: Terry Popowich Ralph Humphreys Marlo Sobush

Voting Mark Wright

Regrets:

Non-Voting

Guests: Mark from Investors Group Ian McPherson

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

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

**Total Board Members (voting): 10 Present: 6 Attendance: 60%**

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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, J. McPherson.  ● J. McPherson read the Treaty Acknowledgement.  **1.2 Accreditation Update:**  ● I. McPherson reported a simulated site survey can be obtained through Accreditation Canada. It is a 1 day on site survey during which we can request the areas we would like to have reviewed.  ● I. McPherson reported he brought this forward to the Management group and they were in favor of having the simulated survey completed. It would take place in the last 2 weeks of April and once a firm date has been established he will let everyone know. Anyone interested can take part.  ● L. Bonanno noted she feels this would be beneficial.  **1.3 QIP**  **●** I. McPherson gave an overview of the 3 components of a QIP being the Progress Report, Narrative and Workplan.  **1.3.1 Progress Report**  ● I. McPherson presented the Progress Report and highlighted the priority areas from last year’s QIP, which were: COPD, Diabetes and Pain Management in LTC.  ● L. Heerema reported on the new online Medication Reconciliation system and that there will be representatives here from Toronto on March 15th. It will be combining everything we are doing now electronically and the target is for full implementation by Summer 2018.  ● C. Tschajka noted including the wait time for transportation to other facilities being included in the total ED length of stay skews the results. I. McPherson noted this is brought forth to the LHIN at every opportunity.  **1.3.2 Narrative**  ● I. McPherson presented the Narrative and discussed priority areas that were included that reflect the interests of our organization, the LHIN and the Ministry.  **1.3.3 Workplan**  ● I. McPherson presented the Workplan and highlighted the priority areas for this upcoming fiscal year which tie in with our Strategic Plan, which will be: Mental Health, Partnerships, Access/Flow, PFCC and Palliative Care.  ● I. McPherson noted he will make the minor changes and bring forth to the QIC.  **It was moved by W. Anton and seconded by C. Tschajka to approve the QIP Documents as amended.**  **CARRIED** | **RES 21** | |
| 2.0 DECLARATION OF CONFLICTS OF INTEREST | | |
| ● None Declared |  | |
| **3.0 ADOPTION OF THE AGENDA** | | |
| ● J. McPherson asked if there were any amendments to the agenda.  **It was moved by D. Boulanger and seconded by M. Letourneau that the agenda be approved as presented.**  **CARRIED** | **RES 10** | |
| |  |  |  | | --- | --- | --- | | **4.0 PRESENTATIONS** |  | | | **4.1 Investors Group**  ● Scott from Investors Group presented the Hospitals Financial Investment reports to the members.  **4.1 Patient Stories**  ● None for this month.  ● L. Heerema reported that Victor Chapais will be joining the Board of Directors as the PFA representative in April 2018  ● **It was requested S. Penner clarify if Victor Chapais will be a voting member.** |  |   **5.0 CORRESPONDENCE** | | |
| **5.1 Transfer of District Pharmacy Program Funding:**  ● The correspondence was presented.  **5.2 Thank you Note – Tiffany Desruisseaux:**  ● The correspondence was presented.  **5.3 Behavioural Supports Program – Full Document:**  ● It was report the PRC position has been filled by a Therapeutic Recreationist Aide. |  | |
| **6.0 EDUCATION** | | |
| **6.1 OHA Correspondence:**  ● FYI  **6.2 OHA Ontario Indigenous Health Care Correspondence:**  ● FYI  ● Dr. Zufelt noted the first resident trained through NOSM signed a permanent ~~fly in~~ physician contract and noted this is an amazing thing to happen.  **6.3 OHA Pre-Budget Advocacy Report:**  ● J. McPherson noted Mr. Gravel promised us a new ER in the last election. |  | |
| **7.0 CONSENT AGENDA** | | |
| **7.1 Regular Board Meeting Minutes – February 6, 2018:**  **7.2 MAC Meeting Minutes – February 22, 2018:**  **7.3 CCS Report:**  **7.4 CNE Report:**  **It was moved by K. Legault and seconded by W. Anton to accept the Consent Agenda as amended.**  **CARRIED** | **RES 11** | |
| **8.0 ITEMS LIFTED FROM CONSENT AGENDA** | | |
| 8.1 Regular Meeting Minutes – February 6, 2018  ● M. Letourneau noted on Pg 5 under the Auxiliary report it should have been reported there is a new treasurer, Sonia Belisle.  It was moved my M. Letourneau and seconded by D. Boulanger that the items lifted from the Consent Agenda be approved as amended.  CARRIED | **RES 12** | |
| **9.0 BUSINESS ARISING FROM MINUTES** | | |
| **9.1 Executive Limitation Policies (BOD-EXL5 & BOD-EXL9)**  **(Updated copies provided for inclusion in your Board of Directors Binders)**  9.2 Executive Limitation Policies (BOD-EXL10 Investment):  ● A. Kolisnyk suggested whomever we go with for investments to have them review this policy.  The policy has been reviewed by the Board and shall be returned to the agenda when an investment company is chosen.  9.3 Executive Limitation Policy (BOD-EXL11 Whistle Blower)  ● A. Kolisnyk added the sentence at the bottom of the first page. Anthony Rossi of our Auditing firm reviewed the policy and this was his only recommendation.  The policy to be return to the April meeting package as amended.  9.4 Strategic Plan – Pg 3 & 7  ● Enclosed to update the Strategic Plan package per the February 6 Board Meeting Minutes – Item 11.1 |  | |
| 1. **CAPITAL PLAN / CFO REPORT** | | |
| ● A. Kolisnyk reviewed his capital plan for fiscal 2019.  ● J. McPherson noted the LHIN has already indicated we will be receiving less funds this year.  ● **J. McPherson requested the 5 year forecast for the next board package taking into consideration the future updates to imaging and laboratory.** |  | |
| |  |  |  | | --- | --- | --- | | **11.0 NEW BUSINESS** | | | | **11.1 Executive Agenda Web Posting**  **●** J. McPherson noted the comment included in the package in relation to the Executive Compensation website posting was the only comment received.  **●** With the Board’s permission J. McPherson requested L. Bonanno respond to this letter on behalf of the board.  **●**The Board concurred.  **●** J. McPherson noted we need to find out if there is anything additional we need to send to the MOLTC.    **11.2 Executive Positions in June**  ● J. McPherson noted this will be his last term as chair and he announced If anyone is interested in any of the positions on the Board of Directors let M. Letourneau know.    **11.3 LTC Beds**  **●** L. Bonanno noted a package was received regarding the additional 5000 LTC beds. She has contacted the LHIN and had a meeting with Kevin Holder. If we were to add beds we would have to take out a mortgage and all needs would be out of our funds. The funding from the Ministry would then be based on a per person / per day acuity level.  **11.4 Evaluations – Individual Assessment**  ● J. McPherson reviewed the document and requested members complete and return to S. Penner. He noted in May we will be completing the Board Assessment.  **● Return to agenda for next meeting.**  **11.5 CEO Relationship BOD-BC 1-6 Policy Review**  ● M. Letourneau inquired for Policy BOD-BC6 can the physician do a self-assessment?  ● Dr. Zufelt suggested he will have another Chief of Staff from a similar hospital to do the Evaluation.  ● J. McPherson noted this would satisfy the requirement.  **Dr. Zufelt to report back on this item.** Dr. Laine noted most of his work load is clinical and there is very little administrative duties here.  ● S. Duranceau noted that if there anything in the bylaws we are not doing then we would could check it off and satisfy the requirement.  ● **Dr. Zufelt requested a copy of Dr. Laine’s self-assessment list – S. Penner to follow up. Follow up through MAC,**  ● **Upon completion of the review return policy BOD-BC6 to the Board Meeting in September**  ● BOD-BC 1-5 Required no revisions, to be returned to the April Board package in inclusion in members binders. | |  |   **12.0 LINKAGES & PARTNERSHIPS** | | |
| **12.1 QIC Meeting Minutes and Score Card – February 15, 2018**  ● The minutes were reviewed, nothing noted.    **12.2 Geraldton Hospital Auxiliary Report**  ● M. Letourneau noted they are working hard for the Penny Auction taking place this weekend. If you would like to purchase tickets the prizes will be set up at Master Print from 11 – 3 during the week and the Auction will be taking place at the Legion from 2 – 4 pm on Saturday.  It was moved by C. Tschajka and seconded by W. Anton that the report from the Auxiliary be accepted as presented. | **RES 13** | |
| **13.0 CEO REPORT:** | | |
| ● L. Bonanno reported for Physician recruitment the management has agreed the hospital requires HR on site. ● L. Bonanno is working to find a Physician recruitment specialist and is hoping to combine the recruiter and the HR Position.  ● C. Tschajka noted he liked the staff forums.  **It was moved by C. Tschajka** **and seconded by M. Letourneau that the report from the CEO be approved as presented.** | **RES 14** | |
| |  |  | | --- | --- | | **14.0 DECISION OF BOARD:** | | | 14.1 Physician Privileges  **It was moved by M. Letourneau and seconded by D. Boulanger that the Board of Directors approves the list of physician privileges as presented.** | **RES 15** | | |  |  | | --- | --- | | **15.0 ROUND TABLE DISCUSSION** | | | ● Dr. Laine reported he is completing a peer assessment from the College as they make it a requirement after a Physician’s 70th birthday. |  | | | | |  |  | | --- | --- | | **16.0 MONTHLY MEETING EVALUATION** | | | ● J. McPherson noted on the evaluation we have a number of responses of 6 or 7.  ● It was noted the Meeting Evaluation Target initiative is 85% and if that represents the number of Evaluations completed or the average ratings.  ● It was discussed and agreed the target will be the average rating of the Evaluation summary and the target will be changed to > 7.5. |  | | | | | |
| |  |  | | --- | --- | | **17.0 TERMINATION OF REGULAR BOARD MEETING** | | | ● J. McPherson terminated the regular Board meeting at 7:10 p.m. | **RES 16** | | | |
| **18.0 IN CAMERA MEETING** | | |
| ● J. McPherson moved the Board meeting to in Camera at 7:15 p.m. | | RES 17 |
| **19.0 TERMINATION OF IN CAMERA MEETING** | | |
| ● J. McPherson terminated the In Camera Board meeting at 7:35 p.m. | | RES 20 |
| **20.0 MEETING WITH MANAGEMENT (CEO ONLY)** | | |
| ● Nothing to report at this time | |  |
| **21.0 MEETING WITHOUT MANAGEMENT** | | |
| ● Nothing to report at this time | |  |

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Board Chair Signature