Geraldton District Hospital

Minutes of the

**GDH Board of Directors’ Meeting**

Held in the Geraldton District Hospital Boardroom/Zoom

Tuesday, May 2nd, 2023 at 5:30 pm

Present

Voting: Terry Popowich Bobby Jo Chenier Eric Pietsch (Z)

Michael Davis Patricia Dufour Manon Michon

Ralph Humphreys Sanna Humphreys Cory Lightfoot (Z)

Elaine Mannisto

Non-Voting: Ian McPherson Savana Marino Monique Gosselin

Jena Goulet (recorder)

Regrets

Voting: Dorene Boulanger

Non-Voting: Darryl Galusha Dr. Ryan Zufelt

**Board Composition (voting): 9 Elected 2 Appointments Total = 11**

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

**Total Board Members (voting): 11 Present: 10 Attendance: 91%**

**1.0 CALL TO ORDER**

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

● The meeting was called to order at 5:36 pm by T. Popowich.

● T. Popowich read the Treaty Acknowledgement.

**2.0 DECLARATION OF CONFLICTS OF INTEREST**

● None.

**3.0 ADOPTION OF THE AGENDA**

● T. Popowich asked if there were any amendments to the agenda.

● Under *Correspondence*, add Item 5.3 Thank You Email – B. Ouellet.

● Move Item 7.3 CCS Report from *Consent Agenda* to Item 8.1 under *Items Lifted from Consent Agenda.*

● Under *New Business,* add the following Items:

● 11.2 AGM Meeting,

● 11.3 Hospice Northwest.

● Under *Monthly Meeting Evaluations*, add Item 16.2 Annual Board Evaluation 2023.

**It was moved by M. Davis and seconded by R. Humphreys that the agenda be approved as amended.**

**CARRIED.**

**RES 30**

**4.0 PRESENTATIONS**

**4.1 Tour of the GDH Emergency Department**

● The tour of the Emergency Department was provided prior to the commencement of the meeting.

**5.0 CORRESPONDENCE**

**5.1 Patient Story**

● M. Gosselin shared that the next meeting with Ginoogaming First Nations is scheduled to take place at the end of May at GDH.

**5.2 Volunteers’ Tree of Life Recognition Award – Letter to the Board**

● As M. Mannisto attended the first Tree of Life Planning Meeting, she provided clarifications regarding the delayed ceremony.

● The Board members were asked to bring nomination forward, if they have any.

**5.3 Thank You Email – B. Ouellet**

● The Board of Directors received the letter from B. Ouellet.

**6.0 EDUCATION**

**6.1 Guide to Good Governance – Chapter 9 (pages 245 - 260)**

● T. Popowich asked if there were any questions in regards to this month’s reading.

● T. Popowich opened a conversation regarding Boards having constructive, open and engaging relationships with both the management team and with each other.

● Resuming Board Retreats was considered. To be further discussed at the next Board meeting.

● Chapter 10 (pages 261 - 290) was assigned for reading for the next Board meeting.

**7.0 CONSENT AGENDA**

**7.1 Regular Board Meeting Minutes – April 4th, 2023**

**7.2** **MAC Meeting Minutes –April 19th, 2023**

**7.3 CCS Report**

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

**7.4 CNE Report**

**7.5 COS Report**

**7.6 Human Resources Report**

**It was moved by S. Humphreys and seconded by E. Mannisto to accept the Consent Agenda as amended.**

**CARRIED.**

**RES 31A**

**8.0 ITEMS LIFTED FROM CONSENT AGENDA**

**8.1 CCS Report**

● S. Marino shared that 2 MLTs will be leaving GDH this summer. 1 technician is moving and 1 has an upcoming maternity leave.

● S. Marino stated that agency staff will need to be recruited if the positions cannot be filled.

● S. Marino is currently working to get an MLT to return to GDH but informed the Board members that they will not come back if her partner cannot find work with Greenstone Gold Mines. T. Popowich offered to assist in this endeavor and requested S. Marino to contact him via email.

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

**CARRIED.**

**RES 31B**

**9.0 BUSINESS ARISING FROM MINUTES**

**10.0 OPERATIONS SUPPORT MANAGER REPORT**

**10.1 Financial Highlights**

● I. McPherson summarized his report for the Board members.

● As at February 28th, 2023, GDH has an 11.4% operating deficit. Contributing factors include Agency Nursing, NP costs, COVID-19 related costs, recruitment & retention costs and increases in insurance costs.

● In March, GDH has received $600,000 - $700,000 in funding from the MOHLTC that was promised. This will be reflected in the financials at the end of the year.

● GDH continues to wait for the $800,000 holdback from the MOH for the new Emergency Department.

● I. McPherson informed the Board members that the submitted budget for 2023/24 has a planned deficit. GDH will need to submit a plan on how the Hospital will get out of it.

● The Board members requested a presentation regarding hospital finances. I. McPherson will present this information at the October 2023 Board of Directors’ meeting.

**10.2 Operational Highlights**

● I. McPherson summarized his report for the Board members.

● Clarifications regarding HIRF funding were provided.

● As at March 31st, 2023, the total spent on Capital Projects is $678,995. The total deferred or cancelled projects is $526,500.

**10.3 Digital Health Renewal – EMR Update**

● T. Popowich provided insight into the meetings that have been taking place regarding the electronic medical records (EMR) update.

● The current EMR is extremely dated and will no longer be supported by the vendor in the near future and the cost of financing and supporting this project will be significant for all of the Northwest hospitals, including GDH. GDH will be expected to provide funding in the amount of $462,951 on an annual basis, for the next 10 years to support the project.

● A portion of the costs in the first 1-2 years have been negotiated to be covered for the small regional hospitals. The region is also exploring other funding opportunities to help subsidize the project.

● Following a year where all sites ended in deficits due to the lingering impacts of COVID-19, each site is being asked to include the new costs associated with this project into their budgets.

● It is imperative that GDH keep pace with the technological advances of the region and do its part to move this project forward.

● *See Item 13.1 Regional CEO/Board Session: Electronic Health Record Renewal Business Case.*

● *See Resolution 35.*

***E. Pietsch joined the meeting via Zoom at 6:22 pm.***

**11.0 NEW BUSINESS**

**11.1 Appointment of Interim Chiefs of Staff**

● Dr. Zufelt and the Geraldton Medical Group is requesting approval from the Board of Directors to appoint Dr. Ciccarelli and Dr. Starratt as interim Co-Chiefs of Staff until a permanent replacement can be found.

● Discussion occurred.

**It was moved by M. Davis and seconded by M. Michon to appoint Dr. R. Ciccarelli and Dr. C. Starratt as Interim Co-Chiefs of Staff as recommended by Dr. R. Zufelt.**

**CARRIED.**

**RES 32**

**11.2 AGM Meeting**

● S. Humphreys inquired about the date of the Board’s AGM.

● I. McPherson explained that the meeting cannot take place until the Hospital’s audit is completed and the Audit Committee has met.

● The AGM has a tentative date of June 27th, 2023.

**11.3 Hospice Northwest**

● S. Humphreys would like to know who the Hospital’s contact is since C. Bottle has left GDH.

● M. Gosselin explained that she is the temporary contact until the Social Worker is ready to take over the position.

● As for the regional contact, M. Gosselin will reach out to Hospice Northwest tomorrow and provide the information to S. Humphreys.

**12.0 LINKAGES & PARTNERSHIPS**

**12.1 HCAC Meeting Minutes – *Next Meeting: June 20th, 2023***

**12.2 QIC Meeting Minutes – *Next Meeting: June 15th, 2023***

**12.3 Geraldton Hospital Auxiliary Report**

● S. Humphreys provide a verbal report to the Board of Directors.

● S. Humphreys informed the members that the Committee was not able to meet in April due to various reasons. The next meeting is scheduled for May 29th.

● The Auxiliary recruited 105 members during their Membership Drive and has raised $2,927 through various fundraisers.

● S. Humphreys shared that the hairdressing chairs and sink have been ordered.

● S. Humphreys would like to organize a photo op for the presentation of the ECG funds to the Hospital. Dates will be coordinated between Auxiliary and Hospital management with help from J. Goulet.

● Year-to-date, the Auxiliary is down 392 volunteer hours. S. Humphreys is working to get new Auxiliary members to dedicate some time to the Gift Shop.

**It was moved by R. Humphreys and seconded by E. Pietsch that the Linkages & Partnerships reports be accepted as presented.**

**CARRIED.**

**RES 33**

**13.0 CEO REPORT**

● In D. Galusha’s absence, I. McPherson offered to address any questions or concerns regarding the CEO Report.

● Clarifications regarding the closure of the COVID-19 Assessment Centre were discussed.

● I. McPherson explained that the expansion of LTC cannot occur until the Retrofit of the old Emergency Department has been completed. Discussion occurred.

● The ONA arbitrations have reached a settlement and has created challenges in budgeting for next year as labour costs are expected to increase.

● The province is expected to increase its funding by up to 4% for hospitals, however, nothing has been confirmed. Discussion occurred.

● Discussion regarding the meetings with Ginoogaming and the Dilico Mobile Crisis Response Team took place. This will assist GDH when a patient presents at the Emergency Department and be able to provide the appropriate support and the correct contact information.

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

**CARRIED.**

**RES 34**

**13.1** **Regional CEO/Board Session: Electronic Health Record Renewal Business Case**

● Discussed under *Item 10.3 Digital Health Renewal – EMR Update.*

**It was moved by B.J. Chenier and seconded by E. Mannisto, whereas the current hospital information system (Meditech Client/Server) is approaching end of life, and whereas the North West Regional Hospital CEO Steering Committee on March 30, 2023 has recommended the Business Case for approval to the Boards of Directors and whereas the total one-time cost is estimated to be $107.2M and average annual new operating cost is estimated to be $12.2M and whereas Geraldton District Hospital’s share of that one-time cost, at 1.92%, is estimated to be $2,053,208 and average annual net new operating cost is estimated to be $237,439 and whereas TBRHSC has agreed to be the lead finance entity, where other hospitals agree to pay their share be it hereby resolved that the Board of Directors approve proceeding with the upgrade to Meditech Expanse, as presented.**

**CARRIED.**

**RES 35**

**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 B.J. Chenier and seconded by E. Mannisto that the list of Physician Privileges be approved as presented.**

**CARRIED.**

**RES 36**

**15.0 ROUND TABLE DISCUSSION**

● Updates regarding the 50/50 Raffle were provided by J. Goulet. P. Dufour requested that the Raffle take place over a few months as opposed to monthly. J. Goulet stated that she must follow the schedule that was submitted and approved by the AGCO. If the Board would prefer 3-month raffles, another application would need to be submitted.

● The Board members requested a tour of Long-Term Care at the June meeting.

● J. Goulet reminded to Board of Directors that a photo will be taken of the members at the June meeting.

**16.0 MONTHLY MEETING EVALUATION**

**16.1 Bi-Monthly Meeting Evaluation Summary**

● The Evaluation Summary was provided to the Board members.

● T. Popowich reminded everyone about the importance in completing the evaluations.

**16.2 Board of Directors’ Annual Evaluation Form**

● The Board of Directors’ Annual Evaluation Forms were provided to the Board members.

● J. Goulet requested that the completed forms be returned by Friday, May 12th, 2023.

**17.0 IN CAMERA MEETING**

● The In-Camera Meeting was called to order at 7:11 pm.

**18.0 TERMINATION OF IN CAMERA MEETING**

● The In-Camera Meeting was adjourned at 7:26 pm.

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

**20.0 MEETING WITHOUT MANAGEMENT**

**21.0 TERMINATION OF REGULAR BOARD MEETING**

**It was moved by E. Mannisto and seconded by M. Michon that the Board of Directors Meeting be adjourned at 7:27 pm.**

**CARRIED.**

**RES 41**

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Board Chair Signature