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Minutes of the Assiniboine Regional Health Authority

Board of Directors

DATE: December 14, 2011

TIME: 1700 hours

PLACE: Corporate RHA Office – Souris, MB

PRESENT: Dean Dietrich (Chair), Jacqueline Leforte, Leona Williams, Debbie Eastcott, Isobel Jarema, Terry Johnson, Randy Hodge, Laura McDougald – Williams, Eva Whitebird, and Barry French

Kristine Janz and Reginald Buss joined by phone.

REGRETS: Kelvin Nerbas, Pat Phillips and Marg McDonald

IN ATTENDANCE:

Penny Gilson – Chief Executive Officer

Kerry Takvam – VP Corporate Services

Lara Bossert – Chief HR / Communications Officer

Debbie Clevett – VP Community Health Services

Meagan Perkin – Executive Assistant

1. CALL TO ORDER

Dean Dietrich, Chair called the meeting to order at 1710 hours.

2. ADOPTION OF AGENDA

The Board reviewed and approved the agenda. Item 4.3 information received by Board Member related to Support Services to Seniors was added to the agenda.

MOTION: That the agenda of the regular ARHA Board of Directors meeting of December 14, 2011 be approved as amended.

MOVED BY: L. McDougald-Williams

SECONDED BY: D. Eastcott

CARRIED

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3. REVIEW & ADOPTION OF MINUTES

3.1 Regular Meeting Minutes – November 16, 2011

The minutes of the November 16, 2011 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 November 16, 2011 as circulated.

MOVED BY: T. Johnson

SECONDED BY: L. Williams

CARRIED

4. OWNERSHIP LINKAGE

4.1 Community Meetings

P. Gilson contacted the Reeve of RM of Baldur regarding the sale of the Baldur house to indicate that the proceeds from any sale would be put back into the Baldur Health Centre donation account. If the house does not sell then there may need to be further discussions with the RM.

4.2 Referral Items

The next Assiniboine Health/Provider Advisory Council forum will be held in February 2012. It was indicated that the region will need to develop a Declaration of Patient Values and this will be one area for engagement with the Advisory Council.

4.3 Information received by Board Member related to Support Services to Seniors

A Board member received some information from a representative of S.A.I.L (Services Access to Independent Living) – which is the Support Services to Seniors organization for the Virden area. They wanted to make the Board aware of the ongoing requests which have been made for additional funding to support both expansion of the program and also wage equity with ARHA employees.

These positions are operated by the local Boards and the RHA serves as a conduit for the grant funding. The RHA did undertake a process to standardize the level of funding provided to these organizations and has provided economic increases from the RHA global budget on several occasions. The Board acknowledged receipt of the information as well as the value these organizations play in the region's communities. A response will be sent indicating that the information was received and would be taken into

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consideration in the region's budget and health planning processes to the extent possible.

5. MONITORING

5.1 Finance Committee

5.1.1 October 31, 2011 Finance Report

The Board was provided copies of the October 31, 2011 financial statements and Finance Report for the Assiniboine Regional Health Authority.

The October 31, 2011 funding surplus reported on the financial statement is \$2,022,856. After adjustments for Due from/to Manitoba Health, as found in the finance report, the reported year to date funding surplus is \$360,243.

The September financial report identifies the 2011/12 Projected Year-End Funding shortfall of \$(1,368,046), which is equal to the budgeted shortfall.

Accumulated Net Assets – Unrestricted (Operating Equity) of \$6,598,350 will be used to cover the shortfall.

MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the October 31, 2011 Financial Report showing a year-to-date funding surplus of \$360,243 and a projected year end funding shortfall of \$(1,368,046).

MOVED BY: I. Jarema

SECONDED BY: R. Hodge

CARRIED

5.2 Policy Review

5.2.1 EL-9 Compensation and Benefits

This policy was revised from last meeting to provide clarity around the standard pension and benefits afforded healthcare employees in Manitoba. The note on funding provided to Physicians/employees for provincial assessment processes; educational advances; tuition; etc. was also revised to provide clarity and specify return of service agreement requirements.

MOTION: That the ARHA Board of Directors approve the Executive Limitation Policy EL-9 Compensation and Benefits as presented.

MOVED BY: D. Eastcott

SECONDED BY: B. French

CARRIED

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5.2.2 GP-30 Delegations

The Board reviewed and approved this policy.

MOTION: That the ARHA Board of Directors approve the Governance Process Policy GP-30 Delegations as presented.

MOVED BY: B. French

SECONDED BY: L. McDougald-Williams

CARRIED

5.2.3 GP-31 Board Linkage with the Community

The Board reviewed and approved this policy.

MOTION: That the AHRA Board of Directors approve the Governance Process Policy GP-31 Board Linkage with the Community as presented.

MOVED BY: R. Hodge

SECONDED BY: J. LeForte

CARRIED

5.2.4 GP-31.1 Terms of Reference AHAC

The Board reviewed and approved this policy.

MOTION: That the ARHA Board of Directors approve the Governance Process Policy GP-31.1 Terms of Reference AHAC.

MOVED BY: L. McDougald- Williams

SECONDED BY: D. Eastcott

CARRIED

5.2.5 GP-31.2 Provider Advisory Council – Terms of Reference

The Board reviewed and approved this policy.

MOTION: That the ARHA Board of Directors approve the Governance Process Policy GP-31.2 Provider Advisory Council – Terms of Reference.

MOVED BY: B. French

SECONDED BY: L. McDougald-Williams

CARRIED

5.2.4 GP-32 Board Linkage with other Organizations

The Board reviewed and approved this policy. There was a question as to whether a list exists of “other organizations” the Board links with and it was explained that right now there are not any formal linkages with other community organizations but the policy exists to provide direction in the event that a request for a specific linkage comes forward.

MOTION: That the ARHA Board of Directors approve the Governance Process Policy GP-32 Board Linkage with other Organizations as presented.

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MOVED BY:

SECONDED BY:

CARRIED

5.3 Board Monitoring Reports – No reports brought forward this month.

5.4 Board Post Meeting Evaluation Form

The Board of Directors was asked to complete the post meeting evaluation form and submit at the next meeting for compilation.

6. RISK MANAGEMENT/PATIENT SAFETY

During the Accreditation Survey and a Manitoba Health mandated external audit issues have been raised regarding the region's decontamination/sterilization processes in particular as it relates to physical infrastructure challenges in meeting current standards. A working group is being put together to review this and will make recommendations as soon as possible regarding changes that will need to be made to ensure compliance with standards.

7. DECISION ITEMS

7.1 Physician Privileges

There were no privileges brought forward this month.

7.2 Briefing Note – Minnedosa Health Centre Donation Purchase

The Minnedosa Health Centre is requesting the purchase of a new Arjohuntleigh tub, chair and scale. The Minnedosa Health Foundation has agreed to fund the purchase of the tub and accessories. A few minor renovations will be required but these costs will be paid out of the site operating budget. Due to the donation purchase being greater than \$25,000 Board approval is required.

MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the purchase of the Arjohuntleigh tub and chair in the amount of \$36,981.64 to be funded by the Minnedosa Health Foundation for the Minnedosa Health Centre.

MOVED BY: B. French

SECONDED BY: D. Eastcott

CARRIED

8. REPORTS

8.1 Executive Management Committee Report – December 2011

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

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- Dr. Sahni (Rivers Medical Clinic) has submitted notice of resignation. The region will prioritize physician placement for Rivers to ensure that the rehabilitation program is not jeopardized.
- There a number of nursing challenges across the region due to all the retirements and term positions.
- Each year as a part of the budgeting process the region's revenue rates are reviewed – the beverage deduction for staff has not changed since 2006. Therefore effective April 1, 2012 an increase to the beverage deduction will be applied and will bring the cost to \$.20/hour or \$1.55/7.5 hour shift.

9. **CORRESPONDENCE**

There was no correspondence brought forward at this time.

10. **INFORMATION**

The following was circulated to the Board for information only:

10.1 Board Expense Claim Form

BOARD MEMBER INQUIRES

Nothing brought forward at this time.

11. **DATE AND TIME OF NEXT MEETINGS**

January 10, 2012 Finance Conference call at 1215 hours.

January 14, 2012 Annual Strategic Plan Review Session at 9:00 am – Victoria Inn in Brandon.

January 18, 2012 Regular Board meeting at 5:30 pm at RHA office in Souris.

12. **ADJOURNMENT**

MOTION: That the ARHA Board of Directors meeting held December 14, 2011 be adjourned.

MOVED BY: R. Hodge

SECONDED BY: I. Jarema

CARRIED

The meeting was adjourned at 1800 hours.

D. Dietrich, Board Chair

Penny Gilson, CEO