Geraldton District Hospital

Minutes of the

**Regular Board of Directors’ Meeting**

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

Tuesday, November 3rd, 2020 at 5:00 pm

Present

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

Non-Voting: Kurt Pristanski Ian McPherson Laurie Heerema

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

Jena Goulet (recorder)

Regrets

Voting: Dorene Boulanger

Non-Voting:

Guests: Scott Potts (T) Brent Maranzan (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: 10 Attendance: 91 %**

**1.0 CALL TO ORDER**

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

● The meeting was called to order at 5:02 pm by M. Wright.

● M. Wright read the Treaty Acknowledgement.

● M. Wright announced that Darryl Galusha will be the new CEO of the Geraldton District Hospital and will join the team January 2021.

**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.

● Item 7.2 MAC Meeting Minutes moved from Consent Agenda to Item 8.1 under Items Lifted from Consent Agenda.

**It was moved by T. Popowich and seconded by J. Beaulieu that the agenda be approved as amended.**

**CARRIED.**

**RES 72**

**4.0 PRESENTATIONS**

**4.1 ER Project Updates**

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

● S. Potts highlighted the portions of the project that are nearing completion or have been completed.

● S. Potts informed the Board members that the completed landscape has a 12 month warranty. A review will take place next year and if anything needs replacement, this will be covered by the subcontractor. If any issues are noticed before the review, Tom Jones should be contacted and they will reach out to the subcontractors.

● S. Potts shared that permanent power will be needed on site by December in order to install the elevator.

***C. Checkley joined the meeting via Zoom at 5:09 pm.***

● S. Potts stated that work is progressing as expected on site.

● S. Potts expressed that Progress Certificate #12 has been paid and that certificate #13 is currently being reviewed.

● The equipment and furniture budgets have been refined and are in the process of being executed.

● S. Potts informed the Board members that approximately 79% of the contingency has been used to date. He stated that is expecting that the full contingency will be used but he is not anticipating a significant project overrun.

● S. Potts reminded the members that Tom Jones has projected a substantial completion date for February 2021 and a total completion date for March 2021.

**4.2 GDH ED Repurposing Report**

● B. Maranzan presented the ED Repurposing Report to the Board members and summarized the plans for the renovated spaces for the Outpatient Services and the Adult Day Care Program.

● B. Maranzan expressed that the project should cost $650,000 to $865,000. The Hospital should factor in an additional contingency of 10-15% to deal with unknowns. This could bring the project cost estimate within the range of $715,000 to $995,000.

● J. McPherson asked if the GDH Staff were given the opportunity to share their input for the project. K. Pristanski stated that the plan will be forwarded to all staff for their review.

● The Board of Directors has requested a high level and detailed list of what the cost of the project will entail. The members would like the list presented at next month’s meeting.

● M. Wright asked if the Hospital is planning to apply for government funding and what the expected timeframe is for the completion of the project. K. Pristanski informed the Board that the application process for funding will go through the MOH/LHIN and may take years before approval.

● It was suggested to wait for the new CEO to provide his input on the project before submitting the plans to the MOH-LTC.

***Dr. Zufelt joined the meeting via Zoom at 5:39 pm.***

**5.0 CORRESPONDENCE**

● None this month.

**6.0 EDUCATION**

**6.1 Admin By-Laws Review (Pages 1-9)**

● The by-laws were discussed and clarifications were provided.

● The Board of Directors requested that the Hospital’s Letter Patent be included at the next Board of Directors’ meeting under Education.

● J. McPherson asked K. Pristanski to research how voting can be legally conducted virtually.

● J. McPherson stated that the Admin By-Laws on the website are outdated. I. McPherson will upload version 3 of the by-laws to the website.

**7.0 CONSENT AGENDA**

**7.1 Regular Board Meeting Minutes – October 6th, 2020**

**7.2 MAC Meeting Minutes**

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

**7.2.1 September 29th, 2020**

**7.2.2 October 15th, 2020**

**7.3 CCS Report**

**7.4 CNE Report**

**7.5 COS Report**

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

**CARRIED.**

**RES 73**

**8.0 ITEMS LIFTED FROM CONSENT AGENDA**

**8.1 MAC Meeting Minutes**

● J. McPherson suggested that the MAC meeting minutes should look similar to the Board of Directors’ meeting minutes for attendance. The members should be identified as voting or non-voting.

● K. Pristanski noted that J. Goulet can easily reformat the attendance for future MAC minutes.

**It was moved by R. Humphreys and seconded by V. Tschajka to accept the Items Lifted from Consent Agenda as amended.**

**CARRIED.**

**RES 74**

**9.0 BUSINESS ARISING FROM MINUTES**

**10.0 CAPITAL PLAN / CFO REPORT / OPERATIONS SUPPORT MANAGER REPORT**

**10.1 Capital Plan**

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

● T. Popowich asked if there is a back-up plan for any unused funds. I. McPherson replied that any unused funds will be used for unplanned items or be left in the Hospital’s reserves for future projects.

**10.2 Risk Management Plan**

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

● P. Dufour asked how risk is calculated. I. McPherson explained that risk is calculated using a formal process where different ratings are given different weights. These are decided at interdisciplinary meetings to rate risk.

● I. McPherson offered to provide education to the Board members about how risk is calculated. This will be presented at the January 2021 Board of Directors’ meeting.

● C. Checkley voiced her concerns about bullying in the workplace. K. Pristanski stated that the Hospital has a workplace harassment policy in place which is reviewed annually by the Workplace Violence & Harassment Prevention Committee. I. McPherson also informed the Board that education for all Staff began in March 2020 but had to be put on hold due to the COVID-19 pandemic. Alternative ways to deliver the training are being explored.

**11.0 NEW BUSINESS**

**11.1 2020/21 Succession Plan**

● The Board of Directors reviewed the GDH Succession Plan.

● M. Wright reminded the members that the plan is provided to the Board for information only and to assure the Board of Directors that a plan is in place. The information provided in the report is confidential.

● It was suggested that the next Succession Plan should be presented during an In-Camera session since it identifies staff members.

**12.0 LINKAGES & PARTNERSHIPS**

**12.1 ER Project Report – November 2020**

● Report was received.

**12.1.1 ER Project Ad Hoc Committee Meeting Minutes – October 20th, 2020**

**12.2 QIC Meeting Minutes – Next Meeting: December 17th, 2020**

**12.3 HCAC Meeting Minutes – October 21st, 2020**

● K. Pristanski explained that quorum was not achieved at the HCAC meeting. However, the committee discussed COVID-19 updates.

**12.4 Geraldton Hospital Auxiliary Report**

● S. Humphreys provided a verbal report and informed the Board that the Auxiliary Committee is currently working with M. Gosselin about providing Christmas gifts to the LTC Residents.

**It was moved by J. Beaulieu and seconded by S. Humphreys that the Linkages & Partnerships reports be accepted as presented.**

**CARRIED.**

**RES 75**

**13.0 CEO REPORT**

● K. Pristanski highlighted his written report to the Board of Directors.

● The Board members were reminded about the OHA education sessions that are being offered virtually.

● K. Pristanski informed the Board that another learning experience is being offered by the OHA on November 24th, 2020. Anyone who is interested in registering for the session should contact J. Goulet.

**13.1 GDH Logo**

● The Logo’s Ojibway translation was changed from syllabic text to Roman text.

● K. Pristanski noted that syllabic text is still used for Hospital signage and the annual AGM reports distributed to the community. The Board advised that these should also be changed to Roman text.

● M. Wright thanked C. Checkley and the Thunderbird Friendship Centre for assisting with the translation.

**13.2 Greenstone Gold Meeting Minutes – October 2nd, 2020**

**13.3 Indigenous Cultural Safety Training**

● The Board members expressed their interest in participating in the education. If any members would like to register, contact J. Goulet.

● J. Goulet will contact L. Roy for the ICS Training information in order to forward it to the Board members.

**13.4 Pharmacy Technician Funding Request**

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

**CARRIED.**

**RES 76**

**14.0 DECISION OF THE BOARD**

● The list of Physician Privileges requests from the MAC meeting was presented to the Board for review.

**It was moved by V. Tschajka and seconded by K. Legault that the list of Physician Privileges be approved as**

**CARRIED.**

**RES 77**

**15.0 ROUND TABLE DISCUSSION**

● Discussion occurred.

**16.0 MONTHLY MEETING EVALUATION**

**16.1 Bi-Monthly Meeting Evaluation Summary – October 2020**

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

**16.2 Board of Directors Scorecard**

● The Board of Directors Scorecard was provided to the Board members.

● Clarifications concerning items on the report were provided.

**17.0 IN CAMERA MEETING**

● In Camera Session held on November 3rd, 2020 was called to order at 6:55 pm.

**18.0 TERMINATION OF IN CAMERA MEETING**

● In Camera Session held on November 3rd , 2020 was terminated at 7:07 pm.

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

**20.0 MEETING WITHOUT MANAGEMENT**

**21.0 TERMINATION OF REGULAR BOARD MEETING**

**It was moved by V. Tschajka and seconded by P. Dufour that the Board of Directors Meeting be adjourned at 7:17 pm.**

**CARRIED.**

**RES 78**

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Board Chair Signature