



## *Red Lake Margaret Cochenour Memorial Hospital*

# Board of Governors MINUTES

**DATE:** Thursday, May 6, 2010  
**TIME:** 5:30 p.m.  
**PLACE:** Hospital Board Room

**PRESENT:**

Dr. Vic Aniol	Chief of Staff – exited at 7:15 p.m
Ms. Ursula DeKeyser	
Ms. Cathy Kaczmarek	
Mr. Peter Koch	
Ms. Alana Procyk	Chair
Ms. Arlene Swanwick	
Ms. Marion Whitton	
Ms. Eleanor Vachon	Vice Chair
Ms. Deikel Orocu	IT/Finance Administrator
Ms. Annwyl Shewchuk	Professional Practice Co-ordinator
Ms. Debbie Larson	Chief Nursing Officer
Ms. Janice Mullin	Chief Executive Officer

**REGRETS:**

Ms. Anne Billard	
Ms. Tammy Cameron	
Mr. Loye Halteman	
Ms. Lori Kowalchuk	
Mr. Dave Wilson	
Dr. Diane Zielke	President, Medical Staff

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### 1. CALL TO ORDER

The meeting was called to order by Ms. Procyk at 5:34 p.m.

### 1.2 ACCEPTANCE OF AGENDA

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**MOTION NO.: 10-13** Moved: P. Koch Seconded: A. Swanwick

*That the agenda be accepted as amended*

*#4.2 Nursing Department Review.*

*#4.3 Bill 168 were added.*

**VOTE FOR MOTION 10-13; Carried**

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### 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:

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**MOTION NO.: 10-14** Moved: U. DeKeyser    Seconded: P. Koch  
*That the Minutes of the Board of Governors Meeting held March 11, 2010 be accepted as amended.*  
*#8 – waved, not waived.*  
**VOTE FOR MOTION 10-14; Carried**

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## 3. BUSINESS ARISING

### 3.1 Policies

Revised policies were brought forward from the last Board meeting. The Finance committee briefly reviewed the policies; however required clarification on some of the information. Policy #21 and #6 were discussed. Ms. Mullin will seek clarification with regards to property/building.

Discussed Board expenses and the daily rate allotment. Ms. Swanwick commented on the current daily allowance, noting that the Board's allowance is much higher: the provincial government is approximately \$50/day and CIBC is also \$50.00/day. If the Board is looking at alternative ways to cutback, this would be one area to consider. **This will be brought back to the Finance committee for discussion.**

## 4. NEW BUSINESS

### 4.1 OHA Spring conference update

Ms. DeKeyser, Ms. Whitton, Mr. Koch, Ms. Mullin and Ms. Larson attended the Spring OHA conference.

Mr. Koch noted that the conference was overall very informative.

Ms. DeKeyser touched on a variety of the sessions that she attended, noting that they were all excellent.

Ms. Whitton found the conference very worthwhile as well.

### 4.2 Nursing Department Review

A nursing departmental review will be completed May 25, 26, 27, 2010. A facilitator will be visiting the Hospital to meet with designated managers, reviewing processes and efficiencies which are currently in place. The structure, staffing levels and organization will be reviewed.

A powerpoint presentation was provided by Ms. Larson. Sherri Monahan of Monahan and Associates will conduct the review. Ms. Larson noted that the process should be very beneficial and that comments from staff have been positive.

### 4.3 Bill 168

Ms. Larson provided a powerpoint presentation on Bill 168. This is an Act to amend the current Occupational Health and Safety Act with respect to violence and harassment in the workplace. Amendments to the act come into effect June 15, 2010 at which time workplaces in Ontario will be required to have the necessary policies, programs, measures and procedures in place.

The Hospital currently has one policy combining violence in the workplace and harassment – these policies will be separated in order to comply with the Bill. A domestic violence policy will also be devised and implemented.

Bill 168 poses unique challenges that most employers will need help with in terms of understanding the requirements; realizing the far-reaching implications; and devising strategies for compliance.

## 5. CRQI

### 5.1 Hospital Activity Report

Red Lake Hospital patient activity report, 2006 to December 2009 was briefly discussed outlining nursing (in patient/out patient) and diagnostic statistics.

The weighted cases as outlined do not reflect the true statistics.

### 5.2 Quality & Patient Safety Report

A list of quality and patient safety programs implemented by the Hospital was reviewed.

### 5.3 Accessibility Legislation Update

Information on Accessibility Legislation and how the hospital has implemented this was reviewed. The Hospital website is updated accordingly with pertinent information outlined. An accessible customer service pamphlet was devised and is distributed to all new staff and included in orientation packages. Policies implemented will be e-mailed to the Board at a later date.

### 5.4 Falls Prevention Update

Falls Prevention update on the activity of this program was included in packages. Coloured cards are currently located above the patient's beds noting their level of anticipated falls.

## 6. GOVERNANCE COMMITTEE

### 6.1 Draft April 13, 2010 Minutes

April 13, 2010 draft governance minutes were included in packages.

### 6.2 Annual Meeting

- ✓ Ms. Kaczmarek noted the upcoming appointed members (5 positions) which will go to the Annual General Meeting.
- ✓ Recommended that Cathy Kaczmarek, Terry Bursey and Alana Procyk's names be put forth for the elected positions for 2010/11.
- ✓ Recommended that Alana Procyk be Chair for 2010/11
- ✓ Recommended that there be 2 Vice Chairs for 2010/11 – Eleanor Vachon and Cathy Kaczmarek . Ms. Procyk, Ms Vachon, Ms. Shewchuk and Ms. Larson exited the room. Discussion took place outlining a variety of options. **After lengthy discussion, it was recommended that Ms. Vachon move to Chair, Ms. Procyk Past Chair and Ms. Kaczmarek Vice Chair.** The three, in partner with Ms. Mullin will work closely as a team.

**\*\* With Alana, Eleanor and Dr. Aniol out of the room, there was not a quorum to accept the recommendation by the Governance Committee. Dr. Aniol was called to the ER.\*\***

## 7. FINANCE COMMITTEE

### 7.1 Financial Statements ending February 28, 2010

Ms. Orocu provided a powerpoint presentation on February 28, 2010 financials:

- ✓ Year end audit was completed this week – a special meeting will be held to discuss the year end financials.
- ✓ Revenue - \$6,539,220
- ✓ Expenses - \$6,456,116
- ✓ Total expenses are under budget by \$60,760
- ✓ Benefits are over budget
- ✓ Supplies, medical, drugs are under budget
- ✓ Surplus after amortization - \$41,462

- ✓ Other votes - \$78,217 surplus
- ✓ Year end projection (March 31) – small surplus, which is due to investments.

Could not put forth a motion to accept the financials as there was not a quorum.

Discussion took place with regards to overall purchase of the house.

Ms. DeKeyser recommended that the Board receive a final tally for the purchase of the house, contents, etc.

It was strongly recommended that an information article be placed in the local newspaper advising the community of the hospital's purchase, with supporting facts and purpose.

**8. SUB COMMITTEE/SPECIAL PROJECTS**

There has not been a meeting to report on.

**9. MEDICAL ADVISORY COMMITTEE**

There has not been a meeting to report on.

**10. REPORTS**

- ✓ Ms. Mullin's report was included in packages.
- ✓ Ms. DeKeyser noted that a main guild meeting is scheduled for May 20, 2010, 6:00 p.m. at the Glad Tidings Church.

**11. NEXT MEETING**

June 14, 2010 – Annual General Meeting.

**12. ADJOURNMENT**

The meeting adjourned at 7:47 p.m. for an in camera session.

  
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Alana Procyk  
Chair

  
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Janice Mullin  
Secretary