Geraldton District Hospital

Minutes of the

**Regular Board of Directors’ Meeting**

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

Tuesday, October 6th, 2020 at 5:00 pm

Present

Voting: Kathryn Legault (T) Jamie McPherson (T) Dorene Boulanger (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. Ryan Zufelt (T)

Regrets

Voting: Mark Wright

Non-Voting: Dr. Roy Laine Brigitte Ouellet Jena Goulet

Guests: Scott Potts (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 5:00 pm by K. Legault.

● K. Legault read the Treaty Acknowledgement.

**2.0 DECLARATION OF CONFLICTS OF INTEREST**

● No conflicts declared.

**3.0 ADOPTION OF THE AGENDA**

● K. Legault asked if there were any amendments to the agenda.

● Item 7.5 CNE Report moved from Consent Agenda to Item 8.1 under Items Lifted From Consent Agenda.

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

**CARRIED.**

**RES 57**

**4.0 PRESENTATIONS**

**4.1 ER Project Updates**

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

● S. Potts noted that construction should be completed by end of February with all deficiencies completed by end of March.

● The Project is on target to be water tight soon so interior work can be completed.

● Emergency generator and propane tanks are on site and ready for hook-up.

● K. Pristanski will organize a tour for the Board members.

**5.0 CORRESPONDENCE**

**5.1 Letter from Christine Elliott, Deputy Premier and Minister of Health, to M. Wright**

● Board members were pleased to receive notice of HIRF funding in the amount of $140,278 for the 2020/21 fiscal year.

**5.2 Donations from Calgary Foundation – July & August 2020**

● Board members welcomed the donations of $5,000 and $6,800 from the Horne Family Charitable Funds for the cardiac monitoring system.

**6.0 EDUCATION**

**6.1 Guide to Good Governance – Chapters 1 & 2, pages 1-27**

● Discussed and decided to defer until the new CEO comes on Board.

● It was decided to review Bylaws at next month’s meeting.

**7.0 CONSENT AGENDA**

**7.1 Regular Board Meeting Minutes – September 15th, 2020**

**7.2 Special Board Meeting Minutes – September 24th, 2020**

**7.3 MAC Meeting Minutes – Next Meeting: September 29th, 2020**

**7.4 CCS Report**

**7.5 CNE Report**

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

**7.6 COS Report**

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

**CARRIED.**

**RES 58**

**8.0 ITEMS LIFTED FROM CONSENT AGENDA**

**8.1 CNE Report**

● Following a short discussion, the Board requested K. Pristanski to submit a business care to the MOH/LHIN to fund a new pharmacy technician position

● Permission was granted to start advertising for a pharmacy technician.

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

**CARRIED.**

**RES 59**

***C. Checkley joined the meeting.***

**9.0 BUSINESS ARISING FROM MINUTES**

**9.1 Board Planning Cycle (Final)**

● Following a short discussion, it was clarified to present a Staffing HR Succession Plan at next month’s meeting.

**9.2 Board Committees & Representatives (Final)**

***J. McPherson stepped out of the meeting at 5:30 pm due to a conflict of interest.***

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

● I. McPherson highlighted that extra funding will help subsidize the existing capital equipment purchases in the Capital Budget.

● It was questioned if overtime is included in the Salary Budget. I. McPherson responded yes and that if all positions are filled, the Hospital has to be very careful with its Operating Budget.

***J. McPherson returned to the meeting at 5:36 pm.***

**11.0 NEW BUSINESS**

● None this month.

**12.0 LINKAGES & PARTNERSHIPS**

**12.1 ER Project Report – September 2020**

● Report was received.

**12.1.1 ER Project Ad Hoc Committee Meeting Minutes – September 23rd, 2020**

**12.2 QIC Meeting Minutes – September 24th, 2020**

● Report was received.

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

**12.4 Geraldton Hospital Auxiliary Report**

● S. Humphreys provided a verbal report noting that the gift shop will not be opening until further notice pending the COVID-19 pandemic.

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

**CARRIED.**

**RES 60**

**13.0 CEO REPORT**

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

● He noted that he had a meeting with Greenstone Gold last week and those minutes will be attached to his report next month.

● He also noted that he will be commencing the budget process this month starting with the Managers and then with the Fiscal Advisory Committee.

**13.1 Christmas Appreciation Gift Poster**

**13.2 TBRHSC Regional Services Committee of the Board of Directors – Terms of**

**Reference**

**It was moved by J. McPherson and seconded by C. Checkley that the Geraldton District Hospital Board of Directors approves the Regional Services Committee of the Board Terms of Reference as presented.**

**CARRIED.**

**RES 61**

**It was moved by D. Boulanger and seconded by T. Popowich that the Geraldton District Hospital Board of Directors endorses J. McPherson to sit on the Regional Services Committee of the Board, for the 2020/21 term.**

**CARRIED.**

**RES 62**

**It was moved by P. Dufour and seconded by S. Humphreys that the report from the CEO be approved as presented.**

**CARRIED.**

**RES 63**

**14.0 DECISION OF THE BOARD**

● None this month.

**15.0 ROUND TABLE DISCUSSION**

● Discussion occurred.

**16.0 MONTHLY MEETING EVALUATION**

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

● The Evaluation Sheet was provided to the Board of Directors. They will be completed and returned to J. Goulet.

**17.0 IN CAMERA MEETING**

● In Camera Session held on October 6th, 2020 was called to order at 5:57 pm.

**18.0 TERMINATION OF IN CAMERA MEETING**

● In Camera Session held on October 6th, 2020 was terminated at 6:44 pm.

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

**20.0 MEETING WITHOUT MANAGEMENT**

**21.0 TERMINATION OF REGULAR BOARD MEETING**

**It was moved by and seconded by that the Board of Directors Meeting be adjourned at 6:51 pm.**

**CARRIED.**

**RES 64**

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Board Chair Signature