



Red Lake Margaret Cochenour Memorial Hospital

Board of Governors MINUTES

DATE: Tuesday, May 7, 2009
TIME: 5:30 p.m.
PLACE: Hospital Board Room

PRESENT:

| | |
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| Dr. Vic Aniol | Chief of Staff |
| Ms. Ursula DeKeyser | |
| Ms. Cathy Kaczmarek | |
| Mr. Peter Koch | via teleconference |
| Ms. Lori Kowalchuk | |
| Ms. Debbie Larson | Chief Nursing Officer |
| Ms. Janice Mullin | Chief Executive Officer |
| Ms. Deikel Orocu | IT/Finance Administrator |
| Ms. Alana Procyk | Chair |
| Ms. Eleanor Vachon | Vice Chair |
| Mr. Duncan Wilson | |
| Ms. Karen Dodic | Recording Secretary |

REGRETS:

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|---------------------|------------------------------------|
| Ms. Tammy Cameron | |
| Mr. Ed Everley | |
| Mr. Loye Halteman | |
| Ms. Tracey Simon | |
| Ms. Annwyl Shewchuk | Professional Practice Co-ordinator |
| Ms. Marion Whitton | |
| Dr. Diane Zielke | President, Medical Staff |

**PUBLIC
ATTENDEES:**

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| Mr. Dennis Gushulak | |
| Ms. Donna Gushulak | |

1. CALL TO ORDER

The meeting was called to order by Ms. Procyk, Board Chair at 5:30 p.m.
Ms. Procyk welcomed the public in attendance.
Members were reminded to return their completed CEO/Chief of Staff evaluations to Ms. Dodic.

1.2 ACCEPTANCE OF AGENDA

MOTION NO.: 09-18 Moved: U. DeKeyser Seconded: E. Vachon
That the agenda be accepted as amended (distributed).
VOTE FOR MOTION 09-18; 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.: 09-19 Moved: C. Kaczmarek Seconded: D. Wilson
That the Minutes of the Board of Governors Meeting held April 7, 2009 be accepted as presented.

VOTE FOR MOTION 09-19; Carried

3. BUSINESS ARISING FROM THE MINUTES

3.1 Supply Chain Management

The Northwest region has established a steering committee with 13 Hospitals. Scott Potts, VP of Thunder Bay Regional Finance has been selected as the committee's Chair.

The committee is working on revising the Terms of Reference and a detailed project plan outlining the steps and processes for our due diligence. Monthly meetings are being scheduled.

4. NEW BUSINESS

4.1 Strategic Plan

Draft Strategic Plan, Mission, Vision, and Value Statements have been distributed and discussed by both the Leadership Team Fiscal Advisory Committee and Board. Ms. Mullin inquired if the Board has any further revisions/comments with regards to the strategic plan. If everyone is in agreement with the revisions, the new statements will be rolled out in the near future.

The following motion was brought forward:

MOTION NO.: 09-20 Moved: L. Kowalchuk Seconded: P. Koch
That the Strategic Plan, 2009-2012, and revised Mission, Vision, Value statements and goals be accepted as presented.

VOTE FOR MOTION 09-20; Carried

4.2 Nursing Plan

Mandatory nursing staff meetings are scheduled for May 7th and May 14th at which time the Nursing Strategic Plan will be discussed, followed by a variety of outstanding issues including professionalism, ethics, standards and incident reports.

4.3 Nursing Graduate Initiative

Ms. Larson is in the process of hiring two RN's for this initiative. One RN has been hired and one RN is coming to Red Lake for a site visit. The MOH funds 6 months of the initiative; the Hospital funds 7 weeks.

5. CRQI

5.1 H1N1 (Influenza A)

The World Health Organization's pandemic alert remains at Phase 5. Flu plan team has met and ordered signage and masks as mandated. Signs have been posted in the

Hospital entrance with information available. Updates are being sent via e-mail daily and the Hospital continues to follow the mandated recommendations. A large sign has been ordered that will be posted outside the entrance, increasing visitor's awareness. Information has been placed in the local newspaper.

5.2 Handwashing update

Colleen Edwards, Infection Control Worker, is working on providing continuous education, training and information to staff regarding the importance of proper handwashing. Staff observations have been calculated and reported to the MOH as required. Data is posted and updated on the website on a monthly basis.

6. GOVERNANCE COMMITTEE

6.1 OHA Conference

Ms. Kaczmarek noted that the OHA Convention in Thunder Bay was quite informative and enjoyed the networking aspect. Ms. Kaczmarek, Ms. Whitton, Ms. Mullin and Ms. Procyk attended this year. The speakers were very informative and motivational. Ms. Kaczmarek encouraged members to take the opportunity at some point to attend this session in the future.

Ms. Vachon noted that Pikangikum is currently working on a new strategy in order to assist youth with education, training and financial assistance. Ms. Vachon inquired if the Hospital should be participating in this initiative in some way. Ms. Vachon will gather more information.

7. FINANCE COMMITTEE

7.1 Draft March Financial Statements

Draft Financial statements ending March 31, 2009 were presented by Ms. Orocu highlighting the following:

- ✓ Revenue year to date - \$7,051.20
- ✓ Expenses year to date - \$6,893.26
- ✓ Other Votes (Community MH&A, Diabetes, JobConnect) had balanced budgets for the year.
- ✓ The Hospital's year to date surplus is \$95,451 after amortization. (These are before year end final auditors adjustments)

7.2 Audit Meeting Update

The Audit Committee met with Jennifer Pyzer, BDO Dunwoody Auditor, May 4, 2009 at which time Ms. Pyzer provided members with a written Audit Planning Report. The report outlined the Auditor's approach, Management representation, Independence, Management representation, Communication of results and Conclusion.

8. STRATEGIC PLANNING COMMITTEE

There was not anything to report on.

9. MEDICAL ADVISORY COMMITTEE

Draft minutes of January 15, 2009 and March 11, 2009 were distributed for information. There was a MAC meeting May 7, 2009 and the two sets of minutes were approved.

Dr. Aniol noted that there is a midwife who lives in Kenora and travels to Red Lake as required to home deliver.

10. REPORTS

- ✓ A hard copy of Ms. Mullin's report was distributed prior to the meeting. The report outlined the following: recent education/training in which staff/Board attended, monthly staff meetings provided to staff Tuesday after the Board meeting, updates on Leadership/Fiscal Advisory committee's, recruitment (there will be 7 maternity leaves upcoming), and upcoming mandatory staff training focussing on respect in the workplace and cultural awareness. (3 sessions are booked for all staff).

11. NEXT MEETING

Annual General Meeting - June 16, 2009

12. ADJOURNMENT

The meeting was adjourned at 6:25 p.m.



Alana Procyk
Chair



Janice Mullin
Secretary