



# Red Lake Margaret Cochenour Memorial Hospital

## Board of Governors MINUTES

**DATE:** Thursday, April 7, 2011  
**TIME:** 5:30 p.m.  
**PLACE:** Hospital Board Room

**PRESENT:**

Ms. Terry Bursey	
Ms. Tammy Cameron	
Ms. Leah Gentes	
Ms. Cathy Kaczmarek	Vice Chair
Mr. Peter Koch	
Ms. Lori Kowalchuk	
Ms. Alana Procyk	Past Chair
Ms. Arlene Swanwick	
Ms. Eleanor Vachon	Board Chair
Ms. Marion Whitton	
Mr. Dave Wilson	
Mr. Hal Fjeldsted	
Ms. Debbie Larson	Chief Nursing Officer
Ms. Deikel Orocu	IT/Finance Administrator
Ms. Annwyl Shewchuk	Professional Practice Co-ordinator

**REGRETS:**

Dr. Vic Aniol	Chief of Staff
Ms. Anne Billard	
Dr. Diane Zielke	President, Medical Staff

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### 1. CALL TO ORDER

The meeting was called to order by Ms. Vachon at 5:35 p.m.

#### 1.2 ACCEPTANCE OF AGENDA

The following motion was brought forward:

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**MOTION NO.: 11-18** Moved: M. Whitton Seconded: A. Swanwick

*That the revised agenda be accepted as presented.*

**VOTE FOR MOTION 11-18; Carried**

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#### 1.3 DECLARATION OF CONFLICT OF INTEREST

There was no conflict of interest declared.

### 2. CONSENT AGENDA

#### 2.1 Adoption of Minutes

The following motion was brought forward:

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**MOTION NO.: 11-19** Moved: A. Procyk Seconded: C. Kaczmarek

*That the Minutes of the Board of Governors Meeting held March 10, 2011 be accepted as presented.*

**VOTE FOR MOTION 11-19; Carried**

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### 3. BUSINESS ARISING

#### 3.1 Draft Open Board Meeting Policy

This policy will be deferred to the next Governance Meeting.

#### 3.2 Quality Improvement Plan

The Quality Improvement Plan has been posted on the Hospital's website.

Mr. Fjeldsted noted that it will be difficult to link compensation to the targets which are laid out in the Plan for our Hospital given the current circumstances. It is very difficult to achieve the outlined targets with an Interim CEO. Mr. Fjeldsted recommended that a letter be sent to the LHIN outlining the challenges and concerns our Hospital faces with this portion of the Plan and a request be made to waive this portion.

**Members agreed and direction was given to send a letter to the LHIN CEO addressing our concerns.**

### 4. NEW BUSINESS

#### 4.1 Provincial Budget

Information from OHA on the 2011 provincial budget was distributed.

Mr. Fjeldsted briefly reviewed the document acknowledging an overall 1.5% base funding increase for hospitals for 2011/12.

#### 4.2 Executive Office Reduction

A memo and Fact Sheet from the North West LHIN re: Executive Office Cost Restraint was distributed.

The document acknowledged that reducing the growth of executive office costs across the public sector of the province is a prudent measure to ensure that taxpayers are receiving maximum value, and will help ensure that sustainability of public services. The proposed restraint would require organizations to reduce their cost of executive offices by 10% over two years.

Mr. Fjeldsted acknowledged that the letter is premature and that it would be very difficult for our Hospital, as well as any other small Hospitals to comply with.

**Mr. Fjeldsted recommended that a response letter be sent to the LHIN CEO expressing our concerns.**

#### 4.3 Northwest LHIN Meeting

It was acknowledged that in February the Board had requested Ms. Kokocinski, LHIN CEO, to come to Red Lake in order to meet the Board and discuss any outstanding issues and concerns. Ms. Kokocinski's availability at the time was very limited (could only fly in and out the same day) and the majority of the Board could not commit time during the day; rather requested an evening meeting.

Mr. Fjeldsted noted that if the Board is serious about inviting Ms. Kokocinski to Red Lake for a face to face meeting to address issues of concern, members will be required to flex their day in order to accommodate Ms. Kokocinski's schedule.

In preparation for the visit, a substantial agenda will need to be laid out prior to the invitation in order to ensure a smooth, productive meeting.

Ms. Vachon noted that she received an invitation for Ms. Larson and herself to meet Ms. Kokocinski while in Thunder Bay at the OHA. This was discussed; however members felt that due to Ms. Kokocinski's schedule, she would be limited for time as well they may not receive her full undivided attention.

**The Board agreed to invite Ms. Kokocinski to Red Lake.**

**Mr. Fjeldsted will draw up an agenda and circulate to Board members for input.**

## 5. QUALITY AND PATIENT SAFETY

### 5.1 Board Quality/Patient Safety Minutes of February 22, 2011

A copy of February 22, 2011 Board Quality/Patient Safety Minutes were distributed for information.

### 5.2 Excellent Care for All Act

The Quality Improvement Plan was submitted and posted on the hospital website April 1, 2011.

### 5.3 Energy Audit

Ms. Shewchuk noted that three representatives from Agviro Inc. conducted a comprehensive site visit of the hospital April 5-7 taking a close look at the hospital's energy and waste processes in place.

The representatives were impressed with the amount of recycling being conducted throughout the hospital and acknowledged that Red Lake is one of the few hospitals who use china dishes and not paper.

The total Energy Audit cost is \$18,750 of which \$15,000 will be reimbursed.  
The total Waste Audit cost is \$10,000 of which \$8,000 will be reimbursed.

## 6. GOVERNANCE COMMITTEE

### 6.1 Draft February 22, 2011 Minutes

Draft February 22, 2011 Governance Minutes were distributed for information.

## 7. FINANCE COMMITTEE

### 7.1 Draft February 22, 2011 Minutes

Draft February 22, 2011 Finance Minutes were distributed for information.

### 7.2 Financial statements ending February 28, 2011

Ms. Orocu reviewed the financial statements ending February 28, 2011:

- ✓ Total revenue year to date \$6,742,359
- ✓ Total expenses year to date \$6,553,281
- ✓ Surplus at the end of February \$189,078
- ✓ Forecasting a small surplus at year end.

The following motion was brought forward:

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**MOTION NO.: 11-20** Moved: T. Bursey Seconded: P. Koch  
*That the financial statements ending February 28, 2011 be accepted as presented.*  
**VOTE FOR MOTION 11-20; Carried**

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### 7.3 Procurement Policy

A copy of the draft Procurement Policy was included in packages; however a revised copy was distributed to members.

Delegated purchasing authority levels for Operating budget and Capital purchases were reviewed.

Ms. Larson acknowledged that the policy has been posted on the hospital website.

The following motion was brought forward:

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**MOTION NO.: 11-21** Moved: A. Procyk Seconded: T. Cameron  
*That the revised Procurement of Services and Supplies & Supply Chain Code of Ethics be accepted as presented.*  
**VOTE FOR MOTION 11-21; Carried**

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**8. MEDICAL ADVISORY COMMITTEE**

There was not a meeting.

**9. REPORTS**

**9.1 CEO Report**

Mr. Fjeldsted's activity report was distributed for information.

The Nominating Committee met prior to the Board Meeting to discuss the Board's application process and upcoming nominations.

**9.2 Verbal Reports**

- ✓ Ms. Whitton noted that the Foundation's golf tournament is underway set for June 18<sup>th</sup>.
- ✓ The Foundation's Annual General Meeting is scheduled for June 9, 2011.
- ✓ The Auxiliary will be working at the Home and Trade Show admission table, April 15, 16.

**10. INFORMATION**

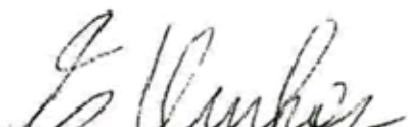
**10.1 Committee Meetings**

It was noted that due to year end and timing of the Auditors completing their site May 9-11, there will not be a Finance meeting April 22.

The next Finance meeting will be held May 5<sup>th</sup> at the beginning of the Board meeting.

**11. ADJOURNMENT**

The meeting adjourned at 7:13 p.m. for an in camera session.

  
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Eleanor Vachon  
Chair

  
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Hal Fjeldsted  
Interim Secretary