



# Red Lake Margaret Cochenour Memorial Hospital

## Board of Governors MINUTES

**DATE:** Thursday, November 17, 2011  
**TIME:** 5:30 p.m.  
**PLACE:** Hospital Board Room

### PRESENT:

Ms. Anne Billard	
Ms. Terry Bursey	
Mr. Paul Chatelain	President & Chief Executive Officer
Ms. Leah Gentes	
Ms. Cathy Kaczmarek	
Ms. Arlene Swanwick	
Ms. Eleanor Vachon	Board Chair
Mr. Dave Wilson	
Mr. Trevor Zhukrovsky	
Mr. Hal Fjeldsted	Interim Chief Executive Officer
Ms. Debbie Larson	Chief Nursing Officer
Ms. Deikel Orocu	IT/Finance Administrator

### REGRETS:

Dr. Vic Aniol	Chief of Staff
Ms. Alana Procyk	Past Chair
Ms. Marion Whitton	

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### 1. CALL TO ORDER

The meeting was called to order by Ms. Vachon at 5:37 p.m.

#### 1.2 ACCEPTANCE OF AGENDA

The following motion was brought forward:

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**MOTION NO.: 11-53** Moved: A. Billard Seconded: A. Swanwick

*That the agenda be accepted as presented.*

**VOTE FOR MOTION 11-53; Carried**

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#### 1.3 DECLARATION OF CONFLICT OF INTEREST

There was no conflict of interest declared.

### 2. CONSENT AGENDA

Ms. Swanwick briefly reviewed the Draft November 10, 2011 Resource & Planning Minutes.

The following motion was brought forward:

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**MOTION NO.: 11-54** Moved: L. Gentes Seconded: T. Zhukrovsky

*That the Consent Agenda be approved as presented.*

**VOTE FOR MOTION 11-54; Carried**

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### 3. BUSINESS ARISING

#### 3.1 Board and Travel Expense

A revised draft Staff and Board Travel Expense Policy was included in packages for approval; it was discussed at the previous Board meeting. Meal allotments were reviewed and it was recommended a maximum of \$75 be allotted per day regardless of location. The policy was revised to reflect this.

The following motion was brought forward:

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**MOTION NO.: 11-55:** Moved: T. Burse Seconded: A. Swanwick  
*That the Staff and Board of Governors Travel Expense be approved as presented.*  
**VOTE FOR MOTION No.: 11-55; Carried**

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#### 3.2 Meeting Structure

- Future Resource and Planning meetings will start at 5:30 p.m.; dinner at 5:00 p.m.
- Future Quality meetings will be held at noon.
- The Board meeting in April will be changed to April 12, 2012.

### 4. NEW BUSINESS

#### 4.1 Critical Incident Reporting

This item will be deferred.

#### 4.2 Financial Statements ending September 30, 2011

- Mr. Chatelain noted that in depth financial statements, discussion, recommendations, etc. will take place at the Resource & Planning Committee who will then make recommendations to the Board. The Board will receive only summary statements.
- Mr. Chatelain reviewed the Balance Sheet and Operating Statement
- CIBC will be invited to provide an investment presentation to the entire Board
- At the end of September 30, 2011 there is a surplus of \$14,334

The following motion was brought forward:

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**MOTION NO.: 11-56** Moved: A. Swanwick Seconded: T. Burse  
*That the Financial statements ending September 30, 2011 be approved as presented.*  
**VOTE FOR MOTION 11-56; Carried**

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#### 4.3 Signing Authorities

Signing authorities were discussed at the Resource & Planning Committee.  
Signing authorities will be revised to reflect the following:

President & CEO	Paul Chatelain
Chief Nursing Officer	Debbie Larson
Manager Financial Services	Tammy Cameron
Board Chair	Eleanor Vachon

The following motion was brought forward:

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**MOTION NO.: 11-57** Moved: C. Kaczmarek Seconded: A. Billard  
*That the signing authorities as outlined above be accepted as presented.*  
**VOTE FOR MOTION 11-57; Carried**

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#### 4.4 Quality Patient Care Fund

Ms. Larson submitted a "Quality Work and Patient Care Environment" proposal to the LHIN in order to assist the Nursing Department. The initiative will focus on increasing the amount of frontline nurses are engaging in providing direct patient care and will strengthen the role of the nurse. The initiative will include priorities such as:

- Improving and enhancing collaboration and teamwork among nurses
- Improving productivity
- Developing future leaders
- Addressing workplace culture and issues
- Ensuring patients are safe
- Ensuring patients receive care from confident, competent care providers.

This is a .5 RN position. Mr. Chatelain confirmed that the proposal sent in by Ms. Larson has been accepted.

Mr. Chatelain gave a brief overview on "Order Sets".

#### 4.5 OHA Health Achieve Summary

Ms. Vachon, Ms. Swanwick, Ms. Procyk and Mr. Chatelain attended the Annual OHA Convention in Toronto.

Ms. Vachon provided a brief overview on the "Healthcare Governance for New Directors" conference she attended the day prior to the OHA:

- ✓ Future accounting standards will be changing
- ✓ Small hospitals are working at collaborating and integrating with large hospitals
- ✓ The landscape of healthcare will be changing over the new few years
- ✓ Key accountabilities for the Board were discussed – Patient Quality being #1
- ✓ Boards have moved towards "skills based" Boards
- ✓ The Board should have a clear understanding of all information they are being presented with; if unsure questions should be asked.

Ms. Vachon provided a brief overview on the OHA Conference:

- ✓ Theme: Patient Safety and Quality
- ✓ Guest speakers were very informative
- ✓ Ministry of Health has implemented "rostering" – each patient is to fill out an application which will tie them to a specific physician for future treatment
- ✓ Closing statement: Hospitals should not expect no more than 1% increase for the upcoming year
- ✓ Board members are encouraged to attend future education sessions/seminars

### 5. REPORT OF THE MEDICAL ADVISORY COMMITTEE

5.1 As there was not a meeting, there were no minutes to present.

5.2 Mr. Chatelain noted that the Board has not been involved on a regular basis with Physician credentialing. Physicians are credentialed and signed off by the CEO and Chief of Staff and approved at the Medical Advisory Committee. In the future any new Physician/Locum credentialed will be brought to the Board.

### 6. VERBAL REPORTS

6.1 RLMCMH Foundation

The Foundation will be hosting the Christmas Wreath Auction at the Legion, November 25, 2011 after the meat draw. Kim Kehoe is making a wreath on behalf of the Hospital in memory of Janice Mullin.

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#### 6.2 RLMCMH Auxiliary

The Auxiliary will be hosting "Celebrity Bagging" again this year for the month of December at Sobey's. The schedule was distributed for Board members to sign up.

#### 6.3 Report of the President & CEO

- Hospital Christmas Party will be held December 16, 2011. Ines, Louise and Fred are selling tickets
- This year there will be "theme" baskets put together by departments. Baskets will either be auctioned off or tickets purchased at the party.
- The Board has volunteered to create a basket for the party.

#### 7. **OTHER**

A letter from Ron Harding, Foundation Chair was received noting the successful fundraising efforts from the golf tournament raising a total of \$83,000.00.

#### 8. **NEXT MEETING**

December 8, 2011

#### 9. **ADJOURNMENT**

The meeting adjourned at 7:10 p.m. for an in camera session.



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Eleanor Vachon  
Chair



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Paul Chatelain  
Secretary