 Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom at the Geraldton District Hospital, Tuesday, October 1, 2019 at 5:30 p.m.

Present: Mark Wright Victor Tschajka Jamie McPherson

Voting Cheryl Checkley Kathryn Legault Ralph Humphreys

Willy Anton Terry Popowich Sanna Humphreys

Non-Voting Lucy Bonanno Brigitte Ouellet Ian McPherson

Jena Goulet (recorder)

Regrets: Dorene Boulanger Mandy LaBelle

Voting

Regrets: Dr. Ryan Zufelt Laurie Heerema Dr. Roy Laine

Non-Voting

Guests: Scott Potts (T) Caroline Rocheleau

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

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

**Total Board Members (voting): 11 Present: 9 Attendance: 82%**

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| CALL TO ORDER | | | | |
| **1.1 Welcome and Chair’s Opening Remarks:**  ● The meeting was called to order at 5:31 p.m., by the Vice Chair, M. Wright.  ● M. Wright read the Treaty Acknowledgement.  ● M. Wright expressed that he has another Municipality meeting to attend at 6pm and will need to step out briefly. While gone, K. Legault will Chair the meeting in his absence. | | |  | |
| 2.0 DECLARATION OF CONFLICTS OF INTEREST | | | | |
| ● M. Wright declared his conflict of interest when C. Rocheleau presents her Physician Recruiter Report. | | |  | |
| **3.0 ADOPTION OF THE AGENDA** | | | | |
| ● M. Wright asked if there were any amendments to the agenda.  ● ER Project Updates to be presented before Physician Recruiter Quarterly Report.  ● Add 6.3 Financial Literacy for Hospital Board Directors.  ● Item 7.5 - CNE Report to be moved to Item 8.1 under Items Lifted from Consent Agenda.  **It was moved by T. Popowich and seconded by K. Legault that the agenda be approved as amended.**  **CARRIED.** | | | **RES 80** | |
| **4.0 PRESENTATIONS** | | | | |
| **4.1 ER Project Updates**  ● S. Potts presented the project updates to the Board members.  ● Excavation is underway with rebar being placed within the next few days and concrete being poured late this week or early next week.  ● S. Potts stated that some issues have arisen since excavation began. Electrical wires to the helipad need to be moved, communication cables to the clinic need to be relocated, and a storm sewer line needs to be redirected. These will result in additional costs to the project and the change orders are still being assessed.  ● The Amending Agreement was received back from the Ministry last week and needs final signatures.  ● More funds for the project to be released from the Ministry October 30th.  ● S. Potts explained the process for change order approvals.  ● With the new change orders, a discussion was held between S. Potts and the Board members about the financial status of the project. S. Potts explained that the even though the variance is unfavorable, it still should not be significant.  ● L. Bonanno and M. Wright invited the Board members to attend the Groundbreaking Ceremony taking place on Thursday, October 3rd at 3pm in the GDH Lobby. A discussion was had about the ceremony and who will be speaking at the event.  **M. Wright stepped out to attend a Municipality meeting. K. Legault stepped in as Chair.**  **4.2 Physician Recruiter Quarterly Report**  ● C. Rocheleau explained her role as the Physician Recruiter to the Board members.  ● C. Rocheleau expressed that she is working hard to attract physicians to the area and that she is regular contact with all medical schools to raise the profile of the hospital.  ● C. Rocheleau mentioned the career fairs and retreats that she will be attending in next few months.  ● C. Rocheleau stated that all of Northern Ontario is having difficulty recruiting physicians due to the contracts being dated from 1996. OHMA and the Ministry of Health are in the process of updating the contract.  ● T. Popowich asked what kind of incentives are being offered to physicians. L. Bonanno stated that the physicians are offered education funds, a return for services, no overhead costs, housing and a gym membership.  ● C. Rocheleau has successfully recruited a part time physician who started October 1st. She is also in discussions with 2 new locum doctors who are looking forward to working with GDH.  ● Board members inquired about how long locum doctors stay in Geraldton. C. Rocheleau explained that their rotations are 7-14 days and they return regularly. | | |  | |
| **5.0 CORRESPONDENCE** | | | | |
| **5.1 News Release – Ontario Expanding Home and Community Care Services**  ● L. Bonanno expressed that this article was a good read for the Board since I. McPherson and herself have reached out to the LHIN about sending PSW’s out for patient homecare and are waiting for approval of their Assisted Living Plan.  ● R. Humphreys asked how many jobs this program would generate. I. McPherson explained that the hospital would start by hiring 2 PSWs and hopefully grow from there.  **5.2 Patient Story**  ● L. Bonanno summarized the story for the Board members.  ● Nothing noted. | | |  | |
| **6.0 EDUCATION** | | | | |
| **6.1 Guide to Good Governance – Chapter 6 pg. 107 - 134**  ● Page 117 – K. Legault inquired if the Board members are covered under the hospital insurance. L. Bonanno stated that yes, Board member are covered under the GDH insurance.  ● S. Humphreys asked if she could have access to past meeting minutes. J. Goulet stated that she could forward any minutes she wanted to her email. I. McPherson also added that all Board Meeting Minutes are available online on the GDH website.  ● R. Humphreys asked if someone from the community wanted to address the Board of Directors during a meeting, can the Board members refuse. L. Bonanno explained that if a member of the community wanted to address the Board, they would be invited as a guest and would be added to the agenda under Presentations.  ● **Chapter 7, pages 135-156 assigned for reading for the next Board meeting.**  **6.2 Financial Management and Budgeting**  ● L. Bonanno presented the course to the Board. No Board members voiced their interest in this course.  **6.3 Financial Literacy for Hospital Board Directors**  ● L. Bonanno presented the course to the Board. K. Legault expressed her interest in the course. If she can coordinate the time off with her work, K. Legault will contact J. Goulet to register and arrange travel. | | |  | |
| **7.0 CONSENT AGENDA** | | | | |
| **7.1 Regular Board Meeting Minutes – September 10, 2019:**  ● Nothing noted.  **7.2 Medical Advisory Committee Meeting Minutes - September 19, 2019**  ● Nothing noted.  **7.3 ER Project Ad Hoc Committee Meeting Minutes – September 20, 2019**  ● Nothing noted.  **7.3.1 Approved ER Project Ad Hoc Committee Terms of Reference**  ● Nothing noted.  **7.4 CCS Report:**  ● V. Tschajka voiced that the report was excellent and very informative.  ● V. Tschajka inquired about the cancellation/no show policy for the Physiotherapist. B. Ouellet stated that cancellations are allowed to a maximum amount and 2 no shows will result in the patient being removed from the scheduling list.  ● B. Ouellet informed the Board that a new Occupational Therapist will be starting with GDH in November  **7.5 CNE Report:**  ● Moved to Item 8.1 – Items Lifted from Consent Agenda.  **7.6 COS Report**  **●** Nothing noted.  **It was moved by V. Tschajka and seconded by K. Legault to accept the Consent Agenda as amended.**  **CARRIED.** | | | **RES 81** | |
| **8.0 ITEMS LIFTED FROM CONSENT AGENDA** | | | | |
| **8.1 CCS Report**  **●** Nothing noted.  **It was moved by V. Tschajka and seconded by T. Popowich to accept the Items Lifted from Consent Agenda as amended.**  **CARRIED.** | | | **RES 82** | |
| **9.0 BUSINESS ARISING FROM MINUTES** | | | | |
| ● Nothing noted. | | |  | |
| 1. **CAPITAL PLAN / CFO REPORT** | | | | |
| **10.1 Finance & Patient Statistics – Q2 & Risk Management**  ● I. McPherson summarized the Capital Summary Report.  ● Some items from the Capital Projects have been cancelled since they are no longer needed.  ● S. Humphreys asked why the defibrillator was cancelled. I. McPherson explained that the hospital already has one but, it will be upgraded once the ER Project is complete in order to have the most up to date model.  ● T. Popowich asked how much funds are left of the capital budget. I. McPherson stated that $156,000 left.  ● I. McPherson proposed that the nurses’ residence needed renovations, a steamer for the kitchen is required and new bed frames are needed for Acute Care over the next 3 years. This would add $266,000 to this year’s capital budget.  ● R. Humphreys inquired about what is involved in these renovations. L. Bonanno said that the rooms in the residence need to be completely stripped down and have everything replaced. The building is too outdated and requires some much needed renovations.  ● The Board members recommended that the beds in Acute Care should be replaced within 2 years instead of 3 years. They are suggesting 12 beds this fiscal year and 12 beds for the following year.  ● It was decided that an Accelerated Capital Budget Plan needed to be presented to the Board, as the hospital is in a surplus and have capital funds available.  **It was moved by W. Anton and seconded by S. Humphreys that the proposed Capital Project Expenditures be approved as presented.**  **CARRIED.**  **M. Wright and J. McPherson arrived to the meeting. M. Wright resumed his duties as Chair.** | | | **RES 82A** | |
| |  |  |  | | --- | --- | --- | | **11.0 NEW BUSINESS** | | | | **11.1 Incident Reports (RL6) – August 2019**  ● nothing noted | |  |   **12.0 LINKAGES & PARTNERSHIPS** | | | | |
| **12.1 QIC Meeting Minutes and Score Card – September 19, 2019**  ● nothing noted    **12.2 Board of Directors Score Card**  ● Nothing noted.  **12.3 Geraldton District Hospital Auxiliary Report**  ● S. Humphreys stated that the Bake Sale that took place on September 28th raised over $1000 for the hospital.  ● The Auxiliary would like to make an official presentation of the cheque to the hospital.  ● S. Humphreys expressed that the Gift Shop is doing well and that they will soon be adding healthier snacks.  It was moved by T. Popowich and seconded by V. Tschajka that the Linkage and Partnership reports be accepted as presented.  CARRIED. | | **RES 83** | | |
| **13.0 CEO REPORT:** | | | | |
| ● L. Bonanno discussed the Recruiter’s Report and expressed how valuable the position is in finding doctors to work in the North.  ● L. Bonanno also discussed the ER Project Groundbreaking Ceremony and extended an invitation to the Board members to attend the event.  ● L. Bonanno explained her plans for the entrance and the landscaping of the Emergency Department. She would like the entrance to represent the demographic of the population of Greenstone. The Board members stated that they want to know the amount of funds needed for the project before giving their approval.  ● L. Bonanno expressed that she would like to meet with the Chiefs and the architect to ensure that the tributes to the Native communities are appropriate.  ● L. Bonanno conveyed her ideas and plans for the old Emergency Department once the new one is up and running. It will be transformed into an Ambulatory Care Clinic and will have offices for social workers, dietician, chiropractic, diabetic education, and day programs. The Board would like to see the plans for the space. L. Bonanno stated that this will take some time as an RFP is required to obtain an architect.  ● The Board would also like to see a list of all projects to be completed in order to accelerate the process. L. Bonanno and I. McPherson will speak with management about collecting the necessary information.  **13.1 Succession Planning**  ● L. Bonanno updated the list with help from our HR officer, L. Roy.  ● This list will be updated and presented to the Board every October.  **13.2 Strategic Plan Review: Q1 &Q2**  ● L. Bonanno stated that she is confident that the plan is being completed on time.  ● J. McPherson asked if the work schedule is achievable for 2020. L. Bonanno expressed that she can keep the plan on track. A few delays may occur due to the amalgamations of the OHT.  **It was moved by T. Popowich and seconded by V. Tschajka that the report from the CEO be approved as presented.**  CARRIED. | | **RES 84** | | |
| |  |  | | --- | --- | | **14.0 DECISION OF BOARD:** | | | **14.1 Physician Privileges**  ● The physicians’ privileges were voted upon and approved by the Board of Directors.  **It was moved by W. Anton and seconded by R. Humphreys that the list of Physician Privileges be approved as presented.**  **CARRIED** | **RES 85** | | |  |  |  | | --- | --- | --- | | **15.0 ROUND TABLE DISCUSSION** | | | | ● T. Popowich, V. Tschajka, K. Legault, and S. Humphreys stated that the meeting went well and was very informative.  ● V. Tschajka recognized K. Legault for stepping in as Chair in M. Wright’s absence.  ● The Board expressed their enthusiasm in seeing the plans for the Emergency Department entrance and landscaping. |  | | | | | | |
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Board Chair Signature