Geraldton District Hospital

Minutes of the

**Regular Board of Directors’ Meeting**

Held at the Geraldton District Hospital and via Zoom,

Tuesday, May 4th, 2021 at 5:30 pm

Present

Voting: Mark Wright Jamie McPherson Victor Tschajka Cheryl Checkley Terry Popowich Dorene Boulanger

Kathryn Legault Sanna Humphreys Ralph Humphreys

Patricia Dufour

Non-Voting: Darryl Galusha Ian McPherson Laurie Heerema

Dr. Roy Laine Brigitte Ouellet Dr. Ryan Zufelt

Jena Goulet (recorder)

Regrets

Voting: Jessie Beaulieu

Non-Voting:

Guests: Scott Potts

**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 5:30 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.

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

● 7.2 MAC Meeting Minutes moved to Item 8.1,

● 7.3 CCS Report moved to Item 8.2,

● 7.5 Human Resources Report moved to Item 8.3.

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

**CARRIED.**

**RES 35**

**4.0 PRESENTATIONS**

**4.1 ER Project Updates**

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

● S. Potts shared that the contractors have reached their final weeks of the ED Project before submitting their proposal for Substantial Completion.

● S. Potts stated that the architectural and mechanical trades are progressing well but electrical is still behind in their work.

● The following systems are now operational: mechanical, heating, boilers, hot water and humidifiers. Commissiong of the system still need to take place.

● On Level 1, handrails and the automated doors are being installed. S. Potts assured the Board members that the cost of the Change Order for the automated doors came in under $57,000.

● Lighting for the perimeter rooms on Level 1 should be completed by the end of the week, with the corridor lighting and other lighting being installed next week.

● The Penthouse lighting will be taken care of after occupation of the new department occurs.

● The nurse call, card access, CCTV and security systems will be completed next week.

● S. Potts brought an area of concern to the attention of the Board. Exposed water pipes in the elevator equipment room which is a mechanical issue. A proposal to insulate the pipes has been submitted to TSSA for approval. If it is not accepted, the pipes will need to be rerouted and result in a significant Change Order.

● Fire alarm verification is taking place May 17th.

● The connection of the Acute Care Unit and the new Emergency Department will be completed next week.

● Construction cleaning will be completed over the next couple of weeks.

● Installation of the furniture will begin the week of May 18th.

● Occupancy of the new Emergency Department has been pushed to May 31st.

● Philips has been on site installing the servers but could not complete their work due to the delays in electrical operations.

● Wireless access points are being established by Bell.

● The MOH-LTC has provided $16,800,000 (95%) of the grant to the Hospital. The remaining share, $1,100,000, will now be the responsibility of the Hospital to cover until review of the final project costs is complete.

● The Progress Certificate provided from the contractors shows that the Project is 97% finished. The proposal for Substantial Completion is expected to be presented May 17th.

● Painting of the Medicine Wheel was discussed. S. Potts stated that this was removed from the Project for cost savings. The Board would like to know when this was removed and how much it will cost to put it back into the plans. S. Potts will report his findings to the Board at the next ED Project Committee Meeting.

● S. Potts shared that the Emergency Signage will be going up shortly and will be in English, French and Ojibway.

**It was moved by D. Boulanger and seconded by K. Legault that the Board of Directors approve $86,556.10 be added to the Contingency Budget for the drywall & framing around the elevator, bay window brick support and condensate pump Change Orders.**

**CARRIED.**

**RES 36**

**5.0 CORRESPONDENCE**

None this month.

**6.0 EDUCATION**

**6.1 Guide to Good Governance – Chapter 5 (Pages 99-106)**

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

● GDH does not have a Credentialing Committee. All physicians requesting privileges at our Hospital are presented at the MAC for the physicians to review. Once reviewed, they are presented to the Board for approval. All physician credentials need to be renewed annually.

● Chapter 6 (pages 107-134) was assigned for reading for the next Board meeting.

**7.0 CONSENT AGENDA**

**7.1 Regular Board Meeting Minutes – April 13th, 2021**

**7.2** **MAC Meeting Minutes – Next Meeting: April 20th, 2021**

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

**7.3 CCS Report**

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

**7.4 CNE Report**

**7.5 Human Resources Report**

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

**7.6 COS Report**

**It was moved by T. Popowich and seconded by V. Tschajka to accept the Consent Agenda as amended.**

**CARRIED.**

**RES 37A**

**8.0 ITEMS LIFTED FROM CONSENT AGENDA**

**8.1 MAC Meeting Minutes**

● S. Humphreys questioned why the minutes are missing from the meeting package and if there is anything from the MAC meeting that should be brought to their attention.

● D. Galusha explained that the minutes are not included because the Board meeting package was due before the MAC meeting took place. There is nothing to report to the Board at this time.

**8.2 CCS Report**

● The Board inquired about the status of COVID-19 on stie testing.

● B. Ouellet stated that the Laboratory has final approval from the Laboratory Director and is now waiting for licensing. She hopes to start on site testing within the next two weeks.

**8.3 Human Resources Report**

● Clarifications were provided to the Board members in regards to the labs being offered by GDH to assist the Greenstone Confederation College Campus with their PSW program.

**It was moved by S. Humphreys and seconded by J. McPherson to accept the items Lifted from Consent Agenda as presented.**

**CARRIED.**

**RES 37B**

**9.0 BUSINESS ARISING FROM MINUTES**

**9.1 Revised BOD-GP30: Monitoring COS Performance**

● The Board members suggested that Item 2 should state: “The Chief of Staff selects the raters for the review. The Ad Hoc Performance Review & Compensation Committee will include a selection of members from the following list:”.

● J. Goulet will make the recommended amendments to the policy.

**It was moved by J. McPherson and seconded by S. Humphreys to approve the amended BOD-GP 30: Monitoring COS Performance Policy as amended.**

**CARRIED.**

**RES 38**

**9.2 Compensation Review – Discussion**

● To be discussed during the In-Camera session.

**9.3 GDH Foundation Creation**

● Information was provided to the Board members from B. Maranzan.

● D. Boulanger inquired about the start-up costs to create a foundation.

● M. Wright expressed with such large expenses required, it may take a few years to see a profit from the foundation.

● It was decided that other models will be looked into that can be more sustainable with less of a significant start-up cost.

● It was suggested that the Auxiliary Committee should be kept in mind when looking at other models.

**9.4 Board of Directors’ Meeting Schedule 2021**

**It was moved by D. Boulanger and seconded by K. Legault to approve the Board of Directors’ Meeting Schedule for 2021 as presented.**

**CARRIED.**

**RES 39**

***J. McPherson stepped out of the meeting at 6:20 pm due to a conflict of interest.***

**10.0 OPERATIONS SUPPORT MANAGER REPORT**

**10.1 Operational Highlights**

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

● I. McPherson provided a Capital Projects summary from 2020/2021. He highlighted the six projects that are being carried over to this fiscal year and assured the Board members that they will be kept informed about their progress.

● I. McPherson stated that no Capital Projects have been completed for this fiscal year to date.

**10.2 Risk Management**

● I. McPherson identified a new risk: hospital affiliates and contractors on site without proper PPE. They are being provided with proper PPE training.

● The new highest risk is staff burnout due to staff shortages in multiple departments. This leads to increases in sick calls, overtime and callbacks. This affects staff morale and health.

***J. McPherson returned to the meeting at 6:27 pm.***

**11.0 NEW BUSINESS**

None this month.

**12.0 LINKAGES & PARTNERSHIPS**

**12.1 ER Project Report – May 2021**

● Report was received.

**12.1.1 ER Project Ad Hoc Committee Meeting Minutes – Next Meeting: April 20th, 2021**

**12.2 QIC Meeting Minutes – Next Meeting: TBD**

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

● S. Humphreys asked for clarifications about the purpose of the HCAC Committee.

● It was stated that the committee is meant to provide a forum for discussion of common health determinants of the community affecting residents of the Greenstone area and promote collaborative planning toward a healthier community.

● D. Galusha shared that it has been difficult to achieve quorum for the last 4 meetings. This may be due to burnout caused by the COVID-19 or a lack of information to be shared due to the lockdowns.

● Discussion occurred.

**12.4 Geraldton Hospital Auxiliary Report**

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

● The committee has ordered flowers for the Mothers in LTC and in Acute Care for Mother’s Day.

● S. Humphreys stated that the Bakeless Bake Sale was the most successful bake sale to date, which raised $2,622 for the Hospital.

● S. Humphreys shared that the Auxiliary Membership Drive also raised $645 with 105 members who signed up.

● S. Humphreys explained that she would like to know what the committee can purchase for the Cancer Care rooms in the Emergency Department. L. Heerema stated that she can provide her with ideas by the next Board meeting.

● S. Humphreys asked if volunteers will be required to be vaccinated in order to work at the gift shop once it is allowed to reopen or to provide assistance around the Hospital. L. Heerema will follow up with S. Humphreys regarding this concern.

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

**CARRIED.**

**RES 40**

**13.0 CEO REPORT**

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

● D. Galusha shared that he was contacted by the Assistant Deputy Minister and has a meeting scheduled for next week to discuss the 32 beds for the LTC Home Development and the options available.

● D. Galusha stated that he is getting positive feedback from the staff members who have completed their ICS Training.

● D. Galusha is in communications with Dr. Desruisseaux about working at the Nakina Clinic. Plans are being discussed for starting the GDH Homecare Program in Nakina.

● D. Galusha announced that enough community members have signed up for the RPN Program with Confederation College and that the program will be moving forward.

**13.1 COVID-19 Internal & External Communication**

● D. Galusha informed the Board members that there are currently no COVID-19 cases in Greenstone.

**13.2 Emergency Department Occupancy Schedule**

● Currently, the Project’s completion date has been pushed back. Occupancy of the new department is expected to begin May 31st with the grand opening being pushed to August.

● D. Galusha stated that the Emergency Department is set to be filmed May 26th. This will allow a virtual tour to be uploaded to the GDH website and Facebook page.

● Nurse redeployment to Southern Ontario was discussed. GDH will not be sending Nurses to the hospitals in Southern Ontario to help with the surge of COVID-19 cases.

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

**CARRIED.**

**RES 41**

**14.0 DECISION OF THE BOARD**

None this month.

**15.0 ROUND TABLE DISCUSSION**

● Discussion occurred.

● P. Dufour highlighted her experience with the ICS Training.

● J. McPherson reminded the members that the executive positions for the Board still require candidates and reminded them that 2 positions need to be filled.

**16.0 MONTHLY MEETING EVALUATION**

**16.1 Annual Board Evaluation Form 2021**

● The Evaluation Form was provided to the Board members.

● Completed evaluations are due back to J. Goulet by May 12th, 2021.

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

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

**17.0 IN CAMERA MEETING**

● In Camera Session held on May 4th, 2021 was called to order at 7:29 pm.

**18.0 TERMINATION OF IN CAMERA MEETING**

● In Camera Session held on May 4th, 2021 was terminated at 8:04 pm.

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

**20.0 MEETING WITHOUT MANAGEMENT**

**21.0 TERMINATION OF REGULAR BOARD MEETING**

**It was moved by T. Popowich and seconded by P. Dufour that the Board of Directors Meeting be adjourned at 8:06 pm.**

**CARRIED.**

**RES 42**

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Board Chair Signature