

**Minutes of the
Assiniboine Regional Health Authority**

Board of Directors

DATE: August 19, 2009
TIME: 1900 hours
PLACE: RHA Office – Souris

PRESENT: Dean Dietrich; Chair, Don Cataford, Randy Hodge, Jacqueline Leforte, Debbie Eastcott, Barry French, Leona Williams, Kristine Janz, Eva Whitebird, and Kelvin Nerbas

REGRETS: Marg McDonald, Bruce Dunning, Diana Heneghan, Harvey Patterson, and Bonnie Proven

IN ATTENDANCE:

Penny Gilson – Chief Executive Officer
Ted Bartlett – VP Support Services / Capital Planning
Pat Cockburn – VP Programs & Standards
Deb Clevett – VP Community Services
Meagan Perkin – Executive Assistant

1. CALL TO ORDER

D. Dietrich; Chair, called the meeting to order at 1800 hours.

2. ADOPTION OF AGENDA

The agenda was previously distributed and amended. Agenda items 5.2.2, 5.2.3 and 5.2.4 regarding approval of Governance policies were deleted from the agenda and were deferred pending further review by the Governance Committee.

MOTION: That the agenda of the regular ARHA Board of Directors meeting of August 19, 2009 be approved as amended.

MOVED BY: L. Williams

SECONDED BY: J. LeForte

CARRIED

3. REVIEW & ADOPTION OF MINUTES

3.1 Regular Meeting Minutes – June 17, 2009

The minutes of the June 17, 2009 Board meeting were previously distributed and reviewed.

MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the minutes of the regular meeting held June 17, 2009 as presented.

MOVED BY: R. Hodge

SECONDED BY: D. Eastcott

CARRIED

3.2 Executive Committee Meeting Minutes – August 5th & 11th

The Executive Committee meeting minutes were previously distributed and reviewed.

MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the August 5th and August 11th Executive Committee Meeting minutes as presented.

MOVED BY: K. Janz

SECONDED BY: B. French

CARRIED

4. OWNERSHIP LINKAGE

4.1 Community Meetings

P. Gilson updated the Board on the upcoming community meetings:

- Members of the ARHA, Manitoba Health and Healthy Living, and Diagnostic Services of Manitoba met with representatives from the RM of Argyle in regards to x-ray services at the Baldur Health Centre. The current x-ray suite is not operable and is not able to be repaired. Details were provided to the community stakeholders regarding costs associated with replacement of the suite and necessary renovations that would be required to ensure safety standards are met. It was further communicated that this would not result in changing the region's current priorities which have been communicated to Diagnostic Services of Manitoba. Future prioritization will involve reviewing all needs at a regional level which then become part of a provincial prioritization process. The Baldur Health Centre x-ray volumes are low and the current technologist will be commencing maternity leave in November. The term position has been posted without any applicants to date.

4.2 Referral Items

- The Board was provided with the notes from the Assiniboine Health Advisory Council forum that was held on June 23rd in Souris. The Board requested that future notes from the forums include a list of attendees.

5. MONITORING

5.1 Finance Committee

5.1.1 June 30, 2009 Financial Report

The Board was provided with copies of the June 30, 2009 financial statement and Finance Report for the Assiniboine Regional Health Authority.

The June 2009 funding surplus reported on the financial statement is \$674,095. After adjustments for Due from/to Manitoba Health, as found in the finance report, the reported year to date funding surplus is \$34,062. The projected year end funding shortfall increased to \$4,720,973 primarily due to decreased interest revenue and projected H1N1 costs. The regional equity balance is \$4,496,000 which would mean a net year end shortfall of \$224,973.

MOTION: That the ARHA Board of Directors approve the June 30, 2009 Financial Report showing a year-to-date funding surplus of \$34,062; a projected year end funding shortfall of \$4,720,973; and a regional equity balance of \$4,496,000 which results in a projected net year end shortfall of \$224,973.

MOVED BY: D. Cataford

SECONED BY: D. Eastcott

CARRIED

5.2 Governance Committee Report

No report was provided due to B. Proven's absence. The meeting minutes from the June 25th and July 28th meeting were provided to the Board for information. The next meeting of the committee is scheduled for August 24, 2009.

5.3 Board Monitoring Reports

There were no monitoring reports brought forward for August.

5.4 Board Post Meeting Evaluation Form

The Board of Directors were asked to complete the meeting evaluation form and submit at the end of the meeting for compilation.

5.5 Draft Annual Report

The Board was previously provided with a copy of the Annual Report for their review and approval prior to submission to the Minister of Health.

MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the Annual Report for submission to the Minister of Health as presented.

MOVED BY: D. Cataford

SECONDED BY: L. Williams

CARRIED

6. Risk Management / Patient Safety

6.1 Summary of Code Exercises, Actual Code Events and Mock Disaster Exercises

The Board was provided with a summary report of code exercises, actual code events, and mock disaster exercises within the regional health authority for 2008-09. This report shows evidence from a risk management perspective that these exercises are being done and reported. Work will be done with sites that report lower participation rates.

There was a question about the region's disaster & emergency preparedness plan specific to the model of response used. It was indicated that the region uses an Incident Command System that can be applied to any level of the organization. This system aligns with that used by the Province. Given current pandemic preparedness activity there are discussions happening nationally to ensure that systems align with each other. If this results in a change to the provincial system, then regions will need to realign their systems accordingly.

7. DECISION ITEMS

7.1 Physician Privileges

In accordance with the Medical Staff By-law, temporary privileges were granted to a number of physicians by the Medical Advisory Committee designate. The Board of Directors now needs to address these privileges as required by the Medical Staff By-law.

MOTION: That the Assiniboine RHA Board of Directors approve in accordance with article 4.9.2 of the ARHA Medical Staff By-Law, the extension of temporary privileges for Dr. Balhaj, Dr. Fagbemigun, Dr. Hamilton, Dr. Onyshko, Dr. Shahzad, Dr. Shariati, Dr. Wiesenthal, and Dr. Volpe as recommended by the Medical Advisory Committee.

MOVED BY: B. French

SECONDED BY: K. Nerbas

CARRIED

7.2 Service Recognition Date

The Board was informed that the service recognition date has been scheduled for Tuesday, October 13th in Souris.

When an employee reaches 10, 15, 20, 25, 30, 35 and 40-year service milestones with the Assiniboine RHA, the employee and a guest are invited to the annual service recognition event receive their gift of appreciation. The event is held in the fall of each year. The evening consists of a dinner, entertainment, and the presentation of a gift to employees. This event has been positively evaluated each year by those in attendance. Board members are encouraged to attend this event to help show their appreciation to the employees in our region.

7.3 Tub Chairs – Neepawa PCH

The Board was provided with a capital request for five Alenti bath chairs for the Neepawa Personal Care home. Three of these tubs are to be funded by the Fundraising Committee and two are to be funded from donations.

MOTION: That the Assiniboine RHA Board of Directors approve the Capital Request for five Tub Chairs for the Neepawa Personal Care Home in the amount of \$59,053.27 utilizing funds from restricted donations.

MOVED BY: R. Hodge

SECONED BY: J. LeForte

CARRIED

8. REPORTS

8.1 Executive Management Committee Report-August 2009

The Executive Management Committee report was circulated to the Board for information. The following updates were provided:

- H1N1 Update: ongoing fit testing is occurring with staff around the region. The region is preparing for a mass immunization/vaccination for both the seasonal influenza immunization and the H1N1 vaccine. The Corporate Incident Command team has continued to teleconference over the summer to ensure that the region is as prepared as possible for a potential second wave of the H1N1 virus this fall.
- Rivers Health Centre Building Condition Assessment Report: The region received the Rivers Health Centre Building Condition Assessment Report which identified system deficiencies in the building as well as building code upgrades which would be required if a medical clinic addition was added to the building. Costs to address these issues would be substantial. Assiniboine Regional Health Authority staff will review next steps and options with the Department of Health and Healthy Living to determine the best course of action to address the clinic needs identified by the community.
- Dr. George Ong has agreed to provide some medical administrative support for the region on an as needed basis for those situations that

require medical expertise and input. This is in addition to ongoing assistance provided by other members of the Medical Advisory Committee.

8.2 Brandon RHA Report

No report provided due to M. McDonald's absence.

9. CORRESPONDENCE

The following correspondence was listed for the Board for information only.

- 9.1.1** Letter to Minister Oswald re: disposition of East View Lodge
 - 9.1.1.1** Letter from MHHL to ARHA re: disposition of East View Lodge.
- 9.1.2** Letter to ARHA from Brandon Fire & Emergency services thanking the region for supplying them with a spare ambulance while their unit was down for repairs.
- 9.1.3** Letter to B. Walker and M. Moir thanking them for their delegation to the Board at the June 17th Board meeting.
- 9.1.4** Letter of support from the RM of Hamiota re: satellite medical school.
- 9.1.5** Amalgamation Report for the Town and RM of Shoal Lake.
- 9.1.6** Letter from Russell and Area Palliative Care re: proposal to construct a sunroom off the Palliative care room at the Russell Health Centre and a letter of response from the ARHA.

10. INFORMATION

The following was circulated to the Board for information only:

- 10.1 Board Expense Claim Form**
- 10.2 Board Education Session schedule**
- 10.3 Provincial RIS/PACs Project Update**
- 10.4 MB Institute for Patient Safety 08/09 Annual Report**
- 10.5 Call for Nominations re: Judge J.M. George Memorial Award**
- 10.6 Composite Health Indices: Useful tools or more work than they're worth?**
- 10.7 MCHP 16th Annual Rural & Northern Healthcare Day**

11. BOARD MEMBER INQUIRIES

Information was provided on "envelopes for unused meds" which is a system in the United States whereby residents can return unused medications? It was indicated that any unused medication can be taken to the local pharmacy to be disposed of – it cannot be re-used. Also, the RCMP will assist in securing any unused narcotics that people may have left after the death of a palliative care client. It was suggested that this would be good information to include in an upcoming public newsletter so that people are aware of options for disposing of unused medication.

It was inquired what was done with the furnishings/equipment from the East View Lodge in Neepawa. T. Bartlett reported that an inventory was done and was provided to all sites across the region and anything that could be used elsewhere in the region was transferred to other facilities. Any residual items were then offered for sale to staff and the public.

12. DATE AND TIME OF NEXT MEETING

Next Board meeting - September 16, 2009 at 1730 hours at the RHA office in Souris

Governance Committee Meeting – August 24, 2009 - 1700 hours – Brandon, MB

Finance Audit Committee Meeting – September 8, 2009- 1630 hours – Via conference call

Annual General Meeting – October 21, 2009 in Killarney, MB

Provincial New Board Member Orientation – Thursday, October 29th in Winnipeg

13. ADJOURNMENT

MOTION: That the ARHA Board of Directors meeting held August 19 2009 be adjourned.

MOVED BY: D. Eastcott

SECONDED BY: J. LeForte

CARRIED

The meeting was adjourned at 1910 hours.

D. Dietrich, Board Chair

Penny Gilson, CEO