Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, October 3, 2017 at 5:30 p.m.

Present: Jamie McPherson Mark Wright Willy Anton

Voting Ralph Humphreys Myrna Letourneau Chico Tschajka

Non-Voting Lucy Bonanno Sylvie Duranceau Laurie Heerema

Adam Kolisnyk Dr. Ryan Zufelt (6:05 p.m.) Diane Lauzon (recorder)

Regrets: Kathryn Legault Terry Popowich Sheri Taylor

Voting Marlo Sobush Dorene Boulanger

Regrets: Dr. Roy Laine

Non-Voting

Guest: Ian McPherson

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

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

**Total Board Members (voting): 11 Present: 6 Attendance: 55%**

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| CALL TO ORDER | |
| 1.1.1 Welcome and Chair’s Opening Remarks:  ● The meeting was called to order at 5:29 p.m., by the Chair, J. McPherson.  ● J. McPherson read the Treaty Acknowledgement.  ● J. McPherson briefed about the memo received earlier today regarding Laura Kokocinski’s retirement notice.  1.1.2 Accreditation Update:  ● I. McPherson noted that there are still a few outstanding issues. He added that most outstanding items are related to PFCC.  ● I. McPherson added that it would be best if the patient stories were told by a patient, either in person, via recording or email.  ● I. McPherson added that 5 self-assessments have been completed to date. He reminded the members that the survey is open until the end of October.   * 1. **Correspondence:**   1.2.1 Strategic Plan:  ● J. McPherson informed the members that he received an email from JP, the Strategic Plan facilitator, and JP stated that the final review of the Plan would be submitted the week of October 9.  ● JP will then participate at the November Board meeting by telephone for any questions or concerns. |  |
| 2.0 ADOPTION OF THE AGENDA | |
| ● J. McPherson asked if there were any amendments to the agenda.  **It was moved by C. Tschajka and seconded by W. Anton to approve the agenda as received.** | **Carried** |
| **3.0 DECLARATION OF CONFLICTS OF INTEREST** | |
| ● None declared. |  |
| **4.0 CONSENT AGENDA** | |
| **4.1 Regular Board Meeting Minutes – September 12, 2017:**  **4.2 Healthier Community Advisory Committee Minutes – September 13, 2017:**  **4.3 Anishnabe Hospital Liaison Committee Minutes – September 15, 2017:**  **4.4 CCS Report:**  **4.5 CNE Report:**  **4.6 CFO Report:**  **It was moved by M. Letourneau and seconded by M. Wright to accept the Consent Agenda as received.** | **Carried** |
| **5.0 ITEMS LIFTED FROM CONSENT AGENDA** | |
| ● There were no items lifted from the consent agenda. |  |
| **6.0 BUSINESS ARISING FROM MINUTES** | |
| **6.1 Board Members’ Roles and Responsibilities:**  ● J. McPherson reminded the Board members to read the document, sign it and return it to D. Lauzon.  **6.2 Risk Management Policy and Procedure:**  ● A. Kolisnyk informed the members that there are gaps in the Risk Management policy.  ● He researched the best tool to utilize for such.  ● A. Kolisnyk highlighted the document distributed at the start of the meeting.  ● A. Kolisnyk noted that he and I. McPherson presented the sample to the Quality, Risk and Safety Committee for their input.  ● A. Kolisnyk noted that he would like to present a list of items with a score above 80%.  ● A. Kolisnyk advised the members to contact him with any questions or feedback regarding the document.  ● J. McPherson elaborated on risk management and noted that a line could be tied to risk and capital.  ● A. Kolisnyk added that the tool is a very pro-active approach.  **6.3 Board Packages:**  ● J. McPherson informed the Board members that if they are comfortable with utilizing a tablet for the Board meetings, they are welcome to bring their device to meetings.  ● J. McPherson added that the boardroom is too small to use the projector.  ● **Further discussion will take place at the next meeting when more members are present.**  **6.4 Checklist for Governance Practices:**  ● J. McPherson went over the checklist, item by item.  ● A brief discussion was held regarding the Nominating Committee. Terms of Reference are in place for the committee.  ● **6.3 Terms of Office: J. McPherson will follow-up regarding committee chair terms.**  ● **Article VIII: Board Committees: this item needs to be looked at.**  ● **Article X: Board Meeting Practices: Decision items separated from information items: J. McPherson will look at this as he works on drafting a new Board agenda.**  ● **Policy regarding Board obtaining independent advice (legal or financial or other): a policy needs to be developed for such.**  ● J. McPherson noted that it is a lengthy list but there are only a few items that the Board needs to develop.  **6.5 2017/17 Board Planning and Cycle Agenda:**  ● For member information.  **6.6 2017/18 Board Committees:**  ● W. Anton provided D. Lauzon with the committees she wishes to sit on.  ● D. Lauzon will update the list and email the updated copy to all Board members.  **6.7 Emerge Front Line Workers:**  ● L. Heerema noted that details regarding the opioid crisis were included in her CNE report (page 16).  ● S. Duranceau added that D. Boulanger’s concern was regarding opioid residue transferred on healthcare workers. L. Heerema responded that healthcare workers at risk would be washed and decontaminated. She added that staff also wear the proper personal protective equipment. |  |
| **7.0 CAPITAL PLAN ED RELOCATION PROJECT UPDATE** | |
| ● L. Bonanno reported that she completed the Stage 2 submission last week. She added that we are now heading to Stage 3.1.  ● L. Bonanno informed the Board that the architects and engineers will be on site next week. A meeting is scheduled with the ED Planning Committee. Also, an open session will be held with all staff who wish to attend.  ● L. Bonanno noted that good responses have been received from the mass mail-out survey.  ● C. Tschajka inquired how many stages there were. L. Bonanno responded that Stages 3.1, 3.2, 4.1 and 4.2 are remaining. |  |
| **8.0 NEW BUSINESS** | |
| 8.1 Complaint Process:  ● J. McPherson noted that the Board complaint policy was distributed at the start of the meeting.  ● J. McPherson briefed about the complaint process.  ● He added that any complaints made to Board members need to be referred to the CEO, unless the complaint is about the CEO. |  |
| **9.0 LINKAGES AND PARTNERSHIPS** | |
| 9.1 QIC Meeting Minutes and Score Card – September 21, 2017:  ● No questions were raised from the minutes.  It was moved by R. Humphreys and seconded by W. Anton to approve the September 21/17 Quality Improvement Committee minutes as received.  9.2 Geraldton District Hospital Auxiliary (GDHA) Report:  ● M. Letourneau provided a verbal report, noting that the Auxiliary did not have a meeting last month.  ● She added that the bake sale will take place on October 14 at Master Print.  It was moved by M. Letourneau and seconded by R. Humphreys that the verbal report from the Auxiliary be accepted. | **Carried**  **Carried** |
| **10.0 MEDICAL STAFF** | |
| **10.1 Physician Privileges:**  ● None. |  |
| **11.0 CHIEF EXECUTIVE OFFICER (CEO) REPORT** | |
| ● L. Bonanno informed the Board members that the PowerPoint PFCC document that was included with the CNE report will be used for education purposes. L. Heerema added that the document will be put into a pamphlet and made available in local public places (clinics, libraries).  ● Physician Recruitment: M. Wright noted that he would like to pursue physician recruitment discussion between the Hospital and Municipality prior to their budget approval. **L. Bonanno will schedule a meeting with M. Wright at the Municipality to further discuss a physician recruitment partnership.**  **It was moved by C. Tschajka and seconded by W. Anton that the report from the CEO be accepted.** | **Carried** |
| **12.0 ROUND TABLE DISCUSSION** | |
| ● L. Bonanno noted that it was a great meeting. She also thanked Diane Lauzon for her 11 years at the hospital. She added that Diane was a wonderful resource.  ● A. Kolisnyk also thanked Diane for her help.  ● Everyone thanked Diane and wished her well.  ● C. Tschajka inquired about the LHIN physician group. Dr. Zufelt responded that more information will most likely follow. A brief discussion was held regarding such. |  |
| **13.0 MONTHLY MEETING EVALUATION SUMMARY:** | |
| ● J. McPherson noted that the comments were good.  ● He added that there is always a great deal to learn. |  |
| **14.0 TERMINATION OF REGULAR BOARD MEETING** | |
| **It was moved by M. Letourneau and seconded by M. Wright that the regular meeting be adjourned at 6:31 p.m.** | Carried |

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Board Chair Signature