

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta


- 73-42) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the Board Room March 19, 1973.
- 73-43) Chairman Smith called the meeting to order with the following present: Chairman T.L. Smith, Board members B.M. Burt, R. Wood, W. Komm and J.L. Hoyt, Mrs. R. Aldridge, Director of Nursing, and E.J. Scott Administrator.
- 73-44) Minutes of the last meeting were read and approved on a motion by Mr. Burt. Carried.
- 73-45) Old Business
- a) The administrator gave a report on the hospital house
  - b) Coulter Counter ~~for~~ the laboratory and the \$8,100.00 approved by Mr. Bergland, Commissioner of Finance.
- 73-46) New Business
- 1) Mrs. Aldridge, Director of Nursing, gave the nursing report
- Application for:*
- (a) She requested consideration for the nursing services of Miss Harris, a 3 year R.N. graduate.
  - (b) Mrs. Othuis as a C.N.A.
  - (c) Miss Wendy Redford to replace Marlene Lowry
  - (d) Discussed painting in the Cardston Municipal Hospital and the lowering of windows in the long term care area on the south side
- 2) Mr. Burt and Mr. Hoyt reported on Regional Conference in Lethbridge on March 16, 1973
- (a) Smoking controls in hospitals
  - (b) Fire safety seminars
  - (c) Drugs
  - (d) Visitors
  - (e) A.H.A. Budget \$380,000.00 last year to \$400,000.00 this year
- 73-47) The Board instructed the administrator to get the equalized assessment ready to requisition.
- 73-48) Patient Census Survey to take place Wednesday March 21, 1973
- 73-49) Patient Opinion Survey was to take place by the end of March
- 73-50) Moved by Mr. Burt, seconded by Mr. Komm, that motion 1967 - 57, travelling policy be amended to read "Each Board member to receive \$20.00 per person for each meeting, and if an automobile is used, to receive 12¢ per mile for his own automobile. Carried.
- 73-51) Laboratory
- (a) The amount of work load being done at the present time was discussed. There will be no increase in the Technicians' pay ~~until the department is fully equalized with the hospital.~~
  - (b) Dr. Bainborough is sending someone to assess the laboratory this week.

- 73-52) Moved by Mr. Wood, seconded by Mr. Komm, that the Board call a meeting with the Indian Hospital representatives and find out yes or no regarding the amalgamation. This is per the request of the Alberta Hospital Services Commission.
- 73-53) After some discussion, the Chairman requested Mr. Hoyt and Mr. Wood to meet with Mr. Scott and finalize the lowering, or putting extra windows in the long term care area on the south side of the hospital.
- 73-54) The administrator brought to the attention of the Board, the monies received from  
(a) Balance of requisition from the M.D. of Cardston - \$3,000.00  
(b) \$573.17 from the Nursing Home for laundry
- 73-55) The Administrator discussed the hiring of Dexter Scott, who is taking training from Dr. Bell at the University Hospital, for summer work in the Laboratory.
- 73-56) Moved by Mr. Komm, seconded by Mr. Wood, that the Board pay the following  
Payroll 39,316.07  
Accts. payable 22,780.46
- 73-57) Next Joint Conference and Board Meetings April 16, 1973.

Meeting Chairman

T.L. Smith

Meeting Secretary

  
E.J. Scott

- 73-27) The Board requested that a letter be written to Dr. Rath in reply to the answer which was sent to Dr. F.N. Spackman.
- 73-28) A letter is to be sent to Mr. Wilson asking for a copy of the letter he wrote regarding the phasing out of beds in the Blood Indian Hospital.
- 73-29) The Board requested a notification of how many Blood Indian patients are in the hospital each week.
- 73-30) The Board asked the Administrator to instruct Mrs. Aldridge on the procedure of hiring staff.
- 73-31) The Administrator was instructed to write Mr. Rasmussen and inform him that if he cannot bring his rent up to date he must move by April 1st. His wages will then be garnished for the balance of rent owing.
- 73-32) Moved by Mr. Komm, seconded by Mr. Wood, that if the local agency can give a competitive price to A.H.A. for traveling insurance, it is to be given to them.
- 73-33) The Chairman instructed the administrator to make arrangements for Mr. Burt, Mr. Wood, Mr. Hoyt, and Mr. Smith to attend the annual institute for trustees. He is also to make arrangements for accommodation.
- 73-34) A report was given on the annual Christmas Party. The Board felt that the cost was quite high.
- 73-35) The contract for Lethbridge Community College re Students was given to Mr. Bruce Burt to assess.
- 73-36) The Board advised the administrator to contact Mr. Berglund of the Commission to see if we could purchase the Coulter Counter before the inspection because of the need. Also to ask if this would hurt the possibility of them paying for a share of the counter.
- 73-37) The Board asked the Administrator to look up the policy on Board Travel and review it. The Chairman felt it is too costly.
- 73-38) The Administrator read the financial and statistical statements.
- 73-39) Moved by Mr. Komm, seconded by Mr. Burt that the hospital pay  
Payroll 39,624.18  
Accounts payable 16,581.54
- 73-40) Mr. Hoyt requested the Administrator to get information as to the value of P.A.S.
- 73-41) Next Joint Conference and Board Meeting March 19, 1973.

Meeting Chairman

Meeting Secretary

T.L. Smith

E.J. Scott

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

- 73-18) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the Board Room February 19, 1973.
- 73-19) 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, Mrs. R. Aldridge, Director of Nursing, and Mr. E.J. Scott, Administrator.
- 73-20) Minutes of the last meeting were read and approved on a motion by Mr. Komm. Carried.
- 73-21) Mrs. Aldridge gave a report on Nursing
- a) Mrs. Aldridge requested that visiting privileges be taken away from children because of the lack of supervision by the parents
  - b) Visitors are abusing privileges by overstaying visiting hours
  - c) (1) Margaret Caldwell's resignation due to health reasons  
(2) Wendy Redford to replace Marlene Lowry  
(3) ~~Wendy Redford to replace Marlene Lowry~~
- 73-22) The Board instructed the administrator to impress on the head nurse the importance of becoming stricter in the supervision of visitors. If parents were not looking after their children they were to ask them to take them outside - they are not to leave them unattended.
- There is to be more control of two visitors per patient and overstaying visiting hours.
- Front office personnel not to leave early and to be firmer in the discipline of the front office waiting room. Parents absolutely must not leave children there unattended.
- 73-23) The Board felt it was not necessary to send anyone to the Labor Seminar.
- 73-24) ✓ Card & Card - Auditors gave a complete report on the audited statement of the hospital.
- a) The Board requested that the Kenley account be taken out of the accounts receivable
  - b) The Town of Magrath account be taken out of the accounts receivable
  - c) The Board asked the administrator to check into the accounts receivable and put maximum effort in this area.
- The auditors said we had done very well to keep within the budget but they felt we should requisition more than last year because of the high costs and the need for operating capital instead of running so close at all times. Also to cover the great need for more equipment.
- 73-25) Chairman T.L. Smith and Board Member R. Wood, gave a report on the meeting in Edmonton with Dr. Bradley, and the steps that we must follow to accomplish the project of a new wing on the hospital. They felt the Medical Staff must work very close with the Board.
- 73-26) Dr. F.N. Spackman, Chief of Staff, stated the doctors would co-operate in the control of admitting patients from the Blood Reserve. By doing this it might help to stop the phasing out of beds in the Blood Indian Hospital. He said the doctors will not hospitalize patients who do not need hospital care. He felt it would be better to work together rather than pass rules and regulations. By watching closely the Board and Medical Staff could control the situation.

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- 73-2) Chairman Smith called the meeting to order with the following present: Chairman T.L. Smith, Board members B. Burt, R. Wood, Director of Nursing R. Aldridge, and E.J. Scott, Administrator.
- 73-3) Minutes of the last meeting were read and approved by Mr. Burt, seconded by Mr. Wood. Carried.
- 73-4) Nursing report was given by Mrs. Aldridge
- She reported a very busy hospital with very few problems
  - Elective surgery patients come without lab work done and we must definitely stop this procedure
  - Encourage patients to be picked up by 11:00 A.M. when discharged
  - Outpatient lab tests must be written
- 73-5) The Administrator submitted a bill showing what Card and Card charges are at the present time.
- 73-6) The Chairman of the Board reported to the Board on Joint Conference
- 73-7) The administrator reported on the laundry linen and he was instructed to insist that the Nursing Home sign their weights for linen.
- 73-8) The Administrator brought the following to the attention of the Board
- |                               |           |
|-------------------------------|-----------|
| a) 1973 Basic payment         | 38,670.00 |
| 1972 Patient Day payment      | 840.00    |
| b) Equipment money available  | 4,789.40  |
| c) Out patient grant          | 5,470.00  |
| d) Non Eligible patient rates | 45.00     |
| newborn                       | 7.00      |
- 73-9) Dr. F.N. Spackman, Chairman T.L. Smith, and E.J. Scott will go to the Institute at Banff Feb. 1 & 2, 1973.
- 73-10) Letters regarding Mr. Stutz were read by the Board.
- 73-11) Moved by Mr. Burt, seconded by Mr. Wood, that Minnie Gallup be given leave of absence. Carried.
- 73-12) After a meeting with the Third Ward Elders Quorum, it was moved by Mr. Burt, seconded by Mr. Wood, that the Quorum take care of the renting of their own T.V.'s. The hospital will not get involved except to the point of allowing them to rent these to the patients.
- 73-13) Report on the Laboratory - The Board felt the Administrator should look a little further into the cost of the purchase of a blood counter. The administrator reported the changes to rectify the work load. Mr. Hoyt's letter was read, with his recommendation of the purchase of a blood counter.
- 73-14) Moved by Mr. Burt, seconded by Mr. Wood, that the hospital pay \$20.00 for material for the hospital house.

- 73-14) The Board advised the administrator to tell the renter he must pay his rent or vacate immediately.
- 73-15) The Chairman advised the administrator to arrange a meeting with Dr. Bradley for the week of February 5th.
- 73-16) Moved by Mr. Wood, seconded by Mr. Burt, that the hospital pay
- |                  |           |
|------------------|-----------|
| Payroll          | 39,615.99 |
| Accounts payable | 17,571.01 |
- 73-17) Next Joint Conference and Board meeting to be held February 19th, 1973.

Meeting Chairman

Meeting Secretary

T.L. Smith

E.J. Scott

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- 73-6) The Chairman of the Board reported to the Board on Joint Conference
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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
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

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- 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

Meeting Chairman

E.J. Scott

T.L. Smith



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
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
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- 73-110) Next Board and Joint Conference meetings July 17, 1973.

Meeting Secretary

Meeting Chairman

E.J. Scott

T.L. Smith

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

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- |                |           |
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- 73-110) Next Board and Joint Conference meetings July 1<sup>st</sup>, 1973.

Meeting Secretary

Meeting Chairman

E.J. Scott

T.L. Smith

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

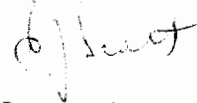
- 72-144) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the Board Room December 18, 1972.
- 72-145) Chairman Smith called the meeting to order with the following present: Chairman T.L. Smith, Board Members B.W. Burt, W. Komm, J.L. Hoyt, and R. Wood, Director of Nursing Mrs. R. Aldridge and E.J. Scott, Administrator.
- 72-146) Minutes of the last meeting were read and approved by Mr. Wood, seconded by Mr. Komm.
- 72-147) Nursing Report given by Mrs. Aldridge
- a) She reported the booking of elective surgery without previous lab work
  - b) Booking for elective surgery must be done through the Director of Nursing or the charge nurse
  - c) The Board requested the Administrator to make sure that Dr. Larson had a firm understanding of the above.
- 72-148) Moved by Mr. Komm, seconded by Mr. Burt, that the hospital retain the services of Card & Card, and that the audit billing be separate from any other work done by Card & Card.
- 72-149) a) The Board stated the hospital did not want to purchase T.V.'s for the patients but would set up a rental system.  
b) Moved by Mr. Burt, seconded by Mr. Komm, that the administrator contact the local dealers for a contract on T.V.'s for the hospital patients, for one year.
- 72-150) Amalgamation - Moved by Mr. Wood, seconded by Mr. Hoyt, that Cardston Municipal Hospital do the Blood Indian Hospital laundry for 13 cents per pound, C.S.R. on a share cost basis, Medical Records on a share cost basis. Carried.
- 72-151) The Chairman requested that Mr. Burt go with the Administrator and assist him in setting up the laboratory and reorganize the system.
- a) Check on Telex - Dr. Carpenter, Lethbridge Municipal Hospital
  - b) Standardize what tests will be done in the hospital
  - c) Purchase a scope
  - d) Purchase a blood counter
  - e) Change in salary
- 72-152) X-ray Department - Look into the possibility of buying a new piece of equipment for the X-ray department.
- 72-153) The Chairman reported on the Joint Planning Committee and Joint Conference.
- 72-154) The Chairman instructed the administrator to arrange a meeting with Dr. Bradley of the Commission and the Minister of Health regarding the Indian Hospital amalgamation. Our Member of Parliament, the Chairman of the Hospital Board, one board member, a Representative from the Town of Cardston a representative from M.D. of Cardston, the Medical Staff and the Administrator to be present at this meeting.

- 72-155) Mr. Wood reported on the controversy of weight of linen from the Nursing Home. The Chairman requested Mr. Wood and the administrator to straighten this out.
- 72-156) The administrator read a comparison on Taber and Cardston Indices, and Financial and statistical reports.
- 72-157) Moved by Mr. Komm, seconded by Mr. Wood, that the hospital pay  
Payroll 38,642.02  
Accounts payable 18,850.89
- 72-158) Next meeting, Joint Conference and Board January 22, 1972.
- 72-159) The Chairman requested the administrator to write to Medicine Hat re Group Purchasing.

Meeting Chairman

T.L. Smith

Meeting Secretary



E.J. Scott

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

- 72-125) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the Board Room November 23, 1972.
- 72-126) Chairman T.L. Smith called the meeting to order with the following present: Chairman T.L. Smith, Board members Mr. B.W. Burt, Wm. Komm, J.L. Hoyt, and R. Wood, Director of Nursing Mrs. R. Aldridge, and Mr. E.J. Scott, Administrator.
- 72-127) Minutes of the last meeting were read and approved by Mr. Burt, seconded by Mr. Wood. Carried.
- 72-128) Mrs. Aldridge gave a report on the Nursing.  
a) She is using a part time R.N. rather than bring in a full time R.N.  
b) Using an extra ward aide on nights and afternoons in the nursery area.  
c) She reported on the new part time orderly.
- 72-129) The Board requested that Mrs. Aldridge go to Regional Conference if there is a section for her.
- 72-130) The administrator read the letter from Mr. Nykolyn stating the \$22,029.00 adjustment and the monthly grant of \$38,670.00 starting January 1, 1973.
- 72-131) The Board strongly recommend that the administrator enforce former minute #72-110.
- 72-132) Moved by Mr. Komm, seconded by Mr. Hoyt, that the Board give the Staff Committee \$300.00 for the Christmas party.
- 72-133) Mr. Burt read the Lethbridge Herald news report in regard to the Blood Indian Hospital and Cardston Municipal Hospital.
- 72-134) The Board requested that the administrator report on how much value P.A.S. is to the hospital.
- 72-135) The Board would like to know how much advantage Alberta Hospital Association was at the Regional Conference.
- 72-136) Mr. Hoyt wanted to know why there was no record on  
a) some of the long distance phone calls  
b) petty cash  
c) why the administrator was getting the mail  
d) Mr. Lotoski reported at the Convention that 160 and 161 financial and statistical reports were late
- 72-138) The Board requested a budget meeting November 27th at 7:00 P.M.
- 72-139) The Chairman requested that at the first of the year the Board look at the expense accounts to convention and make new policies.
- 72-140) The administrator informed the Board on the following:  
a) Action had started on the Archibald property  
b) The cost of repairs on the Redford home.

- 72-141) Moved by Mr. Komm, seconded by Mr. Wood that the hospital pay
- |                  |           |
|------------------|-----------|
| Payroll          | 38,775.18 |
| Accounts payable | 13,388.33 |
- 72-142) The chairman asked the administrator to check on
- the meeting with the commission
  - to find another lab technician so the lab personnel will not get despondent.
- 72-143) Meeting adjourned on a motion by Mr. Wood. Next Board meeting and Joint Conference on December 18, 1972.

Meeting Secretary

*E. J. Scott*  
E.J. Scott

Meeting Chairman

T.L. Smith



CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta.

- 72-106) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the board room October 23, 1972.
- 72-107) Chairman T.L. Smith called the meeting to order with the following present: Chairman T.L. Smith, Board Members B.W. Burt, W. Komm, J.L. Hoyt, R. Wood, Director of Nursing Rose Aldridge, and Mr. E.J. Scott Administrator.
- 72-108) Minutes of the last meeting were read and approved on a motion by Mr. Komm.
- 72-109) Mrs. Aldridge gave a report on the nursing program and how it is progressing at the present time.
- a) She recommended that Dave Smith, orderly, be put on full time
  - b) She requested a full time CNA to replace Charlotte Russell and a part time orderly to replace Barry Paquette
  - c) She reported Jennie Neilson RN was taking the position with the Health Unit but felt we can get along without another RN.
  - d) She discussed Mrs. Olthuis as an employee for the auxiliary.
- 72-110) Moved by Mr. Burt, seconded by Mr. Komm, that the policy be strictly adhered to regarding admission for elective surgery and discharge times. Discharge time to be 11 A.M. Admission for elective surgery must be 2:00 P.M., if not the patient is to be held over to the next day. Laboratory work for surgery to continue as outpatients.
- 72-111) The letters from the Commission were read and Chairman Smith asked the Administrator to take the correspondence re the requisitions to Edmonton to discuss with Dr. Bradley.
- 72-112) Mr. Hoyt discussed with the board, the change in the Hospital Municipal District #5.
- 72-113) The Chairman requested a letter be written to advise the Lethbridge Municipal Hospital that we will be attending the meeting re Regional Laboratory.
- 72-114) Moved by Mr. Hoyt, seconded by Mr. Komm, purchase of Barnstead Distillery from Fischer Scientific.
- 72-115) The administrator received a list of the board members who will be going to convention.
- 72-116) After a lengthy discussion, and a report from the joint planning committee, it was moved by Mr. Burt, seconded by Mr. Komm, that the Board do not accept the proposal from Dr. Rath.
- 72-117) The administrator was asked to arrange a meeting with Dr. Rath, and another meeting with Mr. Wilson, of the Commission.
- 72-118) Mr. Burt read the correspondence re Miss Strobl from the AARN and the Board as a whole, decided to let the situation remain as is, as they feel this is not their affair.
- 72-119) Mr. Komm read the summary of the recommendations of the Blood Indian Health Services study

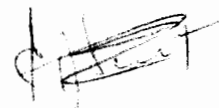
- and Statistical
- 72-120) Mr. Burt read the Financial/Statement report.
- 72-121) Moved by Mr. Komm, seconded by Mr. Burt, that the hospital pay the following:
- |                  |           |
|------------------|-----------|
| Payroll          | 38,055.13 |
| Accounts payable | 18,964.54 |
- 72-122) Next board meeting to have fifteen minutes on policies.
- 72-123) Meeting adjourned on a motion by Mr. Hoyt.
- 72-124) Next Board Meeting and Joint Conference to be held November 20, 1972.

Meeting Secretary



E.J. Scott

Meeting Chairman



T.L. Smith

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

- 72-87) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal Hospital held in the Board Room September 18, 1972.
- 72-88) Chairman T.L. Smith called the meeting to order with the following present: Chairman T.L. Smith, Mr. B.W. Burt, Mr. Wm. Komm, Mr. J.L. Hoyt, Mr. Rex Wood, and Mr. E.J. Scott, administrator.
- 72-89) Minutes of the last meeting were read and approved on a motion by Mr. Komm.
- 72-90) Mr. Smith, Chairman of the Board, reported on the discussions with Mr. Neil Crawford, Minister of Health, and Dr. Bradley, Chairman of the Hospital Services Commission. It was felt that the hospital could absorb the laundry service and medical record services of the Indian Hospital but costs would have to be worked out.
- 72-91) The administrator was to arrange for a supper meeting with the team from the Commission comprising Mr. I Ritchie, Mrs. Harrison, Mr. Popp, and Mr. W. Judge.
- 72-92) Regional Conference is to be at 9:00 a.m. Sept. 26th at the Lethbridge Municipal Hospital.  
a) 4 P.M. meeting with Mr. Komm and Chairman Smith, and Dr. Rath and Dr. Bentley.  
b) Joint Planning Committee meeting in Board Room at 7:00 P.M.
- 72-93) Moved by Mr. Komm, seconded by Mr. Burt, that all overtime must be cleared up at the end of each year. Therefore Miss Strobl is not entitled to any overtime as it was not listed on her time sheet. Carried.  
*Also holiday time*
- 72-94) Moved by Mr. Hoyt, seconded by Mr. Komm, that Rose Aldridge be accepted on a trial basis as Director of Nursing for three months. Carried.
- 72-95) Item 10 - #73-80 of August 28th Board minutes was just a rumour.
- 72-96) Moved by Mr. Wood, seconded by Mr. Hoyt, that Mrs. Brayley be allowed to take the long term care course at Edmonton, September 20th. Carried.
- 72-97) Moved by Mr. Komm, seconded by Mr. Wood, that Mrs. Ruth Dewsbury be hired to work on the desk in Mrs. Aldridge's former place. Carried.
- 72-98) Chairman Smith instructed the administrator to get a complete total of the amount spent for repairs on the hospital house.
- 72-99) The administrator was instructed to get all the invoices and books of the hospital returned from Ruth Forsyth.
- 72-100) The administrator talked to Mr. D. Steed regarding the Archibald property and is to wait for a report and then if necessary proceed with the expropriation of the 12 feet of property.
- 72-101) Moved by Mr. Hoyt, seconded by Mr. Wood, that Mr. Schmidt's bill be paid for the work done to date on the hospital house - \$363.00

72-102) The Indices report was read and found favorable.

72-103) Moved by Mr. Komm, seconded by Mr. Hoyt, that the hospital pay

Payroll	42,269.63
Accounts payable	14,549.60
Carried.	


72-104) Moved by Mr. Wood that the meeting adjourn.

72-105) Next Board Meeting and Joint Conference Meeting October 23, 1972.

Meeting Chairman

Meeting Secretary

T.L. Smith

  
E.J. Scott

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta


- 72-68) Minutes of the regular meeting of the Board of Trustees of the Cardston Municipal held in the Board Room August 28, 1972.
- 72-69) Chairman T.L. Smith called the meeting to order with the following present: Chairman T.L. Smith, Mr. B.W. Burt, Mr. W. Komm, Mr. J.L. Hoyt, Mrs. Rose Aldridge, Assist. Director of Nursing and Mr. E.J. Scott, Administrator. MR. REX WOOD
- 72-70) Minutes of the last meeting were read and approved on a motion by Mr. Burt.
- 72-71) 1. An informative report was received from Mrs. Aldridge in regard to the nursing program:  
a) Staffing pattern  
b) Nursing education  
c) A discussion on the feasibility of a clerk on the desk from 3 - 11.  
The Administrator was requested to look into this and come back with a report to the Board.
- 72-72) 2. Mr. Jim Martin reported on the condition of the building maintenance and grounds and submitted a written report.
- 72-73) 3. Moved by Mr. Burt, seconded by Mr. Komm, that the Board accept the request of Dr. Gehmlich for privileges in the Hospital as recommended by Dr. F. Spackman.
- 73-74) 4. The Board moved as a whole to expropriate twelve feet of property from Donna Steed to straighten up the Cardston Municipal Hospital property line, to give more room around the hospital. The administrator was ordered to do this immediately.
- 73-75) 5. Mr. Hoyt and Mr. Wood reported on the inspection of several areas of the hospital and the hospital house. It was moved by Mr. Hoyt, seconded by Mr. Komm, that the administrator have the areas that need painting touched up.  
e.g. O.R., C.S.R., Sunny Dell, window sills, and touch up the areas that have been skipped in the active and auxiliary.
- Hospital House  
a) Repair the wiring  
b) Repair the necessary plaster  
c) Make arrangements to buy the paint and let the tenant paint the house inside
- 73-76) 6. Moved by Mr. Burt, seconded by Mr. Komm, to get a stock control system for Medical Supplies and Drugs organized immediately. Someone is to be trained to handle Mrs. Forsyth's work and no longer have only one person knowing the procedure. The whole department to be brought into more control.
- 73-77) 7. In regard to the request by Norman Henderson for a meeting, the Board felt that Mr. Henderson should call the meeting rather than the Hospital Board.
- 73-78) 8. Moved by Mr. Burt, seconded by Mr. Komm, that the hospital put oxygen into the physio area to set up the inhalation therapy units for outpatients.
- 73-79) 9. Moved by Mr. Hoyt, seconded by Mr. Komm, that minutes from the meeting be mailed to the Board Members. 9/10/72

- 73-80) 10. The Administrator was requested to look into a rumor that a baby had been dropped and bring a report back to the board.
- 73-81) 11. The chairman asked the administrator to have a brief ready and set up an appointment with Dr. Bradley.
- 73-82) 12. Staff Committee
- a) A list of the staff changes and staffing pattern was submitted to the staff committee
  - b) The dismissal of Pat Allred was discussed and the staff committee approved of what had been done.
- 73-83) 13. Chairman Hoyt of the equipment committee requested the administrator to look into the possibility of a blender for the kitchen.
- 73-84) 14. Moved by Mr. Komm, seconded by Mr. Burt, that the hospital pay
- |                 |           |
|-----------------|-----------|
| Payroll         | 41,390.34 |
| Account payable | 14,693.39 |
- Carried.
- 73-85) 15. Next board meeting and joint conference meeting to be held September 18, 1972.
- 73-86) 16. Meeting adjourned on a motion by Mr. Hoyt.

Meeting Secretary

E.J. Scott

Meeting Chairman

  
T.L. Smith

CARDSTON MUNICIPAL HOSPITAL

Cardston, Alberta

- 72-54) Minutes of the regular meeting of the Board of Trustees held in the Board Room July 17, 1972.
- 72-55) Chairman T.L. Smith called the meeting to order with the following present: T.L. Smith, B.W. Burt, W. Komm, R. Wood, J.L. Hoyt, Mrs. R. Aldridge, Assist. Director of Nursing, and E.J. Scott, Administrator.
- 72-56) Minutes of the last meeting were read and approved on a motion by Mr. Komm. Carried.
- 72-57) Report by Mrs. Aldridge  
a) Mrs. Aldridge reported on the general progress of the nursing department. The two new RN Students, Mrs. Payne moving upstairs to fill a senior nursing gap, and Mrs. Neilson who seems to be having problems.
- 72-58) Report by Mr. L. Hegedus  
The amount of work load was discussed and also laboratory equipment. Mr. Hegedus felt there was a need for a new microscope. He felt the Indian Hospital was creating a large work load and that after the six month probationary period, the cost must be reviewed to make sure enough money is being received.
- 72-59) Chairman Smith reported on Joint Conference and the meeting with Mr. Al Johnson.  
a) Moved by Mr. Komm, seconded by Mr. Wood, that the assessment committee for auxiliary patients be requested not to admit any more than two patients (or the use of one room) due to the fact the commission felt the hospital was over utilizing their facilities.  
b) The Board Chairman advised the administrator that they were willing to listen to any proposal of the amalgamation of one Medical Record Dept.  
c) The Chairman of the Board asked the administrator to arrange an appointment with Dr. Bradley and have Mr. Hinman come as well, to try to get adequate monies, because of the heavy utilization of the hospital.
- 72-60) Moved by Mr. Burt, seconded by Mr. Komm, that the administrator hire Pat Allred CNA to replace Dorothy Ward  
Lois Wessel RT to replace Jack Knapp RT, at a salary of \$600.00 per month.
- 72-61) Moved by Mr. Burt, seconded by Mr. Komm, that the laboratory staff be given their increase in salary as per AHA recommendations effective July 1, 1972. The administrator is to check into Mrs. Moore to see if she will be classified the same.
- 72-62) The Chairman of the Board requested the plant committee of Mr. Hoyt and Mr. Wood, to check into the deeds and easements of the hospital property. Also into the painting and repairs of the building.
- 72-63) The administrator is to put an ad in the paper to try to hire one more senior R.N.
- 72-64) Moved by Mr. Komm, seconded by Mr. Burt, that the administrator attend the course on Hospital Administration in Banff Oct. 15 - 20, 1972.

72-65) Moved by Mr. Komm, seconded by Mr. Hoyt, that the hospital pay  
Accounts payable 22,884.58  
Payroll 37,294.29

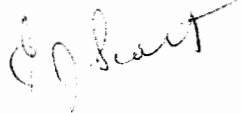
72-66) Next Board meeting and Joint Conference to be held August 28, 1972.

72-67) Meeting adjourned at 10:00 P.M. on a motion by Mr. Hoyt.

Meeting Secretary

Meeting Chairman

E.J. Scott

  
T.L. Smith



