

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

- 74-243) Minutes of the regular meeting of the Hospital Board of Trustees held in the Board Room December 16, 1974.
- 74-244) Chairman T.L. Smith called the meeting to order with the following present present: Chairman Smith, Board Members B.W. Burt, J.L. Hoyt, Mrs. M. Nish, R. Wood, and E.J. Scott, Administrator.
- 74-245) Old Business
- a) The nursing schedule is gradually being revamped
 - b) The Beep System has been ordered and licence applied for
 - c) Items of Building Committee to be done are being taken care of at the present time
 - d) Equipment is being ordered on recommendation of the equipment committee
 - e) The Administrator is to look for a physiotherapist and maintenance man
- 74-246) New Business
- a) The Board interviewed four architects from
 - 1) Robins, Watson & Associates - Lethbridge
 - 2) Dale & Associates - Calgary
 - 3) Gordon Atkins - Calgary
 - 4) Arnold Consulting Engineer - EdmontonThey did not make a decision at this time as to whom they would hire
- 74-247) Chairman Smith asked the Board Members to go back to the Town Council and the M.D. Council for monies to subsidize the ambulance.
- 74-248) The Administrator is to get photostatic copies of the malpractice insurance of the Medical Staff.
- 74-249) Moved by Mr. Burt, seconded by Mr. Wood that the hospital continue to rent to Ralph Kennard. Carried.
- 74-250) Moved by Mr. Burt, seconded by Mr. Hoyt, that the Board give a written offer to purchase the Christie property for the appraised value by a certified appraiser. Carried.
- 74-251) Moved by Mr. Hoyt, seconded by Mrs. Nish, that the Board approve the budget submitted to the Commission. Carried.
- 74-252) Moved by Mr. Wood, seconded by Mrs. Nish, that the hospital will approve and go along with the wage recommendation of the A.H.A. Carried.
- 74-253) Moved by Mr. Wood, seconded by Mr. Hoyt, that two members of nursing staff to go and take the course or workshop on Care of the Burned Patient. Carried.
- 74-254) The Administrator is to contact the Commission in regard to the purchase of the bulk oxygen tank.
- 74-255) Moved by the Board that the hospital accept the two students from the University of Calgary.
- 74-256) Moved by the Board as a whole that we do not accept an elevator contract as it is too costly.

74-257) Moved by Mr. Hoyt, seconded by Mr. Wood, that the board pay
Accounts payable 16,667.11
Payroll 51,179.33
Carried.

74-258) Meeting adjourned on a motion by Mr. Wood.

Meeting Chairman

Meeting Secretary

T.L. Smith

E.J. Scott

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

Minutes of a special Staff Committee Meeting held at 10 P.M. in the Administrator's office.

Present were Mr. Rex Wood - Chairman, Board Members J.L. Hoyt and T.L. Smith, and E.J. Scott, Administrator.

Moved by Mr. Wood, seconded by Mr. Hoyt, that Durraine Leavitt's salary be raised to \$550 per month, not retroactive, and that Les Hegeodus' salary be raised to \$890. per month not retroactive. Carried.

Meeting Chairman

Meeting Secretary

R. Wood

E.J. Scott

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

- 74-213) Minutes of the regular meeting of the Hospital Board of Trustees held in the Board Room November 18, 1974.
- 74-214) Chairman T.L. Smith called the meeting to order with the following present: Chairman T.L. Smith, Board Members B.W. Burt, J.L. Hoyt, Mrs. Mae Nish, R. Wood, and E.J. Scott, Administrator.
- 74-215) Minutes of the last meeting were read and approved on a motion by Mr. Wood.
- 74-216) Nursing Report
- 1) Mrs. Aldridge stated that she is trying to upgrade her nursing program. She has gone back to the Team Nursing concept.
 - 2) She stated she was going to use Hazel Baker for some Education Program.
 - 3) She reported 155 more admissions this year than last year.
 - 4) Mrs. Aldridge reported that she is going over job routine to reassess the whole work pattern.
 - 5) She is making up complete pamphlets of the work procedures for each team leader.
- 74-217) The Board felt that the Director of Nursing should keep a closer control when she is away for a length of time.
- 74-218) The Chairman of the Board defined the responsibilities of the Board Committees. They are as follows:
1. Finance Committee
 - a) Responsible for financial situation of the hospital
 - b) Responsible for the funds of any major equipment
 - c) Act as chairmen of the equipment committee for the major purchasing
 - d) Sign accounts payable
 - e) Decide on amount that is to be spent by the Board
 2. Building Committee
 - a) Responsible for the maintenance of the Building and Grounds
 - b) Any new area to be upgraded e.g. painting, building repairs, parking lot paving, building fence on the east side of building
 3. Staff Committee
 - a) Act with the Administrator on staffing problems
 - b) Sign payroll and get to know staff
 - c) Hiring new staff
 4. Records & Policies Committee
 - a) To keep the book on policies of the hospital
 - b) To know all the policies
 - c) To handle the news media of the hospital

Moved by Mrs. Nish, seconded by Mr. Hoyt, that the Board accept the Committee Job Description as outlined. Carried.

- 74-219) The Administrator is to check with the nursing staff to have requisitions made out when things need to be done e.g. wheels on beds need oiling etc.
- 74-220) Moved by Mr. Hoyt, seconded by Mr. Burt, that the Board purchase the six unit beep system from Multi Tone. Pay ~~some~~ cash and finance through the Credit Union on a monthly rental plan making sure of maintenance service.
- 74-221) Report from the Building Committee
- a) Rooms on lower floor 23, 24, 27, 29, 30, 32, 33 should all be painted
 - b) Paint service room downstairs
 - c) Paint case room upstairs
 - d) Paint both whirlpool bath rooms
 - e) Paint lower hall by the laundry
 - f) Recommend showers upstairs in maternity, medical and surgical area be replaced.
 - g) Replace the brick in the incinerator
- 74-222) Moved by Mr. Burt, seconded by Mrs. Nish, that these items in the report be taken care of immediately. Carried.
- 74-223) The Board stated that equipment suggestions must come to Mr. Hoyt, of the Finance Committee, and then be taken to the Priority Committee for approval
- 74-224) Moved by Mr. Wood, seconded by Mr. Hoyt, that the Chairman sign the Ambulance Contract with Johnson Buick for one year. Carried.
- 74-225) The Administrator is to make appointment for the Board Members to meet with the Town Council and M.D. Council.
- 74-226) The Administrator is to check on suction equipment for the ambulance.
- 74-227) It was suggested that the Administrator check with Mr. Hurlburt again.
- 74-228) Dr. Roy Spackman and Mr. Jack Humphreys are standardizing the drug stock.
- 74-229) The Administrator is to purchase a gift and a thank-you letter for Mr. William Komm and present it at the Christmas party.
- 74-230) Moved by Mr. Hoyt, seconded by Mr. Burt, that the administrator check on the Mal Practice Insurance of the Cardston Clinic. No doctors allowed privileges until this item is assured. Carried.
- 74-231) Authority to purchase the Blood Analyser will wait for approval from Laboratory Accreditation Board.
- 74-232) The debenture payments made by the Alberta Hospital Commission was read to the Board.
- 74-233) Moved by Mr. Wood, seconded by Mr. Hoyt, that the Administrator look for a qualified physiotherapist for full time as the work load is extremely heavy.
- 74-234) The scale for the laundry is to be installed in the near future.

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta.

- 74-173) Minutes of the regular meeting of the Board of Trustees held in the Board Room October 28, 1974.
- 74-173) Chairman T.L. Smith called the meeting to order with all members present. E.J. Scott, Administrator, took the place of the chairman.
- 74-174) All Board Members accepted the oath of office for the next three years.
- 74-175) Chairman ~~Smith~~ called for nominations for the Chairman of the Board Moved by J.L. Hoyt, seconded by R. Wood, that T.L. Smith be chairman of the Board Carried
- 74-176) Chairman T.L. Smith then took the chair and called for nominations of Vice chairman. Moved by R. Wood, seconded by J.L. Hoyt, that B. Burt be vice chairman. Carried
- 74-177) Moved by R. Wood, seconded by M. Nish, that the Administrator and one Board Member, or, two Board Members, sign the cheques. Carried.
- 74-178) Chairman Smith made the following committee appointments
- | | |
|---------------------------|-------------------------|
| 1) Finance Committee | - J.L. Hoyt, B.W. Burt |
| 2) Staff Committee | - R. Wood, J.L. Hoyt |
| 3) Building & Grounds | - B. Burt, Mrs. M. Nish |
| 4) Policies & Records) | - Mrs M. Nish, R. Wood |
| Information to the Press) | |
- 74-179) Moved by B. Burt, seconded by R. Wood, that the Medical Staff of Dr F.N. Spackman, Dr R.R. Spackman, Dr B.J. Larson, Dr A.G. VanOrman, Dr R.W. Russell, Dr H.V. Stewart, and Dr A. Jensen, have their medical privileges in the Cardston Municipal Hospital renewed as per the recommendation of the Medical Staff.
- 74-180) Minutes of the last meeting were read and approved on a motion by J.L. Hoyt. Carried.
- 74-191) Old Business
- ✓ a) Beep system prices to be approved when they arrive and are satisfactory.
 - ✓ b) Reported that six bedscabinets and overbed tables have been purchased
 - ✓ c) The quality of nursing care was discussed with the Administrator.
 - ✓ d) Report on the courses at the College sponsored by the Southern Region.
- 74-192) New Business
- a) Mrs. Aldridge requested permission to hire on staff
 - 1) Eileen Bannister R.N.
 - 2) Karen Knoblick C.N.A.
 - 3) Hazel Baker R.N.
 - b) Mrs Aldridge stated she is putting another CNA on the night shift to try to give better coverage.
 - c) Mrs. Aldridge stated she has had 155 more admissions this year than last. Last year was an extremely heavy patient load. She stated we needed more beds to meet the overload and felt very uncomfortable being so full in case we had to take care of an accident.
- 74-193) Chairman Smith asked Mr. Burt and Mrs. Nish to go to the Town of Cardston and discuss the costing of the ambulance. Mr. R. Wood, Mr. J.L. Hoyt, and Mr. Smith will also go to the M.D. of Cardston. Mr. Smith suggested asking each autonomy for \$3,000.00.

- 74-235) Moved by Mr. Wood, seconded by Mr. Hoyt, that the hospital look for a capable maintenance man. Salary around \$650. Carried.
- 74-236) The Financial and Statistical reports were read to the Board.
- 74-237) Moved by Mr. Wood, seconded by Mr. Hoyt, that anyone going on a course or convention be approved by the Board.
- 74-238) Moved by Mr. Hoyt, seconded by Mr. Wood, that the following be paid
- | | |
|------------------|-----------|
| Payroll | 49,945.38 |
| Accounts payable | 38,498.57 |
- Carried.
- 74-239) The Hospital Staff Christmas Party will be held December 13, 1974 @ 6:30.
- 74-240) Moved by Mr. Hoyt, seconded by Mr. Wood, that we pay Mrs. Brunsdale the balance of month ~~due~~ on property. Carried.
- 74-241) Meeting adjourned on a motion by Mr. Wood.
- 74-742) Next Board and General Conference Meetings December 16, 1974.

Meeting Secretary

Meeting Chairman

E.J. Scott

T.L. Smith

- 74-194) Mr. Burt and Mrs. Nish were asked to check the Building and grounds for any repairs that may be necessary.
- 74-195) Moved by Mr Wood, seconded by Mrs. Nish, that the Board accept the contract presented by Johnson Buick for ambulance.
- 74-196) Mr. Smith asked the Administrator to phone Mr Hurlburt regarding the ambulance and also report to him that the new contract with the ambulance will be \$7,200.00 per year. Also ask what progress he had made in getting payment for the old contract assessment of the Blood Indians for their share of the ambulance cost.
- 74-197) Joint Conference minutes were read ~~were~~ ^{to} the Board.
- 74-198) The Administrator was given a directive to arrange an appointment with the Minister of Health, Mr. Crawford, regarding the wing as the Board feels everything has gone dormant.
- 74-199) Moved by the Board as a whole that each Board Member will take their turn going to Joint Conference for three months at a time.
- 74-200) Moved by Mr. Wood, seconded by Mr. Hoyt, that the hospital hire one more x-ray technician to give longer coverage for the x-ray department. Carried.
- 74-201) Moved by Mr. Hoyt, seconded by Mr Burt, that the Board pay Mr. Jack Humphreys \$7.00 per hour for Pharmacy Service. The Administrator to ask Mr Humphreys to standardize drugs as we are getting too many brands.
- 74-202) It was reported that approximately one quarter of the patients are from the Blood Reserve.
- 74-203) A letter of appreciation is to be written to Mr. Komm. Also arrange for a gift.
- 74-204) Application for admission re Gros Ventre Boy to the auxiliary which is too full at the present time, will be turned over to the Assmessment Committee.
- 74-205) All reservations have been made for the Hospital Convention.
- 74-206) The hospital has received an Ultrasonic Unit for Physio.
- 74-207) Moved by Mr. Hoyt, seconded by Mrs. Nish, that the hospital pay
Accounts payable 21,959.91
Payroll 49,945.38
- 74-208) The Financial and Statistical reports and the Indices report were given.
- 74-209) The Board asked the Staff Committee to notify them when the Christmas Party will take place.
- 74-210) *Received a letter stating they would not pay.*
The Administrator is to write to the Village of Glenwood, that this is their responsibility and that the other autonomies have accented and paid this cost with the approval of the government.

74-211) Regular meeting time is to be the third Monday of every month.

74-212) Meeting adjourned on a motion by Mr. Wood.

Meeting Secretary

Meeting Chairman

E.J. Scott

T.L. Smith

CARDSTON MUNICIPAL HOSPITAL

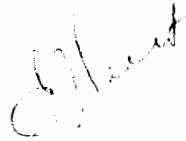
Cardston, Alberta

- 74-159) Minutes of the Special Board Meeting of the Board of Trustees held in the Board Room Oct. 14, 1974.
- 74-160) Chairman Smith called the Meeting to order with the following present: Chairman Smith, Board Members Bruce Burt, Wm. Komm, J.L. Hoyt and E.J. Scott Administrator.
- 74-161) Minutes of the last Meeting were read and approved on a motion by Wm. Komm and seconded by Bruce Burt.
- 74-162) Old Business
1. Beep System; Contact A.G.T. regarding the call system and they stated they would give the Hospital a final price.
 2. Purchased 6 hi-low beds with over head tables and cabinets for the side of the bed.
 3. The Administrator reported that the washer, the mangle and the dryer are all being used in the laundry. We can have the large scales at Camrose which we must pick up.
- 74-163) New Business
1. Nursing; the Administrator reported that the quality of nursing has slipped and they are pushing to bring the standard up again. We are going back to the team nursing concept.
 2. a) Report that a Convention will be held at Edmonton Nov. 13-14-15.
b) Southern Alberta Regional Conference On Oct. 18, 1974
c) Reported on the Collective Bargaining Situation of the R.N.'s.
- 74-164) Moved by Bill Hoyt and seconded by Wm. Komm that one more person be put on staff for night shift increasing the staff from three to four. *Calvin Treatment*
- 74-165) Moved by Bruce Burt and seconded by Wm. Komm that the hospital purchase a minor room table for emergency.
- 74-166) Moved by Wm. Hoyt and seconded by Bruce Burt that the hospital support the Courses on Menu Planning and Purchasing sponsored by the Southern Region of the A.H.A.
- 74-167) Ambulance; Moved by Wm. Hoyt and seconded by Wm. Komm that the hospital except the bid of Johnson Buick but asking them to carry on until the end of the month so the hospital can negotiate with the M.D. and the Town of Cardston. A directive was given to the Administration to write to the Blood Band, Northern Region, Blood Indian Hospital, and Ken Hurlburt M.P. stating the new rates and asking the Blood Band to reply if they want to participate for 1975. That Johnson Buick pay their own tuition on the Ambulance Course.
- 74-168) The Administrator is to write to the Alberta Hospital Association and request permission to do the Blood Gas Procedures at the Cardston Municipal Hospital.

- 74-169) After discussion of the Christie Rice application for the position of Physio Therapist the Board felt that for the present what she was asking was too much to pay salary wise for the department.
- 74-170) The Administrator reported that the hospital had received \$1,494.50 on Bad Debts.
- 74-171) The Board asked the Administrator to check on what was the hold up on the new wing.
- 74-172) The Meeting Ajourned on a motion by Wm. Hoyt.

Meeting Secretary

Meeting Chairman



E.J. Scott

T.L. Smith

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

- 74-141) Minutes of the regular meeting of the Board of Trustees held in the Board Room September 16, 1974.
- 74-142) Chairman Smith called the meeting to order with the following present: Chairman Smith, Board Member B.W. Burt, W. Komm, R. Wood, and E.J. Scott, Administrator.
- 74-143) Minutes of the last meeting were read and approved on a motion by Rex Wood.
- 74-144) Mrs. Aldridge gave the following report on the nursing program
- a) Pat Leavitt wants to work part time
 - b) Mrs. Vance wants to work part time
 - c) Mrs. Hazel Baker wants to work part time
 - d) She reported most of the personnel have finished their holidays
 - e) Mrs. Aldridge asked if David Smith shouldn't have three weeks holiday now that he is certified?
 - f) Mr. Smith suggested that Sheldon Cahoon be sent somewhere to upgrade himself as an orderly
 - g) Edna Pilling is being orientated into the nursing system
- 74-145) Mr. Rex Wood reported on the discussion of Ambulance with Chief Shot Both Sides
- 74-146) The Board gave a directive to the Administrator to write to Mr. Ken Hurlburt to try to get settlement in regard to the Ambulance
- 74-147) Moved by Rex Wood and seconded by W. Komm that Ruth Dewsbury be sent to a Respiratory Course in Edmonton
- 74-148) Moved by W. Komm and seconded by Rex Wood that the Board let the Administrator take the Administrator Course to be held at Banff Oct. 6th to 11th
- 74-149) Moved by Bruce Burt that the Administrator check on the Beep System with A.G.T. *and work on it*
- 74-150) Moved by Bruce Burt and seconded by Rex Wood that the Hospital purchase six hylow beds with overhead tables and cabinets
- 74-151) Moved by W. Komm and seconded by Rex Wood that the hospital pay
- | | |
|------------------|-------------|
| Accounts payable | \$18,361.00 |
| Payroll | 53,612.30 |
- 74-152) The Board requested one more Board Meeting with the old Board before the Election
- 74-153) The Board asked the Administrator to put an add in the local paper for a House Keeping and Laundry Supervisor
- 74-154) The Board also asked the Administrator to put an add in the Calgary and Edmonton paper for a Physio Therapist
- 74-155) The Board still feel that space should still be provided for the Health Unit as it seemed very foolish to not come with the hospital complex

- 74-156) Moved by W. Komm and seconded by Rex Wood that the Administrator try to get the scales and presses at Camrose.
- 74-157) The Board asked the Administrator to prepare a brief on what has been accomplished in the last three years, as a Board and an Administrator
- 74-158) Meeting adjourned on a motion by Rex Wood.

Meeting Secretary

Meeting Chairman



E.J. Scott

T.L. Smith


CARDSON MUNICIPAL HOSPITAL

Cardston, Alberta

- 74-119) Minutes of the regular meeting of the Board of Trustees held in the Board Room August 19, 1974.
- 74-120) Chairman Smith called the meeting to order with the following present: Chairman Smith, Board Members P.W. Burt, J.L. Hoyt, W. Korm and R. Wood, and T.J. Scott Administrator.
- 74-121) Minutes of the last meeting were read and approved on a motion by Mr. Burt.
- 74-122) Mrs. Aldridge gave the following report on the nursing program
- a) Her staffing pattern seemed adequate
 - b) She reported she was back from her holidays
 - c) Mrs. Edna Filling will be orientated into every area of the hospital
 - d) Mrs. Lot Levitt is coming back
 - e) Mrs. Duxton is working part time
 - f) Mr. Lorn wanted to know if there was an R.N. in the long term area all the time. Mrs. Aldridge stated that there was R.N. coverage every day.
 - g) The hospital has been quite busy
- 74-123) Reports of holidays and holiday pay must be settled before the end of the year. Reports of overtime must be settled before the end of the year also.
- 74-124) The Board requested that when ordering, the purchasing try to avoid having to pay \$3.00 service charge on small orders.
- 74-125) Moved by Mr. Korm, seconded by Mr. Burt, that Mrs. Frawley go to the Long Term Care Institute Sept. 19 - 19 - 00.
- 74-126) The Board gave a directive to the Administrator re the medical secretary, that anything being put on there that doesn't pertain to hospital is not to be done.
- 74-127) Mr. Wood and Mr. Scott are to meet with the Indians in regard to collecting their share of the Ambulance fee.
- 74-128) Moved by Mr. Burt, seconded by Mr. Korm, that we investigate the cost to change the X-ray to a sending unit as well.
- 74-129) The Board approved sending a nurse to the intensive care one day course.
- 74-130) Mr. Korm and Mr. Scott are to go to look at the ~~sample~~ at Fleimore.
- 74-131) Moved by Mr. Burt, seconded by Mr. Lorn, that the hospital hire Art Hough at \$500.00 per month as laundry and housekeeping supervisor and then after the orientation period, review of his salary.
- 74-132) Moved by Mr. Burt, seconded by Mr. Wood, that we hire Martha Daniels and Mrs. Joe on a probationary basis for the Auxiliary.
- 74-133) Moved by Mr. Hoyt, seconded by Mr. Korm, that a public announcement be made in regard to needing help.

- 134) There has been an increase in the cost of oxygen and nitrous - 1/2 per cylinder and an increase in freight.
- 74-135) Moved by Mr. Burt, seconded by Mr. Hoyt, that the hospital take a one year contract with Medishield re service contract of the anaesthetic apparatus unit.
- 74-136) Mr. F.L. Smith loaned the hospital a flat deck for the parade.
- 74-137) The Administrator read the Indices report and also the financial and statistical reports.
- 74-138) Moved by Mr. Form, seconded by Mr. Hoyt, that the hospital pay
- | | |
|------------------|-----------|
| Accounts payable | 16,350.83 |
| Payroll | 45,450.50 |
- 74-139) Moved by Mr. Wood, seconded by Mr. Hoyt, that the Kenley account cheque be put in accounts receivable.
- 74-140) Meeting adjourned on a motion by Mr. Burt. Next Board meeting and Joint Conference September 23, 1974.

Meeting Secretary


E.J. Scott

Meeting Chairman

F.L. Smith

7h-115) The Board asked the Administrator to write regarding the Laboratory and ask them to hold off on the outcove until a new laboratory is buildt in the new facility.


7h-116) Moved by Mr. Horn, seconded by Mr. Hoyt, that the hospital pay
Accounts payable 18,300.17
Payroll 111,951.50.
Carried.

7h-117) Moved by Mr. Horn, seconded by Mr. Wood, that the hospital hire the following personnel: Pat Sabey, Gwen Fox, and Sharon Berry as full time R.N.'s.

7h-118) Meeting adjourned on a motion by Mr. Wood. Next Joint Conference and Board meeting to be held August 19, 1971.

Meeting Secretary

Meeting Chairman


E.J. Cott

B.W. Part

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

- 74-82) Minutes of the regular meeting of the Board of Trustees held in the Board Room May 27, 1974.
- 74-83) Chairman T.L. Smith called the meeting to order with the following present: Chairman Smith, Board Members B.W. Burt, J.L. Hoyt, W. Komm, and R. Wood, and E.J. Scott, Administrator.
- 74-84) Minutes of the last meeting were read and approved by R. Wood. Carried.
- 74-85) Mrs. Aldridge gave a report on the nursing program
1. Judy Baker will be leaving July 1st
 2. Miss Sabey is working part time and will work later as full time. She trained in Salt Lake City.
 3. Miss Erickson has requested to go part time.
 4. Mrs. Aldridge stated she is still looking for an orderly, she has ads in the Lethbridge Herald and the Local Press.
 5. She reported on the number of patients in the hospital. It is quite full.
- 74-86) Chairman Smith requested the Administrator to read the Joint Conference minutes.
- 74-87) Business from the minutes
- 1) Moved by Mr. Burt, seconded by Mr. Hoyt, that the Medical Staff purchase three Beep units @ \$13.00 each, and the hospital purchase three units (1 lab, 1 x-ray, and 1 O.R. and charge nurse) with each person in these departments paying \$5.00 per person. Ambulance is also to purchase one. Carried.
 - 2) The Board felt that the Home Care Program is an excellent program but felt it should be started with the Health Unit. The Board would like to know what the hospital can do to help with this program.
 - 3) The Administrator reported no problem with elective surgery coming in.
 - 4) The Administrator reported that medical records are in good shape.
- 74-88) Moved by Mr. Burt, seconded by Mr. Komm, that an orderly be paid \$600.00 per month and a certified orderly \$650.00 per month retroactive to May 1, 74. The Administrator was told to investigate salaries re engineer, medical records, and kitchen supervisor.
- 74-89) Mrs. Schow received acknowledgement for the Kenly bad debt account.
- 74-90) The Administrator is to check with Mr. S.H. Nelson re \$75.00 rent from Rasmussen.
- 74-91) The Board want a list of all past due 90 day accounts.
- 74-92) The fire inspector's report was read to the Board. We were given a directive by the government inspector to have the x-ray machine repaired immediately.

- 74-93) Moved by Mr. Komm, seconded by Mr. Burt, that we accept the rates of the Credit Union.
- 74-94) Moved by Mr. Wood, seconded by Mr. Komm, that the Administrator notify Mr. Roy Legge of the Municipal District of Cardston, of a possible requisition for \$50,000.00 *purchase of land*
- 74-95) Moved by the Board as a whole that the Administrator go ahead and tie up the Brunsdale home.
- 74-96) The Administrator brought the board up to date on what equipment has been purchased to date this year.
- 74-97) Moved by Mr. Komm, seconded by Mr. Hoyt, that costs be extended to 15¢ per mile for staff travel.
- 74-98) Moved by Mr. Wood, seconded by Mr. Burt, that E.J. Scott receive \$50.00 per month and write down number of trips. *Per piece of trips*
- 74-99) The Administrator read the financial and statistical reports
Moved by Mr. Komm that the hospital pay
Accounts payable 18,589.07
Payroll 46,304.73
- 74-100) The Administrator reminded the Board of the appointment with Mr. McCullough at the Imperial Crossroads Motel May 30th @ 8:00 P.M. Mr. Komm, Mr. Burt, and Mr. Smith said they would be available. Mr Wood and Mr. Hoyt asked to be excused because of farming at the present time.
- 74-101) Meeting adjourned on a motion by Mr. Wood.

Meeting Chairman

Meeting Secretary

T.L. Smith

E.J. Scott

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

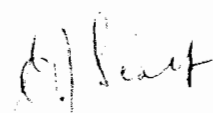
- 74-64) Minutes of the regular meeting of the Board of Trustees held in the Board Room April 29, 1974.
- 74-65) Chairman T.L. Smith called the meeting to order with the following Present: Chairman Smith, Board members B.W. Burt, J.L. Hoyt, W. Komm, and R. Wood, and E.J. Scott, Administrator.
- 74-66) Minutes of the last meeting were read and approved on a motion by B.W. Burt. Carried.
- 74-67) Mrs. Aldridge gave a report on the nursing program
- a) We are quieter in the hospital
 - b) Ed Hansen resigned from his job of orderly effective May 11, 1974.
 - c) Mrs. Aldridge recommended that the orderlies be given an increase in salary or we could lose them
 - d) Wendy Redford has resigned from the hospital
 - e) Mrs. Schneider will be brought upstairs and a senior Ward Aide would take her place
 - f) Mrs. Aldridge reported the new salaries in B.C.
 - g) Mrs. Aldridge asked the Board to consider sending someone to the High Risk and Newborn Course in Vancouver. She recommended Mrs. Dewsbery or Mrs. Matking to take this course.
- 74-68) The Administrator reported that as a C.N.A. has been moved upstairs a senior ward aide will move into the C.N.A.'s place. As these people are allowed to chart they selected the people who are capable to do this. The Director of Nursing has selected the ones qualified.
- 74-69) The Board asked the Director of Nursing to cut down the noise during afternoon visiting hours.
- 74-70) Report of the Auditors re Financial Statement
Mr. Don Card and Mr. Mark Wood read the financial statement.
- 74-71) Old Business
- a) We are waiting for a price on the installation of the washer from Stanley Brock
 - b) The Administrator assured the Board that Kesang will be back after her maternity leave.
 - c) The Administrator reported that all the problems regarding noise, food, cleanliness etc. have been taken care of.
 - d) Mrs. Ruth Forsyth is going to be Naida Little's assistant.
 - e) The administrator explained the new front office program. No patients will be admitted for elective surgery after the appointed time. They will be sent home and come back the next day. The Ward Clerk will handle all the admitting and outpatients and lock the doors.
- 74-72) Moved by Mr. Wood, seconded by Mr. Komm, that the Ward clerk will take over the front office from 5 - 8 P.M. then move to the nursing station after all visitors have left the building and the front door has been locked.
- 74-73) The Town is going to have Mr. Jensen move his gas tank.

- 74-74) The new monthly grant of \$53,474. from the Province is starting in April.
- 74-75) Mr. Burt read the letter from Mr. Dale and Associates showing some of their building and additions and alterations.
- 74-76) The Administrator read the minutes from Joint Conference held at noon April 29, 1974.
- a) The Board were unanimous in their decision to have the Administrator write a letter to the Medical Staff to bring their Medical Records up to date by Monday May 6, 1974 or they will forfeit their privileges. Thereafter these must be kept current.
 - b) Ambulance - The Administrator is to check with the R.C.M.P. to ask who calls the ambulance. Watch the unnecessary calls.
- 74-77) The Hospital has an appointment with Mr. McCullough on Thursday May 2nd. The Chairman asked the Administrator to book reservations for two Board Members and the Administrator. Moved by Mr. Burt, seconded by Mr. Komm, that Mr. Smith, Mr. Hoyt, and Mr. Scott go to Edmonton.
- 74-78) There was a discussion regarding the wages of the orderlies. The Board asked the Administrator to look into the possibility of raising some of the male employees salaries and also to check with Ed Hansen to see if he would like to stay if his salary was increased. The Chairman of the Staff Committee is to go through salaries with the Administrator.
- 74-79) Moved by Mr. Burt that we do not send anyone to Vancouver for the Care of High Risk Newborn Course, but look into the possibility of looking into a course here.
- 74-80) Moved by Mr. Komm, seconded by Mr. Wood, that we pay Accounts payable and Payroll.
- 74-81) Next meeting of Joint Conference and Board Meeting May 27, 1974.

Meeting Chairman

T.L. Smith

Meeting Secretary


E.J. Scott

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

- 74-41) Minutes of the regular meeting of the Board of Trustees held in the Board Room March 18, 1974.
- 74-42) Chairman T.L. Smith called the meeting to order with the following present: T.L. Smith, Board members W. Koma, J.L. Hoyt, and B.W. Burt, and E.J. Scott, Administrator.
- 74-43) Mrs. Aldridge gave a report on the nursing program
- a) Mrs. Aldridge recommended that Elsa San Diego be put on staff
 - b) The hospital is very busy
 - c)
 - i. Mr. Burt complained about the noise in the hospital
 - ii. T.V. left on too loud
 - iii. Chairman Smith stated that the nursing staff could do a lot to control the noise in hospital and also the visiting
 - d) In the case of a death, ask the family who they would like to have called, Mr. Salmon or Mr. Koma. There are two agents.
- 74-44) No one can go to the Institute for Trustees at the present time.
- 74-45) The Administrator brought to the attention of the Trustees the Convention in Vancouver for Canadian Hospital Association.
- 74-46) The Chairman advised the Administrator to look around for another physiotherapist.
- 74-47) The Board told the Administrator to get a price on installation of the automatic washer and extractor.
- 74-48) The Board advised the Administrator not to sign any contract for laundry with the Blood Indian Hospital. There is no written contract with the nursing home either, strictly a verbal agreement.
- 74-49) The Administrator is to write to Dr. Waldron regarding the Beep System and see if they will participate financially.
- 74-50) Moved by Mr. Hoyt, seconded by Mr. Koma, that the hospital purchase the Cassette for taking minutes, etc.
- 74-51) The Chairman requested with the cassette, that the Board use parliamentary procedure so it didn't play back with everyone talking at once.
- 74-52) A directive to the Administrator
- a) For the nursing staff to really control the visitors
 - b) To get the nursing staff away from the nursing station during visiting hours and control the visitors to two people per patient.
 - c) The nursing staff is to be more firm in regards to visitors smoking and to keep them quiet as some people wish to rest.
 - d) This is to be tried for one month
 - e) Stop all unnecessary phone calls for patients
- 74-53) Mr. Clint Lamb made an official complaint about the food. The food was not adequate for his wife and was not hot when it arrived at the patient's bedside.

- 74-54) Mr. Bart had some complaints given to him
- 1) Dirt on food tray had not been cleaned off
 - 2) Name card had some food on it from previous meal
 - 3) Sits bath pan was filthy
- 74-55) The Board is to plan a trip to go look at some hospitals and to get some ideas as to what we want and what architect to hire.
- 74-56) The Board gave the Administrator a directive to talk to Ruth Forsyth regarding moving to Medical Records and becoming Naida Little's assistant.
- 74-57) The Administrator is to talk to Mrs. Hough and see what she would come for to help set us an accounting department.
- 74-58) The Administrator gave the Indices Report, the financial and statistical reports.
- 74-59) Moved by Mr. Koss that the Board pay the following
- | | |
|------------------|-----------|
| Accounts payable | 16,349.81 |
| Payroll | 45,323.19 |
- 74-60) Before leaving to inspect hospital, the Administrator is to check with the Commission to see which would be recommended and also to ask which doctor would be available to go along with the group.
- 74-61) The Administrator is to contact the Town regarding the gas tanks at the back of the Jensen property.
- 74-62) Next Board meeting and Joint Conference April 22, 1974.
- 74-63) Meeting adjourned on a motion by Mr. Hoyt. Carried.

T.L. Smith

Meeting Chairman

E.J. Scott


Meeting Secretary

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

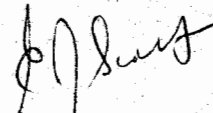
- 74-23) Minutes of the regular meeting of the Board of Trustees held in the Board Room February 25, 1974.
- 74-24) Chairman T.L. Smith called the meeting to order with the following present: Chairman Smith, Board members W. Kumm, and Rex Wood, and E.J. Scott, Administrator.
- 74-25) Mrs. Dewsbery gave a report on nursing
- a) She discussed the possibility of a Ward Clerk on afternoons
 - b) Also discussed the possibility of bringing in the O.R. staff who are already on call to help in the Case Room.
 - c) To try and get better utilization of the O.R. staff
- 74-26) The Administrator reported he had heard nothing from the Flood Band on the new assessment of charges.
- 74-27) Chairman Smith presented the feasibility study and the proposals which came from the Alberta Hospital Commission
- 74-28) Moved by Mr. Kumm, seconded by Mr. Wood, that the O.R. staff be utilized more in the hospital than strictly isolated for O.R. e.g. Case Room
- 74-29) Moved by Mr. Wood, seconded by Mr. Kumm, that since the Indian Hospital had turned down the Beep System, that this be discussed with Dr. Waldron from Region.
- 74-30) Moved by Mr. Kumm, seconded by Mr. Wood, that the Dietary Supervisor course be attended by Durraine Leavitt. Carried.
- 74-31) Trustee Institute - Chairman Smith said to hold this up until next meeting when the rest of the Board return. The administrator is to notify the other members.
- 74-32) Re the letter from the Treasury Branch on cost of doing business - The Administrator is to discuss this with the Credit Union manager.
- 74-33) The administrator reported that two new students are here from the Calgary University.
- 74-34) The Administrator read the Bulletin regarding the Benefit in Extended Care for the Older People.
- 74-35) The Board asked about Personnel Relations toward the patient when she leaves the hospital. e.g. who dresses the baby and carries it to the car on discharge, and what assistance should be given the patient.
- 74-36) Moved by Mr. Kumm, seconded by Mr. Wood, that the Board pay
- | | |
|------------------|-----------|
| Accounts Payable | 21,571.55 |
| Payroll | 44,041.64 |

- 74-37) Re feasibility study - There will be a special meeting @ 1800 hrs. on Monday March 4, 1974 followed by a meeting with the Medical Staff at 1930 hrs.
- 74-38) Meeting adjourned on a motion by Mr. Wood.
- 74-39) Next Joint Conference and Board meetings March 18, 1974.
- 74-40) Following the meeting the Board made an inspection of the new area for Laboratory and checked all the room and made a count.

Meeting Chairman

T.L. Smith

Meeting Secretary


E.J. Scott

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

- 74-01) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the Board Room January 21, 1974.
- 74-02) Chairman T.L. Smith called the meeting to order with the following present: Chairman Smith, Board Members B.W. Burt, W. Kozma, R. Wood, and J.L. Hoyt, and E.J. Scott, Administrator.
- 74-03) Minutes of the last meeting were read and approved on a motion by Mr. Kozma, Carried.
- 74-04) Report by Director of Nursing
- a) Mrs. Aldridge feels that the Board should go ahead with the Beep system
 - b) Mr. David Smith has now become a registered orderly
 - c) Suggested that Ed Hansen check into the same course as an orderly possibly through manpower.
 - d) She reported that the hospital is full
- 74-05) Old Business
- a) There are six people living in the residence at present
 - b) The Indian Hospital and Nursing Home have been notified of the raise in laundry to 14¢ per pound
 - c) The Flood Indian people have been notified of the raise in ambulance rate
 - d) Mr. Kozma had not had a report from Mr. Hillyer
- 74-06) Moved by Mr. Wood, seconded by Mr. Burt, that the hospital supply room and board for the medical students from Calgary, and accept them in the hospital for the required period. Carried.
- 74-05) Accreditation Work Shop - Moved by Mr. Wood, seconded by Mr. Hoyt, that no one attend at the present time because it is too short of notice. Carried.
- 74-06) The Administrator read the acknowledgement of Equipment Claims from the Commission. Approx. \$14,219.20 will be forthcoming.
- 74-07) Rates for non eligible codes were read to the Board
- | | |
|----------------|----------------|
| N.R. in Canada | 50.00 A & C |
| | 9.00 Newborns |
| American | 30% over above |
- 74-09) The Director of Nursing salary evaluation was discussed.
- 74-10) T.V.'s - Steriovision System bid given to Mr. J.L. Hoyt
There is a possibility of ladies Auxiliary handling T.V.'s
Chairman Smith gave these to the Building Committee for Recommendation
- 74-11) 1974 Requisition
1. Need to improve and pave parking lot
 2. Could lower windows in Auxiliary
 3. Put in drainage system
 4. Landscape our property
 5. Put fence along east side

It was suggested that these items be done and requisition through this situation. Mr. Hoyt felt this is a good chance to finish these items.

- 74-12) The Administrator reported he heard from Mrs Harrison regarding a survey she is doing regarding the hospital (statistical study).
- 74-13) Dr. Bradley reported he has cleared everything to go ahead and that Mr. McCullough would be down in 6 - 8 weeks.
- 74-14) The Board gave a directive that the administrator buy meat as he sees fit.
- 74-15) The Administrator, Mr. Hoyt, and Mr. Wood, will go to Blairemore for the grand opening on January 25, 1974.
- 74-16) Beep system - Moved by Mr. Burt, seconded by Mr. Komm, that the hospital charge each department (\$5.00 for each person) and charge B.I.H. 25% of basic charge. Carried.
- 74-17) Moved by Mr. Burt, seconded by Mr. Hoyt, that the Board purchase
For the Laboratory
- a) Centrifuge
 - b) Refrigerator for Blood Bank
 - c) Monitor Illuminator
 - d) Blood gas machine
 2. Ultra Sonic Nebulizer and Croup tent
 3. Respiratory Function Unit
 4. Ultrasonic fetal monitor
 5. Jobst stocking
 6. E.C.G. machine for I.C.U.
 7. New stimulator for O.R.
 8. Muscle stimulator
 9. \$200.00 for O.R. instruments
 10. Medical Record Dept.
 - a) Shelving
 - b) Electric typewriter
 - c) Stenorette with microphone
 11. I.V. poles and steam kettles
 12. Heavy duty blender for the kitchen. Carried.
- 74-18) Moved by Mr. Hoyt, seconded by Mr. Wood, that the Board accept Insurance coverage package from A.H.A. Carried.
- 74-19) Moved by Mr. Komm, seconded by Mr. Hoyt, that the board pay
- | | |
|------------------|-----------|
| Payroll | 45,562.66 |
| Accounts payable | 16,583.27 |
- 74-20) The chairman gave a directive that the administrator give the news media more information.
- 74-21) Next meeting February 25, 1974. Joint Conference February 25, 1974.
- 74-22) Meeting adjourned on a motion by Mr. Komm.

Meeting Chairman

T.L. Smith

Meeting Secretary


E.J. Scott

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

- 73-197) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the Board Room December 17, 1973.
- 73-198) Chairman T.L. Smith called the meeting to order with the following Present: Chairman Smith, Board Members B.W. Burt, R. Wood, W. Komm, and J.L. Hoyt, and E.J. Scott, Administrator.
- 73-199) Minutes of the last meeting were read and approved by Mr. Burt, seconded by Mr. Komm.
- 73-200) Mrs. Aldridge, Director of Nursing, reported.
a) Miss Erickson, R.N. started orientation and will be helping over Christmas. She is replacing Mrs. Pat Caldwell who is leaving January 4, 1974.
b) She reported the front office system is very effective with the office staff clearing the visitors before they leave.
- 73-201) The Chairman requested that the Equipment Committee have a complete list of the equipment needed in each department with the list of the priority. This was to include the cost of shelving in Medical Records and the cost of shelving for the rooms for a TV and flowers and also a cost on wiring.
- 73-203) Mr. Komm reported that Fred Hillyer was looking for prices regarding the system for downstairs so the people could hear when they were conducting programs and church services.
- 73-204) Chairman Smith reported on Joint Conference and the important issue was new equipment. In future minutes from Joint Conference will be read at Board meeting.
- 73-205) The Board requested the Administrator to phone Dr. Bradley to see what is being done after the survey of the Health facilities. He stated there would be a report by December 15, 1973.
- 73-206) Moved by Mr. Komm, seconded by Mr. Burt, that the Board accept the budget presented and send it to Edmonton. Carried.
- 73-207) Moved by Mr. Komm, seconded by Mr. Hoyt, that the Blood Indian Hospital and Nursing Home be charged 14 cents per pound effective January 1, 1974 for their laundry.
- 73-208) Moved by Mr. Wood, seconded by Mr. Burt, that the Blood Indian Band be charged half of the standby time for ambulance which will be \$1,800.
- 73-209) The Chairman instructed the Administrator to mail out the checks to the board for the special meeting.
- 73-210) The Administrator is to have a complete breakdown of costing on the Multi tone Care System by the next board meeting.

73-211) Moved by Mr. Burt, seconded by Mr. Komm, that Ellen Smith be given retroactive pay regarding increment pay back for 1971 and 1972. Carried.

73-212) The Administrator asked permission to act in a part time capacity as a personnel manager for the Cardston Clinic. The Board gave approval as long as it did not interfere with the hospital work.

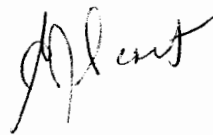
73-213) Moved by Mr. Komm, seconded by Mr. Wood, that the Board pay
Payroll 40,327.68
Accounts payable 16,083.26
Carried.

73-214) Next Board Meeting and Joint Conference to be held Jan. 21, 1974.

Meeting Chairman

Meeting Secretary

T.L. Smith


E.J. Scott

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

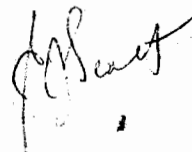
- 73-173) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the Board Room Monday November 19, 1973.
- 73-174) Chairman T.L. Smith called the meeting to order with the following present: Chairman Smith, Board Members B.W. Burt, R. Wood, W. Komm, J.L. Hoyt, and E.J. Scott, Administrator.
- 73-175) Minutes of the last meeting were read and approved by Mr. Hoyt.
- 73-176) The Administrator is to attach a wage scale to the October 22, 1973 minutes.
- 73-177) The Administrator is to complete the following:
a) Letter to Dr. Gibson regarding the students and ask for more direct communication than through the medical staff.
b) Write and ask the Elders Quorum for settlement at 20% on what they owe the hospital
- 73-178) Mrs. Aldridge gave a report on the nursing program
a) The Director of Nursing gave the Board a complete resume of the care given the Tom Williams child. It was found there was absolutely no grounds for a complaint.
b) Mrs. Aldridge requested the hiring of Miss Lillian Erickson R.N. and Mrs. Darlene Nelson to replace Connie Sommerfeldt who is leaving.
- 73-179) The Administrator is to write to the Elders Quorum Re T.V.'s and arrange a meeting with the property committee and they are to bring back a report to the Board.
- 73-180) The Administrator turned over to the Property Committee, information re a complete type of T.V. System.
- 73-181) The Chairman asked Mr. Komm to follow up and talk to Fred Hillyer regarding the loud speaking system for the auxiliary.
- 73-182) Multi Tone Electronics Limited - The Medical Staff are very much in favour of setting up a call system - 2 for the medical staff, 1 for ambulance, 3 for the hospital. The Board felt that they should not pay into this but should look after the system.
- 73-183) The Administrator is to check into a complete participation of the staff
e.g. 3 people in the laboratory each pay a share of 13.00
2 O.R. nurses each pay one half
2 x-ray each pay share
1 the ambulance will pay for one
The Indian Hospital should be assessed to pay a share as this would cover leasing and service contract
- 73-184) Moved by Bruce Burt, seconded by William Komm the hospital hire Vicki Chan for the lab.
- 73-185) Moved by Mr. Burt, seconded by Mr. Komm, that the hospital hire Miss Lillian Erickson and Darlene Nelson.

- 73-186) Commission Tour - Dr. Bradley's group is to arrive in Lethbridge at 9:00 A.M. to proceed to Standoff on the reserve road to inspect the Indian Clinic, then proceed to the Blood Indian Hospital in Cardston, arriving at the Cardston Municipal Hospital at approximately 12:30 for a luncheon, and then inspect the Cardston Municipal Hospital. Dr. Robert Russell will go with the Administrator.
- 73-187) The Chairman asked the Administrator to check on the Ron Rasmussen account and the Accounts Receivable. If there are any bad accounts they should be put through for collection.
- 73-188) The Board gave a directive to the administrator that Mrs. Aldridge is in charge of the C.R. and Mrs. Gauld is not being paid as a department supervisor.
- 73-189) Mrs. Smith will have her salary reassessed.
- 73-190) The Administrator is to talk to Dr. McNally and see if he can come on a more regular basis.
- 73-191) Coffee breaks are being abused. The Board has instructed the Administrator to take action and also to check with the Board of Industrial Relations to see how many coffee breaks the staff are allowed per day. The amount of loitering around the nursing station was also discussed. The Administrator was requested to discuss with the Director of Nursing the cutting down on the amount of linen used. Linen is not to be put in the laundry unnecessarily.
- 73-192) Moved by Mr. Kamm, seconded by Mr. Wood, that the Board pay
- | | |
|------------------|-----------|
| Accounts payable | 17,420.56 |
| Payroll | 47,154.39 |
- 73-193) Mr. Burt read the financial and statistical reports.
- 73-194) Mr. Hoyt read the indices report.
- 73-195) The Board want to talk to Dr. Bradley re the x-ray machine.
- 73-196) Next Board meeting and Joint Conference to be held December 17, 1973.
- 73-197) Meeting adjourned on a motion by Bruce Burt.

Meeting Chairman

T.L. Smith

Meeting Secretary


E.J. Scott

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

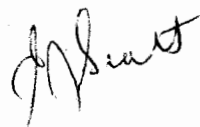
- 73-156) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the Board Room Monday October 22, 1973.
- 73-157) Chairman T.L. Smith called the meeting to order with the following present: Chairman Smith, Board Members B.W. Burt, R. Wood, William Komm, and E.J. Scott, Administrator. Mr. J.L. Hoyt was ill.
- 73-158) Minutes of the last meeting were read and approved by William Komm.
- 73-159) Mrs. Aldridge, Director of Nursing, reported to the Board
- a) She gave a report on the disaster plan course she went to in Edmonton.
 - b) She feels the staffing pattern using one less RN is a better situation.
 - c) Mrs. Aldridge feels the Board should follow the A.M.A. recommendations for salaries.
- 73-160) Dr. B.J. Larson discussed the medical students with the Board
- a) The Board said they will pay for the meals
 - b) The male student is to move into the bottom of the residence
 - c) The Clinic is responsible for the students lodging at the hotel.
- 73-161) The Administrator is to write to Dr. W.L. Gibson and suggest he write the Hospital Boards informing them of the program and their requests because when they go through the Medical Staff the Board is sometimes not informed in time.
- 73-162) The letter from Fred Hillyer was read ^{and speaker for the hour} and it was suggested to have Mr. Hillyer investigate the cost.
- 73-163) Moved by Mr. Wood, seconded by Mr. Burt, that the Board purchase another microscope for the Laboratory. Carried.
- 73-164) The Administrator is to write a demand letter requesting 20% of the T.V. proceeds from the participating Elders handling the T.V.'s.
- 73-165) The correspondence regarding the X-ray machine was read.
- 73-166) The Board are to check at Convention regarding a call system.
- 73-167) The Chairman reported on the removal of the garage from the Donna Steed property.
- 73-168) Wage discussion - After a lengthy discussion it was moved by Mr. Burt, seconded by Mr. Wood, that we follow the A.M.A. recommendation on all salaries. Carried.
- 73-169) Moved by Mr. Burt, seconded by Mr. Komm, that the guide line for the Administrator's salary be \$200.00 per month more than the D of N. W.
- 73-170) Moved by Mr. Komm, seconded by Mr. Wood that the Board pay
- | | |
|------------------|-----------|
| Accounts payable | 13,602.90 |
| Payroll | 41,655.91 |
- 73-171) Meeting adjourned on a motion by Mr. Wood

73-172) Next Board meeting and Joint Conference November 19, 1973.

Meeting Chairman

Meeting Secretary

T.L. Smith


E.J. Scott

CARDSTON MUNICIPAL HOSPITAL

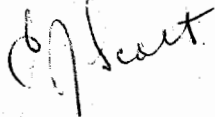
Cardston, Alberta

- 73-138) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held Monday September 17, 1973, in the Board Room.
- 73-139) Chairman T.L. Smith called the meeting to order with the following present: Chairman T.L. Smith, Board Members B.W. Burt, R. Wood, J.L. Hoyt, & W. Komm, and E.J. Scott, Administrator.
- 73-140) Minutes of the last meeting were read and approved on a motion by W.J. Hoyt. Carried.
- 73-141) Mrs. Aldridge, Director of Nursing reported to the Board
- a) Judy Harris R.N. is to replace one of the R.N.'s who is leaving
 - b) The hospital is to try a new staffing pattern
 - c) Mrs. Aldridge is to go to Edmonton for one week's training re Disaster Plan
 - d) The amount of sick time taken by Hazel Baker was discussed. It was suggested she be taken off nights and given other shifts.
 - e) The meeting with Mrs. Jensen regarding the kidney machine was discussed.
 - f) The Laboratory was discussed.
 - g) The meals were discussed.
- 73-142) The Board asked the administrator to complete the business from August 27, 1973 meeting - item 73-126.
- 73-143) The Oxygen Pad is to be completed as soon as possible.
- 73-144) Chairman Smith made a complete report on the trip to Edmonton to the Commission and also to Indian Health Services.
- 73-145) The Chairman requested the administrator to confirm the days for the course at the college. *by 73(146)*
- 73-146) George Stonehouse and Durraine Leavitt were approved for the departmental management course and Marion Payne for Patient Nurse Relationship course. The hospital will supply mileage and tuition.
- 73-147) Re Salaries - The Staff Committee is to meet as a group to discuss the whole new salary scale. *d*
- 73-148) The administrator is to write to S.H. Nelson to have the garage removed by October 15, 1973. The Administrator is then to get a bid on a fence on the west side along the property line. *Property*
- 73-149) The report on the Accreditation was read.
- 73-150) The Convention Oct. 24, 25, & 26. was discussed and the administrator is to arrange accommodation for the board.
- 73-151) Southern Regional Conference will meet October 1, 1973.

- 73-152) Moved by Mr. Komm, seconded by Mr. Hoyt, that the Board pay
Accounts payable 14,788.90
Payroll 46,738.90
- 73-153) Moved by Mr. Hoyt, seconded by Mr. Burt, that the Board receive
\$30.00 per meeting effective September 17, 1973.
- 73-154) Moved by Mr. Burt, seconded by Mr. Komm, that the administrator is
not to give temporary or permanent privileges to the medical staff
until approval has been granted by the Board.
- 73-155) Mr. R. Wood is to be at Joint Conferences.
- 73-156) Meeting adjourned on a motion by Mr. Komm.

Meeting Secretary

Meeting Chairman



E.J. Scott

T.L. Smith

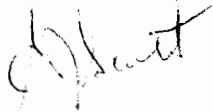
CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

- 73-123) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the Board Room August 27, 1973.
- 73-124) Chairman T.L. Smith called the meeting to order with the following present: T.L. Smith, Board members B.W. Burt, R. Wood, & W. Komm, and E.J. Scott Administrator.
- 73-125) Minutes of the last meeting were read and approved on a motion by Rex Wood. Carried.
- 73-126) Old Business
- 1) The administrator is to complete the following
 - a) Collect the account of Ron Rassmussen
 - b) Check out the position of the Board whose responsibility it is to check on the Doctor when he doesn't live up to his responsibility when on call.
 - c) Finish the oxygen pad
 - d) Get another bid on lowering the windows
 - e) Set up a meeting with Chief Shot Both Sides, Ed Fox, and another board member.
 - f) Set up Blood hauling through Brinks
- 73-127) New Business
- 1) The Director of Nursing reported there doesn't seem to be many problems but the hospital would have to replace three RN's who are moving away
 - 2) The value of the kidney machine donated by Ruth Muir. The Board suggested the Administrator contact Mrs. Jensen and Dr. Livingstone in this regard.
 - 3) Moved by Mr. Burt, seconded by Mr. Komm, that a new doctor be orientated for three days by the doctors, Director of Nursing, and Administrator, before being given privileges.
 - 4) It was unanimously decided by the Board to check further on qualifications of Dr. Kaylor before giving admitting privileges. If everything was in order he could have privileges September 1, 1973.
 - 5) Mr. Burt brought to the administrator's attention that the hospital is only making 45¢ per case from the pop machine.
- 73-128) Mr. Smith reported on Joint Conference.
- a) The Foundation was to be completed ready to go
 - b) Moved that Ben Higgs monies be put in a \$500.00 term certificate while waiting for the foundation
 - c) Check further with AGT on the call system
- 73-129) Moved by Mr. Komm, that the Board find out how many pills are given to outpatients and find out what is being done in other hospitals.
- 73-130) The Administrator is to arrange a meeting in Edmonton anytime after September 1st.

- 73-131) The Board approved Mrs. Brayley attending the Long Term Institution in Calgary Sept. 19 - 21.
- 73-132) The Board read the letter from B & R Service. The administrator was to have all the accounts for review. The Board felt the Blood Indian Band should pay one half of stand by call - \$1,800.00.
- 73-133) Indices report, financial and statistical reports were given by the Administrator.
- 73-134) Mr. Del Steed and Mr. Russell French met and discussed % basis for T.V. final settlement etc. but nothing was finalized.
- 73-135) Moved by Mr. Komm that the Board pay
- | | |
|------------------|-----------|
| Payroll | 46,738.90 |
| Accounts payable | 17,611.85 |
- 73-136) Next Board meeting & Joint Conference September 17, 1979.
- 73-137) Meeting adjourned on a motion by Rex Wood.

Meeting Secretary



E.J. Scott

Meeting Chairman

T.L. Smith

CARDSTON MUNICIPAL HOSPITAL

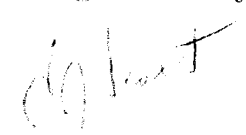
Cardston, Alberta

- 73-111) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the Board Room July 16, 1973.
- 73-112) Chairman T.L. Smith called the meeting to order with the following present: Chairman T.L. Smith, Board members B.W. Burt, R. Wood, W. Komm, and J.L. Hoyt, and E.J. Scott, Administrator.
- 73-113) Minutes of the last meeting were read and approved on a motion by Mr. Hoyt, seconded by Mr. Komm. Carried.
- 73-114) Old Business
- 1) Put the Ron Rasmussen account through small debt for collection
 - 2) Continue to try to contact Chief Shot Both Sides for a meeting
 - 3) The front office staff must insist on helping to clear the building after evening visiting hours before leaving themselves, and then lock the door.
- 73-115) New Business
- 1) Report from the Director of Nursing
 - a) Doctors on call was discussed
 - b) New doctors having a proper orientation by the clinic
- 73-116) The Board instructed the administrator to find out the hospital's position when a doctor is on call and refuses to come in and see a patient. The College of Physicians and Surgeons could possibly give the answer to this question.
- 73-117) Moved by Mr. Komm, seconded by Mr. Burt, that Dr. Doherty be given privileges for one month.
- 73-118) It was discussed that all new doctors be orientated to the Hospital before being given admission privileges.
- 73-119) The Administrator reported the following:
- 1) We received \$18,935.20 - balance of 1972 deficit
 - 2) Accreditation survey August 1, 1973
 - 3) Letter received regarding x-ray unit
 - 4) Our requisition being turned down and no chance of a meeting with the Commission before August
 - 5) Report given on Occupational Training program
 - 6) The Administrator to prepare for the liquid oxygen unit and to endeavor to get one more bid on the cost
 - 7) The administrator is looking into the Pocket Paging System
- 73-120) Moved by Mr. Hoyt, seconded by Mr. Burt, that the administrator get one more bid then go ahead and lower the windows on the south side of the auxiliary area.
- 73-122) Moved by Mr. Komm that the Board pay the following
- | | |
|------------------|-----------|
| Payroll | 4,4180.15 |
| Accounts payable | 17,552.48 |
- 73-122) Next Board and Joint Conference meeting August 28, 1973.

Meeting Chairman

Meeting Secretary

T.L. Smith


E.J. Scott

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

- 73-89) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the Board Room June 25, 1973.
- 73-90) Chairman T.L. Smith called the meeting to order with the following present: Chairman T.L. Smith, Board members B.W. Burt, R. Wood, W. Komm, J.L. Hoyt, and E.J. Scott, Administrator.
- 73-91) Minutes of the last meeting were read and approved by B.W. Burt. Carried.

73-92) Old Business

- Checked*
- ✓ 1. The hospital is to contact E.W. Hinman before paying the Public Service Pension Plan assessment.
 - ✓ 2. Contact Mr. Nelson, lawyer, about the removal of the Donna Steed garage.
 - ✓ 3. The Ron Rasmussen account of \$75.00 is to be turned over to the small debt court.
 - ✓ 4. Continue to try to contact Chief Jim Shot Both Sides for a meeting with the Board re Indian Hospital.
 - ✓ 5. The Administrator is to insist the front office personnel do not leave until front office is cleared and lock the front door, and the administrator is to follow item 73-85 as requested by the Board.

73-93)

New Business

- ✓ a) Report from Nursing - Mrs. Rose Aldridge reported no problems in regard to nursing
- ✓ b) Mrs. Aldridge asked the administrator to check on the Xmas party cheque.
- ✓ c) Mrs. Aldridge asked the administrator to check on the board dues to the Staff Committee.
- ✓ d) She invited the Board to the Staff Party Friday June 29, 1973.
- ✓ e) She reported on the pressure from the staff in regard to salaries as people were wondering what is happening.

73-94) Mr. Smith reported on Joint Conference

- a) Complaints of staff from the medical staff, should be brought to the medical staff meeting.
- b) The board told the medical staff that Mr. Papp approved of the lowering of the windows in the long term care
- c) The Board said they would discuss this with Edmonton.

73-95) Moved by Mr. Burt, seconded by Mr. Komm, that the hospital go ahead with the program from liquid Air for a bulk tank. The administrator is to get two bids.

73-96) The administrator is to arrange a meeting with Edmonton Between July 5 - 9 to discuss

- a) with Mr. Foster - X-ray equipment
- ✓ b) with Mr. McCullough - a new wing
- ✓ c) with Mr. Nikolyn - Requisition

73-97) Mr. Hoyt and Mr. Wood are to meet with the Elders Quorum and discuss the T.V. for the hospital.

- 73-98) The Chairman of the Board instructed the administrator to look further into the possibility of a multitone communication system for staff on call.
- 73-99) The administrator will discuss ambulance in Edmonton with Dr. Rath and the Indian Band when they meet.
- 73-100) Mr. Wood read the report from Mr. Dick Papp of the Commission.
- 73-101) Mr. Komm read the letter from the Blood Indian Band. The administrator is to tell them we have not and can not give Institutional money away for any other projects.
- ✓ 73-102) Moved by Mr. Burt, seconded by Mr. Hoyt, that Mr. Komm have signing authority.
- 73-103) The administrator is to check the possibility of getting tapes on Trustee Education for Sept. 1, 1973.
- 73-104) The Board are to think of resolutions to prepare for next Regional Conference.
- 73-105) Moved by Mr. Burt, seconded by Mr. Komm, that the hospital pay an interim wage adjustment retroactive to April 1st at the rate of 5% increase, until salary negotiations are settled throughout the province. Final settlement will be arranged at that time.
- 73-106) Moved by the Board as a whole, as of July 1st
a) All food prices be increased in the cafeteria
b) the medical staff be charged for all food sent up for lunches as the rising food costs make it impossible to carry on without being paid
- 73-107) The Board are very unhappy about the party on Friday as none can attend.
- 73-108) The Staff Committee contact the pop people and see if they will give the hospital a change box so more money can be charged for pop.
- 73-109) Moved by Mr. Wood, seconded by Mr. Komm that the Board pay the following
- | | |
|----------------|-----------|
| Payroll | 40,271.86 |
| Accts. payable | 27,393.55 |
- 73-110) Next Board and Joint Conference meetings July 17, 1973.

Meeting Secretary

✓
E.J. Scott

Meeting Chairman

T.L. Smith

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

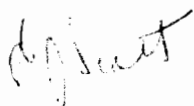
- 73-81) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the Board Room May 28, 1973.
- 73-82) Chairman T.L. Smith called the meeting to order with the following present: Chairman Smith, Board members B.W. Burt, R. Wood, W. Komm, and J.L. Hoyt, and E.J. Scott, Administrator.
- 73-83) Minutes of the last meeting were read and approved on a motion by Mr. Komm. Carried.
- 73-84) Old Business
- 1) The administrator is not to pay for the Coulter Counter until all the units have arrived.
 - 2) The Hospital is to pay the assessment by the Public Service Pension Plan but phone E.W. Hinman in this regard.
 - 3) Re - Donna Archibald property - The Board are not interested in the rest of the property at the price asked by Mrs. Steed.
 - 4) The board asked that the project of lowering the windows be held up until we make sure it will not interfere with getting the extra facilities on this hospital in the form of a wing.
- 73-85) New Business
- 1) Mrs. Rose Aldridge reported on nursing
 - a) Rae Eakett will be leaving at the end of the month
 - b) A new R.N. will be needed for full time staff Sept. 1, 1973
 - c) She is using quite a few part time staff until after the holidays
 - 2) The letter from Mr. Burrows was read and the Board told the Administrator to send a copy to Dr. Rath. The hospital board will have to cease any cooperative ambulance facilities if there isn't better cooperation.
 - 3) The Chairman of the Board asked the administrator to set up a meeting with the Blood Band Chief Shot Both Sides and two more people to try to see what could be an answer re hospital amalgamation and try to get an answer for the Commission.
 - 4) The administrator is to contact Mr. Roy Legge to have the gravel spread in the parking lot.
 5. A letter was read regarding the cheque for \$24,900.00 which was received.
 6. Mr. Hoyt read the particulars regarding Southern Alberta Regional Conference and the Continuing Education Program. Also the courses which will be offered in September 1973.
 7. The physiotherapist will be arriving June 11, 1973.
 8. The quotation from Canadian Liquid Air was read and the board felt that this should be followed up because of the large savings on a bulk tank.
 9. Moved by Mr. Komm, seconded by Mr. Burt that the front office personnel announce visiting hours are over and ask the patients to leave. The front office personnel on duty are not to leave the office until all the visitors are cleared. The administrator is to put a satisfactory lock on the front door.
 10. Re T.V. franchise - 20% of the revenue that is received by the Elders' Quorum from T.V. Rental be paid to the Hospital and have the Quorum come back and review the situation. That they do not have exclusive rights.
 11. Moved by Mr. Hoyt, seconded by Mr. Wood, that the Equipment Committee meet and get a complete list of equipment needed and discuss through the priority Committee .

The Board felt the x-ray equipment was top priority.

13. The Board felt the pop machine should be raised in price to 25¢.
- 73-86) The Indices report was given. Financial & Statistical Reports also given.
- 73-87) Moved by Mr. Komm, seconded by Mr. Wood that the board pay
Payroll 40,093.93
Accounts payable 21,009.15
- 73-88) Next Board Meeting and Joint Conference to be held June 18, 1973.

Meeting Secretary

Meeting Chairman



E.J. Scott

T.L. Smith

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta


- 73-58) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the Board Room April 16, 1973.
- 73-59) Chairman Smith called the meeting to order with the following present: Chairman T.L. Smith, Board members B.W. Burt, R. Wood, W. Komm, and J.L. Hoyt, and E.J. Scott, Administrator.
- 73-60) Minutes of the last meeting were read and approved on a motion by Mr. Komm. Carried.
- 73-61) Old Business
1. The administrator reported that Mrs. Johnston had moved into the Hospital home.
 - a) The filthiness of the way the home was left by previous tenants
 - b) The rent that had not been paid in the amount of \$75.00
 2. The Coulter Counter parts which would arrive by Easter so as to have the unit in full operation.
 3. The Board wanted to know why there had not been a meeting with the Joint Planning Committee.
- 73-62) New Business
1. Report by Mrs. Rose Aldridge, Director of Nursing
 - a) She reported on her course of Directors of Nursing and also on the Home Care Program. She felt that Cardston was an ideal example of an area that needed this program.
 - b) Reported that two C.N.A.'s were leaving the staff
- 73-63) Mr. Deloy Leavitt, representing the Town of Cardston, discussed the possibility of an occupational program with trained activity aides. He told the Board that there are one hundred and thirty homes in Cardston with one person over the age of sixty-five living in the home, and one hundred and forty homes with two people over the age of sixty-five living in the home. He explained the need for this program as the people seemed to have been forgotten. He suggested that a group should be appointed to look into the program, one member from the Town, one from the H.D., and one member from the Hospital Board. He stated we had to start someplace and felt that a discussion was needed.
- 73-64) Moved by Mr. Burt, seconded by Mr. Hoyt, that the administrator put a maximum effort into collecting the \$75.00 balance of the rent owing for the hospital home. Carried.
- 73-65) Chairman T.L. Smith reported on the Joint Conference held April 16, 1973 at 12 o'clock noon.
- 73-66) The administrator reported on the following
- a) The amount of \$6,032.50 received from equipment grant purchases in 1972
 - b) Outpatient grant has been increased to \$6,042.00 for the year 1973
 - c) Financial approved budget.
- 73-67) The Public Service Pension Board have a claim of \$462.52 against the hospital. The Board instructed the administrator to contact E.W. Hinman to see if we can get this claim dropped.

- 73-68) Chairman Smith asked Mr. Hoyt to come and inspect the windows in the Auxiliary Wing and see if a meeting could be arranged for a final discussion on having the windows lowered.
- 73-69) The Board signed an agreement with Lethbridge Community College to bring trainees here to observe.
- 73-70) Moved by Mr. Burt, seconded by Mr. Wood, that the Board purchase the property from Donna Steed for the fixed price of \$1,035.00 set by the Expropriation Board. The administrator is to check with S.H. Nelson to make sure that Donna Steed moves the garage.
- 73-71) The Board strongly impressed on the administrator that he must insist that the Medical Staff stick to the procedures laid out in the laboratory and the Medical Record Department. The administrator was to make sure the charge nurse was informed and followed these procedures.
- 73-72) The Board instructed the Administrator to proceed with the 1973 Requisition immediately.
- 73-73) Following a discussion regarding the Occupational Therapy, the Board decided they wanted more information and the administrator was to inform the Town that they are willing to cooperate.
- 73-74) The administrator assured the Board that he had discussed some changes with Mr. Les Hegedus regarding the Lab and there would be an improvement in organization and work load.
- 73-75) The administrator reported on the painting program, draperies for the windows upstairs, and the flower bed program.
- 73-76) The administrator reported there would be a Staff Committee meeting to discuss new staff for the resignations which had taken place.
- 73-77) The administrator reported that something had to be done regarding the X-ray equipment as the present equipment is completely worn out.
- 73-78) Moved by Mr. Hoyt, that the Board pay the following
- | | |
|------------------|-------------|
| Payroll | \$39,457.11 |
| Accounts payable | 25,416.86 |
| Carried. | |
- 73-79) Meeting adjourned on a motion by Mr. Wood.
- 73-80) Next Board Meeting and Joint Conference Meeting to be held May 28, 1973.

Meeting Secretary


E.J. Scott

Meeting Chairman


T.L. Smith