Geraldton District Hospital

Minutes of the

### Regular Board Meeting

Held in the Boardroom, Tuesday, September 11, 2018 at 5:30 p.m.

Present: Mark Wright Jamie McPherson Dorene Boulanger

Voting Willy Anton Chico Tschajka Myrna Letourneau

Terry Popowich Mandy Labelle

Non-Voting Lucy Bonanno Laurie Heerema Adam Kolisnyk

Sylvie Duranceau Dr. Ryan Zufelt Sandra Penner (recorder)

Regrets: Ralph Humphreys Kathryn Legault

Voting

Regrets: Victor Chapais (PFA) Dr. Roy Laine

Non-Voting

# Board Composition (voting): 8 Elected 2 Appointments Total 10

**Current Vacancies (voting): 1 Elected 0 Appointments Total 1**

**Total Board Members (voting): 10 Present: 8 Attendance: 80%**

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| CALL TO ORDER | | | |
| **1.1. Welcome and Chair’s Opening Remarks:**  ● The meeting was called to order at 5:30 p.m., by the Chair, M. Wright.  ● M. Wright read the Treaty Acknowledgement.  ● Opening remarks L. Bonanno announced M. Sobush has resigned from the Board of Directors.  **1.2 RCB Investment Update:**  ● A. Tjong from RBC joined the meeting by teleconference and provided the members with the status update of the investment transfer. He thanked the members for trusting RBC for the hospital investments  ● Status – the account was opened in August and the request for transfer was sent. Investors Group required some clarification and expects the funds to be received within 2 to 3 weeks.  ● One GIC cannot come over as it matures Oct 2018. A. Tjong recommended that this investment be left to maturity. Once the portfolio is complete A. Tjong requested to join a meeting in person to provide an overview.  **1.3 Appointment of Mandy Labelle:**  ● L. Bonanno introduced M. Labelle and thanked her for coming. M. Labelle is from Ginoogaming First Nation and works at the Elementary School on Long Lake 58. She has a good relationship with both Reserves in Longlac.  ● M. Labelle has previously sat on the Timber Claim Trust Board and is thankful for the opportunity to sit on the hospital Board of Directors.  ● Round table introductions were held.  It was moved by J. McPherson and seconded by D. Boulanger that M. Labelle be appointed to the Board as a Director representing the Indigenous communities.  CARRIED  **1.4 Accreditation Update:**  ● I. McPherson presented the condensed version of the Accreditation Report which he reviewed. The hospital received Exemplary Standings.  ● The two Standards that were missed from the Governance level which were not ROP items were discussed. ● Moving forward to meet these requirements instead of the self-evaluations, peer assessments will be conducted in the spring. I. McPherson thanked the board for their contribution.  ● L. Bonanno thanked I. McPherson on behalf of the Board and management team.  ● M. Wright requested I. McPherson to confirm the standards Accreditation Canada is requesting.  ● I. McPherson noted the standards change each year and will be reviewed annually. | | **RES 53** | |
| 2.0 DECLARATION OF CONFLICTS OF INTEREST | | | |
| ● None Declared | |  | |
| **3.0 ADOPTION OF THE AGENDA** | | | |
| ● M. Wright asked if there were any amendments to the agenda.  ● J. McPherson requested 7.1 Regular Meeting Minutes – June 5, 2018 be moved to 8.1.  **It was moved by M. Letourneau and seconded by J. McPherson that the agenda be approved as amended.**  **CARRIED** | | **RES 54** | |
| |  |  |  | | --- | --- | --- | | **4.0 PRESENTATIONS** |  | | | **4.1 Patient Stories**  ● L. Heerema provided a patient story included in the package  ● M. Wright encouraged even if a story is not positive he would like them brought forth. |  |   **5.0 CORRESPONDENCE** | | | |
| **5.1 OHA Correspondence**  ● L. Bonanno noted the new government has frozen all funds at this time.  ● A. Kolisnyk noted the HIRF and the small hospital funding have also been affected.  ● C. Tschajka inquired if this will affect any of the current hospital projects.  ● A. Kolisnyk noted that some of the funds may have to come from savings such as the engineering portion of the retrofit of the sprinkler system. This project is a mandatory requirement to be in place by 2025. A. Kolisnyk prepared a submission for funding in May for this project but has not received a response.  ● M. Wright noted the status of the ER is currently unknown and M. Wright and L. Bonanno are working on a lobbying plan to be proactive.  **5.2 M. Wright – Thank you letter – July 23, 2018**  ● The letter was presented.  **5.3 Thank you note – H. Onnis**  ● The thank you noted was presented. | |  | |
| **6.0 EDUCATION** | | | |
| **6.1 Review of Hospital By-Law**  ● 1.1 (g) – M. Letourneau inquired why the secretary is not defined under the CEO.  It was discussed and noted as CEO, the duty of secretary is clarified later in the document.  ● 1.1 (l) - It was inquired if “First Nations” should to be changed to “Indigenous” and M. Labelle noted it should be.  ● 1.1 (x) - It was noted Beardmore is not included in our Service Area and it was discussed it is serviced by Nipigon.  ● 3.9 – 5.13 - It was noted there is confusion with section 3.9 stating “48 hours’ notice and section 5.13 stating “24 hours’ notice”.  It was discussed and determined that Article 3 Members’ Meetings is referring to the AGM.  M. Wright noted these sections should be made consistent.  ● 4.1 - M. Letourneau noted in the last paragraph “First Nations” to be changed to ”Indigenous” and the number of representatives be changed from “and one will be” to “and a minimum of one will be”.  ● 4.3 – C. Tschajka noted in the last paragraph instead of referring to 15.2 could the text from 15.2 be added to the end of the paragraph?  S. Penner noted this would be done this way to prevent errors when updating section 15.2 the text would not have to be duplicated.  This is to be checked.  ● 4.6 – M. Wright noted that under the second paragraph where it states “from office each year” should be changed to “from office at the end of each term”.  ● 5.1 – M. Letourneau noted in the last sentence there is a dot where there should be a number.  The item was discussed.  T. Popowich suggested this number should be quorum.  L. Bonanno to follow up with this item.  Members questioned the title of Secretary of the Board and it was noted it is the CEO however they can delegate this responsibility.  ● 12.2 – M. Letourneau noted the Chair is the spokesperson for the Board.  M. Wright noted there was another section which identifies the Chair as spokesperson.  ● S. Duranceau noted the French language report to the LHIN identifies some sections of the By-Laws which are required under the legislation.  L. Bonanno will bring this items forward.  ● The Ex-officio members were discussed.  M. Wright noted by nature of being a director the executives are Ex-officio of the corporation.  ● J. McPherson inquired if MAC is reviewing the medical bylaw. **To be brought forth to MAC.**  **● Return By-Laws to the next Board meeting**.  **6.2 Health Achieve**  ● M. Wright noted Health Achieve has been cancelled for this year.  **6.3 Board Retreat 2018**  ● L. Bonanno noted C. Tschajka, M. Wright and herself will be attending the Board Retreat in Manitouwadge.  **6.4 OHA President’s Report**  ● The report was presented, no comments. | |  | |
| **7.0 CONSENT AGENDA** | | | |
| **7.1 Regular Board Meeting Minutes – June 5, 2018:**  **7.2 MAC Meeting Minutes – May 24, 2018:**  **7.3 MAC Meeting Minutes – June 28, 2018:**  **7.4 Anishnabe Meeting Minutes – June 28, 2018**  **7.5 CCS Report:**  **7.6 CNE Report:**  **It was moved by J. McPherson and seconded by W. Anton to accept the Consent Agenda as amended.**  **CARRIED** | | **RES 54** | |
| **8.0 ITEMS LIFTED FROM CONSENT AGENDA** | | | |
| 8.1 Regular Board Meeting Minutes – June 5, 2018.  ● Under section 1.2.3. J. McPherson requested that the wording be changed from “J. McPherson has modified our by-laws” to “J. McPherson noted at the 2017 AGM the By-Laws were modified”  It was moved by C. Tschajka and seconded by W. Anton that the items lifted from the Consent Agenda be accepted as amended.  CARRIED | | **RES 55** | |
| **9.0 BUSINESS ARISING FROM MINUTES** | | | |
| **9.1 Training Items from Individual Assessments**  ● L. Bonanno noted on October 19th there will be a one day education session for Financial reports in Toronto and she will bring forth additional educational opportunities as they are received.  ● It was noted all board member are required to take some education sessions.  9.2 Mission, Vision and Values Policies - Update  ● The revised policies were presented for Inclusion in your Board of Directors Binders | |  | |
| 1. **CAPITAL PLAN / CFO REPORT** | | | |
| **10.1 Finance & Patient Statics – Q1**  ● A. Kolisnyk’s presented his report. He noted there is a surplus in the 1st quarter however this is not expected to continue due to labour shortages.  ● In regards to the OCP ventilation upgrade, the information has changed since the time this report was written. There will be no interruption to chemotherapy services.  ● L. Heerema noted that we are currently depending on staffing for chemotherapy services. She noted training for staff is scheduled.  ● J. McPherson noted 12 capital items were cancelled by management. **A. Kolisnyk will confirm this data.**  ● J. McPherson brought attention to the CT scan update. R. Zufelt referred to the MAC minutes and noted at this juncture it is not clinically feasible. It was noted how this will change the workload of the physicians and nursing staff to have patients here for CTs. M. Wright noted this should be a future agenda item. C. Tschajka suggested until the numbers increase he does not feel it is a consideration at this point. A discussion was held. A. Kolisnyk noted the LHIN would need to provide operating capital to maintain those positions. L. Bonanno noted this was studied in-depth. **Return to next board meeting and MAC.**  **10.2 Risk Management**  ● A. Kolisnyk’s reported the labour shortages are continuing to be a point of concern as is the upcoming sprinkler system installation. | |  | |
| |  |  |  | | --- | --- | --- | | **11.0 NEW BUSINESS** | | | | **11.1 Board Planning cycle 2018-2019 (Draft)**  ● J. McPherson noted in the policy it states we review in the Board Planning Cycle in April and not September. **S. Penner to find the policy were this is noted and return to next meeting.**  **11.2 Board Committees & Representatives (Draft)**  ● The members reviewed the Committees & Representatives Listing for 2018-2019.  ● M. Labelle requested to be added to the Anishnabe Committee  ● J. McPherson noted if you are not able to attend committee meetings in person there is the option to call in.  **11.3 Board Members’ Roles an Responsibilities**  ● Please read, sign and submit to S. Penner  **11.4 Confidentiality Agreement**  ● Please read, sign and submit to S. Penner  **11.5 Incident Reports (RL6) May – July 2018**  ● The increase in falls was noted however we currently have a large number of ALCs and the majority of the falls involved one ALC patient. | |  |   **12.0 LINKAGES & PARTNERSHIPS** | | | |
| **12.1 QIC Meeting Minutes and Score Card**  ● The next meeting is scheduled for September 20, 2018, no report at this time.    **12.2 Geraldton Hospital Auxiliary Report**  ● M. Letourneau noted the HAAO will be disbanding this fall. It was noted that the Geraldton District Hospital Auxiliary will continue.  It was moved by C. Tschajka and seconded by W. Anton that the Linkage and Partnership reports be accepted as presented.  CARRIED | **RES 56** | | |
| **13.0 CEO REPORT:** | | | |
| ● L. Bonanno presented her report.  ● L. Bonanno noted a physician recruiter has been hired.  ● Dr. Zufelt requested for discussions for the recruiter with the physicians, to book sessions to provide regular structured meetings.  **It was moved by D. Boulanger and seconded by M. Letourneau that the report from the CEO be approved as presented.**  CARRIED | **RES 57** | | |
| |  |  | | --- | --- | | **14.0 DECISION OF BOARD:** | | | **14.1 Physician Privileges**  ● There are no privileges to approve for the Month of September 2018 | **RES 58** | | |  |  | | --- | --- | | **15.0 ROUND TABLE DISCUSSION** | | | ● Dr. Zufelt noted there are a lot of interweaving items between MAC and the Board in the coming months. The lines of communication will be kept open.  ● J. McPherson noted he is pleased to have M. Wright as chair.  ● D. Boulanger thanked J. McPherson for all his years as chair.  ● M. Labelle thank everyone for the opportunity.  ● M. Wright thanked M. Labelle for joining the board, and thanked the staff for all their work as things are getting busier.  ● M. Wright thanked J. McPherson for his years of service. |  | | | | |  |  | | --- | --- | | **16.0 MONTHLY MEETING EVALUATION** | | | ● The Evaluation from June 2018 was reviewed. |  | | | | | | |
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Board Chair Signature