



Red Lake Margaret Cochenour Memorial Hospital

Board of Governors MINUTES

DATE: Wednesday, November 12, 2008
TIME: 5:30 p.m.
PLACE: Hospital Board Room

PRESENT:

Ms. Alana Procyk	Chair
Ms. Eleanor Vachon	Vice Chair
Ms. Ursula DeKeyser	
Mr. Ed Everley	
Mr. Loye Halteman	
Ms. Lori Kowalchuk	
Ms. Deikel Orocu	
Ms. Tracey Simon	via video teleconference
Ms. Marion Whitton	
Ms. Annwyl Shewchuk	Professional Practice Co-ordinator
Ms. Janice Mullin	Chief Executive Officer
Mr. Duncan Wilson	
Ms. Karen Dodic	Recording Secretary

REGRETS:

Mr. Peter Koch	
Ms. Cathy Kaczmarek	
Ms. Debbie Larson	Chief Nursing Officer
Dr. Vic Aniol	Chief of Staff
Dr. Diane Zielke	President, Medical Staff

1. CALL TO ORDER

The meeting was called to order by Ms. Procyk, Board Chair at 5:37 p.m.

1.2 ACCEPTANCE OF AGENDA

MOTION NO.: 08-36 Moved: E. Vachon ; Seconded: M. Whitton

That the agenda be accepted as amended.

#4.6 Hand Washing was deferred

#5.4 Governance Terms of Reference was added

#5.5 Governance Roles & Responsibilities was added.

#8.1 Draft November 23, 2008 MAC Minutes was deferred

VOTE FOR MOTION 08-36; Carried

1.3 DECLARATION OF CONFLICT OF INTEREST

There was no declaration of conflict of interest declared.

2. CONSENT AGENDA

2.1 Adoption of Minutes

The following motion was brought forward:

MOTION NO.: 08-37 Moved:L. Halteman Seconded:M. Whitton
That the Minutes of the Board of Governors Meeting held October 9, 2008 be accepted as presented.
VOTE FOR MOTION 08-37; Carried

3. NEW BUSINESS

3.1 Annual Planning Submission Presentation

Ms. Mullin provided a verbal presentation on Ms. Scarrow's behalf on the 2009/2011 Community Annual Planning Submission and Funding Targets for the programs provided under Community Counselling.

Community Mental Health & Addictions are required to complete and submit a Board approved CAPS on the web enabled reporting system website by November 14, 2008. The submission will be sent directly to the MOH for approval.

The following motion was brought forward:

MOTION NO.: 08-38 Moved:E. Vachon Seconded:D. Wilson
That the 2009/2011 Community Annual Planning Submission & Funding Targets for Community Counselling & Addictions Services be accepted as presented.
VOTE FOR MOTION 08-38; Carried

3.2 NOHBOS

Northern Ontario Hospital Back Office Services (NOHBOS) chain initiative proposal and goals were distributed for members to review. The purpose of the document is to formally request what each organization's level of commitment is.

Ms. Mullin noted that the initiative revolves around purchase of services (13 Hospitals in total), maintaining consistency throughout the region.

From a quality improvement point of view, the initiative is very positive.

The following motion was brought forward:

MOTION NO.: 08-39 Moved: L. Halteman Seconded:A. Procyk
That the Hospital has reviewed and considered the Northwestern Ontario Supply Chain Initiative discussion paper dated May 1, 2008 and considered the presentation to the Northwest Health Network on September 18, 2008.
That the Board approve participation by Red Lake Margaret Cochenour Memorial Hospital in the Northwestern Ontario Supply chain Initiative – subject to:
-The confirmation of government funding of 75% of the first year project start up and implementation costs
-Successful due diligence review
Specifically this includes:
-The Hospital entering into service level agreements with the participating Hospitals,
-The Hospital commits to Medbuy as the single GPO.
-The Hospital commits to pursuing common technology in support of supply chain best practices,
-The Hospital's creating a steering committee to monitor implementation.
VOTE FOR MOTION 08-39; Carried

4. CRQI

4.1 Updated Terms of Reference

As the CRQI committee is no longer a stand along committee, all members participate at the Board level, a revised Terms of Reference was included to accommodate this change.

E. Vachon M. Whitton

4.2 Quality & Patient Safety Booklet

OHA's Quality & Patient Safety book was provided to all members. A section will be determined and an education session will be provided at each meeting.

4.3 Respect in the Workplace/Violence in the Workplace Policies

Respect in the Workplace and Violence in the Workplace Policies were provided for members to review. These policies have recently been implemented throughout the Hospital. Ms. Shewchuk provided a PowerPoint presentation on workplace facts and statistics.

Other initiatives the Hospital has enforced include the new enhanced security system throughout the hospital (cameras), alarm/key card access, lights in the parking lot and ID badges for staff.

4.4 Quality Initiatives Presentation

Ms. Shewchuk provided a quality improvement PowerPoint presentation.

Incident reporting was reviewed stressing that staff are encouraged to report any type of incident.

The majority of incidents occur via transcription error

Meditech implementation occurred in May 2008 for medication orders.

Diagnostic imaging – reporting time for images are tracked and reported on a regular basis.

Fuel tank has been replaced with a large tank.

Due to the high volume of Food and nutrition catering, dissolvable labels are now used w/o leaving pieces of labels on items.

Patient falls initiative

Patient safety week – October 6-12

Hand washing clinic held, signage, hand pumps

Cardiac protocols have been revised

4.5 Accreditation

Accreditation is coming November 15-18, 2009.

The standards have been downloaded which Ms. Shewchuk will be reviewing with the Board. Hospitals are expected to have the same standards across the board, making it much more challenging for small hospitals.

4.6 Hand Washing

This will be deferred to a later date.

5. GOVERNANCE COMMITTEE

5.1 Resignation Letter

Mr. Halteman noted that he received Ms. MacIver's resignation letter. Ms. MacIver noted that she enjoyed the time on the Board since retirement; however has left the community. Continued success was extended to the Board on Ms. MacIver's behalf.

The following motion was brought forward:

MOTION NO.: 08-40 Moved:M. Whitton Seconded:E. Vachon
That Ms. Maclver's resignation be accepted as presented.
VOTE FOR MOTION 08-40; Carried

Mr. Halteman has spoken with Ms. Cameron and she has voiced an interest in filling Ms. Maclver's vacancy on the Board. Ms. Cameron is currently a member of the Finance Committee and has received Board orientation.

The following motion was brought forward:

MOTION NO.: 08-41 Moved: E. Vachon Seconded:M. Whitton
That Ms. Cameron fills the balance of Ms. Maclver's term on the Finance Committee until June 2009 as presented.
VOTE FOR MOTION 08-41; Carried

5.2 By-law Update

Section 13 (2)c of the By-laws was brought forward from the October Board meeting for clarification. (family members of a staff member eligible to the Board) A recommendation was brought forth from the Governance meeting for Board approval. The clause would be looked at on a "case by case" scenario. Discussion continued.

The following motion was brought forward:

MOTION NO.: 08-42 Moved:E. Vachon Seconded:L. Kowalchuk
That the insertion of "unless otherwise determined by the Board" at the end of Section 13 2(c) be accepted as presented.
VOTE FOR MOTION 08-42; Carried

5.3 Foundation Representative

The Foundation vacancy was further discussed at the Governance meeting. Due to time commitments required by the Foundation, Ms. Swanwick has declined. The committee recommends that Ms. Kowalchuk fill the Foundation vacancy.

The following motion was brought forward:

MOTION NO.: 08-43 Moved:M. Whitton Seconded:T. Simon
That Lori Kowalchuk fills the vacancy on the Foundation Board as presented.
VOTE FOR MOTION 08-43; Carried

5.4 Terms of Reference

Governance committee Terms of Reference was revised to accommodate the membership.

The following motion was brought forward:

MOTION NO.: 08-44 Moved:L. Kowalchuk Seconded:M. Whitton
That the Governance Committee Terms of Reference be accepted as amended.
VOTE FOR MOTION 08-44; Carried

5.5 Roles & Responsibilities

Governance committee Roles & Responsibilities were revised to accommodate CEO, from CAO.

The following motion was brought forward:

MOTION NO.: 08-45 Moved:D. Wilson Seconded:M. Whitton
That the Governance Committee's Roles & Responsibilities be accepted as amended.

VOTE FOR MOTION 08-45; Carried

Color code for revisions was suggested.

6. FINANCE COMMITTEE

6.1 Draft Financial Statements

September 30th financials were presented via PowerPoint by Ms. Orocu highlighting:

The following highlights were noted:

- ✓ Revenue year to date is \$3,604.81
- ✓ MOH base allocation is on budget
- ✓ One time payment for the Nursing Grad Initiative in the amount of \$100,359
- ✓ Recoveries are on budget for September
- ✓ \$15,000 to receive from Cancer Care Ontario
- ✓ Expense year to date is \$3,312,000
- ✓ Salaries are over budget which is due to long term disabilities
- ✓ Overtime in dietary is recovered – catering
- ✓ Employee benefits are under budget - less participation
- ✓ Fuel is over budget by \$7,700; electricity is under budget
- ✓ Surplus of \$ 238,651
- ✓ Professional development - \$84,000 left
- ✓ Community Mental Health is under budget due to vacancies
- ✓ The Hospital acts as the money handler for the Hospital On Call Coverage contract
- ✓ Diabetes has a surplus of \$8,860
- ✓ Jobconnect has a deficit of \$3,581

The following motion was brought forward:

MOTION NO.: 08-46 Moved:U DeKeyser Seconded:D. Wilson
That the Financials ending September 30, 2008 be approved as presented.

VOTE FOR MOTION 08-46; Carried

6.2 Draft September 30, 2008 Minutes

Draft Finance minutes of September 30, 2008 were included for information. As there was not a Finance meeting in October, the minutes were brought forward to the Board meeting for approval.

The following motion was brought forward:

MOTION NO.: 08-47 Moved:U. DeKeyser Seconded:D. Wilson
That the Draft September 30, 2008 minutes be approved as presented.

VOTE FOR MOTION 08-47; Carried

6.3 Colonoscopy Update

The Hospital has 3 colonoscopes; however, one is broken. Requests have been sent out for replacement part prices. Dr. Kroeker has recommended to Ms. Larson that a replacement scope be purchased.

Ms. Shewchuk spoke to the logistics of the scope.

This item will be discussed at the Fiscal Advisory Committee.

6.4 Terms of Reference

Finance Terms of Reference has been revised to accommodate the voting Membership.

The following motion was brought forward:

MOTION NO.: 08-47 Moved:U. DeKeyser Seconded:E. Vachon
That the revised Finance Committee's Terms of Reference be approved as presented.
VOTE FOR MOTION 08-47; Carried

7. STRATEGIC PLANNING COMMITTEE

A meeting did not take place.

8. MEDICAL ADVISORY COMMITTEE

8.1 November 23, 2008 Draft Minutes

This has been deferred.

9. REPORTS

- ✓ Foundation will be auctioning off Christmas wreathes, November 28, 2008 at the Legion.
- ✓ Two members of the Ladies auxiliary attended the HAAOO convention

10. NEXT MEETING


December 11, 2008

11. ADJOURNMENT

The meeting adjourned at 7:50 p.m for an In Camera session.



Alana Procyk
Chair



Janice Mullin
Secretary