

**Minutes of the
Assiniboine Regional Health Authority**

Board of Directors

DATE: December 16, 2009
TIME: 1700 hours
PLACE: Remington's Restaurant – Brandon, Manitoba

PRESENT: Dean Dietrich – Chair, Randy Hodge, Jacqueline Leforte, Barry French, Kelvin Nerbas, Bruce Dunning, Harvey Patterson, Debbie Eastcott, Diana Heneghan, Kristine Janz, Bonnie Proven and Leona Williams

REGRETS: Marg MacDonald, Don Cataford, and Eva Whitebird

IN ATTENDANCE:

Penny Gilson – Chief Executive Officer
Ted Bartlett – VP Support Services / Capital Planning
Pat Cockburn – VP Programs & Standards
Deb Clevett – VP Community Services
Kerry Takvam – Chief Financial Officer
Lara Bossert – Chief Communications/ Human Resource Officer
Meagan Perkin – Executive Assistant

EDUCATION SESSION

No Education Session due to Christmas function.

1. CALL TO ORDER

D. Dietrich – Chair, called the meeting to order at 1700 hours.

2. ADOPTION OF AGENDA

The agenda was previously distributed and reviewed.

MOTION: That the agenda of the regular ARHA Board of Directors meeting of December 16, 2009 be approved as circulated.

MOVED BY: D. Eastcott

SECONDED BY: B. French

CARRIED

3. REVIEW & ADOPTION OF MINUTES

3.1 Regular Meeting Minutes – November 12, 2009

The minutes of the November 12, 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 November 12, 2009 as presented.

**MOVED BY: B. Dunning
SECONDED BY: L. Williams**

CARRIED

4. OWNERSHIP LINKAGE

4.1 Community Meetings

There was no community meeting updates at this time.

4.2 Referral Items

The next Assiniboine Health Advisory Committee meeting will be held on January 25, 2010 from 10:00 am – 3:00 pm at the Kirkup Lounge in Souris, Manitoba. Potential agenda items are: Patient Navigator from Brandon RHA and feedback from the H1N1 clinics. Notices will be going out to AHAC members by the end of the week.

5. MONITORING

5.1 Finance Committee

5.1.1 October 31, 2009 Financial Report

The Board was provided copies of the October 31, 2009 financial statement and Finance Report for the Assiniboine Regional Health Authority.

The October 31, 2009 funding surplus reported on the financial statement is \$1,865,837. After adjustments for Due from/to Manitoba Health, as found in the finance report, the reported year to date funding shortfall is (\$333,754).

The October financial report identifies the 2009/10 Projected Year-End Surplus / (Funding Shortfall) of (\$2,000,000). Accumulated net assets – unrestricted (operating equity) of \$4,445,709 will be used to offset this shortfall.

The pre-retirement actuarial valuation may have an impact on the projected year end financial position. Also the level of H1N1 funding and the costs of the CUPE vacation grievance are unknown at this time.

It was noted that the year end shortfall position has been reduced primarily as a result of reducing the projected shortfalls associated with acute and long term care nursing salaries and benefits.

The Board was provided a briefing note on the Nursing salary and benefit variances and year end projections by site and by sector (Acute Care, Long Term Care, and Transitional). The estimated year end projections show a savings of \$1,425,000 in Acute Care, \$931,000 in Long Term Care, and a

shortfall to budget of \$112,000 for the Transitional Care health centres.

The main reason for the projected savings in nursing salaries and benefits are:

- The region was able to maximize the use of the Philippine and Grad nurses to fill shifts rather than utilizing additional staff.
- Ongoing staffing shortages have resulted in under filling shifts.
- At larger health care centres, some vacant shifts were not filled based on activity at the time.
- At transitional care centres, vacant shifts needed to sometimes be under filled based on unavailability of other staff.

Due to the magnitude of the region's Nursing salary and benefit costs (\$60 million), the Executive Director of Facility Services, the Finance Controller, and the Chief Financial Officer for the region will arrange to meet on a quarterly basis to review the variance analysis and year end projections and provide explanations for any differences to budget.

MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the October 31, 2009 Financial Report showing a year-to-date funding shortfall of \$333,754, a projected year end funding shortfall of \$2,000,000.00 and a regional equity balance of \$4,445,709, for a net projected surplus of \$2,445,709.

MOVED BY: R. Hodge

SECONDED BY: J. LeForte

CARRIED

5.1.2 Borrowing Resolution – 2009/2010 Specialized Equipment

The Board was provided with a borrowing resolution along with a letter of comfort from Manitoba Health for 2009/2010 specialized equipment.

MOTION: THAT the persons authorized by the Authority to borrow upon the credit of the said Borrower by means of a promissory note or notes of the Borrower or by overdraft on the account of the Borrower, repayable on demand, the sum of \$201,826.36 (Two Hundred and One Thousand, Eight Hundred and Twenty Six Dollars and Thirty Six Cents), with interest thereon calculated and payable monthly at a rate equal to Royal Bank of Canada Prime minus 0.80% interest rate in effect from time to time, as well after as before maturity, default and judgment, with interest on overdue interest at the same rate as on the principal. For the purpose hereof, Prime interest rate means the rate then in effect for determining interest rates on Canadian dollar commercial loans in Canada.

THAT when by promissory note or notes they shall be signed by the persons authorized by the Board of Directors to sign

promissory notes, be duly executed and given to the said Bank for the amount so borrowed with interest as aforesaid, and when by overdraft the cheques shall be signed by persons authorized by the Board of Directors to sign cheques.

THAT the said Borrower hereby charges to the said Bank any monies payable to the said Borrower from the Manitoba Health Insurance Plan in respect to the cost of providing service to persons insured under the provisions of the Health Service Insurance Act.

THAT nothing herein contained shall waive, prejudicially affect or exclude any right, power or benefit or security by statute, common law or otherwise given to or implied in favour of the said Bank.

MOVED BY: B. French

SECONDED BY: B. Proven

CARRIED

5.2 Governance Committee Report

Minutes from the November 16th and December 7th meeting were circulated to the Board for information. B. Proven provided a report on behalf of the Governance Committee. The Governance Committee proposed to the Board that policy GP-22 Investment Policy be forwarded to Myers Norris and Penny for review and comment.

MOTION: That the Assiniboine RHA Board of Directors forward Governance Process policy GP-22 Investment Policy to Myers Norris and Penny for review and comment as recommended by the Governance Committee.

MOVED BY: B. Proven

SECONDED BY: B. Dunning

CARRIED

5.2.2 GP-3 Expectations of Board Members

The Board reviewed policy GP-3 Expectations of Board Members as recommended by the Governance Committee.

MOTION: That the Assiniboine RHA Board of Directors approve policy GP-3 Expectations of Board Members as recommended by the Governance Committee.

MOVED BY: B. Proven

SECONDED BY: D. Eastcott

CARRIED

5.2.3 Appointment to Governance Committee

The Board formally appointed Debbie Eastcott as to the Board Governance Committee.

MOTION: That the Assiniboine RHA Board appoint Debbie Eastcott to the Board Governance Committee.

MOVED BY: B. Dunning

SECONDED BY: B. French

CARRIED

5.3 Board Monitoring Reports

The Board reviewed Executive Limitation Monitoring reports EL-8 Asset Protection and EL-9 Compensation and Benefits as per the Board annual review schedule.

MOTION: That the Assiniboine RHA Board of Directors approve the Executive Limitation EL-8 Asset Protection as presented.

MOVED BY: K. Nerbas

SECONDED BY: D. Heneghan

CARRIED

MOTION: That the Assiniboine RHA Board of Directors approve the Executive Limitation Monitoring Report EL-9 Compensation and Benefits as presented.

MOVED BY: L. Williams

SECONDED BY: B. French

CARRIED

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.

6. RISK MANAGEMENT/PATIENT SAFETY

6.1 Personal Care Home Standards 2009- Summary Report

The Board was provided a copy of the Personal Care Home Standards report for 2009. It was indicated that the region continues to make progress in meeting the standards.

The Board questioned if there have been any challenges with International Educated Nurses (IENs) working in the Personal Care Homes due to the fact that this is a new service area for them. It was indicated that the IENs are integrating very well into the Personal Care Homes.

The Board questioned if the region will hire more RNs into Personal Care Homes in order to meet the standard which indicates requirement for RN coverage 24/7. It was indicated that the region continues to try and recruit RNs, however it is acknowledged that such efforts continue to be

unsuccessful in a number of circumstances. Manitoba Health does allow regions to recruit LPNs when attempts to recruit RNs are unsuccessful. It was questioned whether the standard needs to change to reflect this reality and it was indicated that discussions regarding this continue at the provincial level.

6.2 MANQAP Transfusion and Medicine Accreditation

Correspondence was received from the College of Physician and Surgeons indicating the Manitoba Quality Assurance Program (MANQAP) Review Committee has withdrawn full accreditation status regarding transfusion medicine in Carberry and Erickson. The volumes are too far too low in Erickson (i.e. 3 in the last 3 years) to maintain standards and therefore Diagnostic Services of Manitoba (DSM) will be processing withdrawal of this service in Erickson. For Carberry, DSM is working collaboratively with the region to address the priority deficiencies. A site visit will be conducted by the Manitoba Quality Assurance Program on December 22, 2009. The region will also work collaboratively with DSM to address other sites that no longer transfuse adequate units of blood to maintain accreditation status. Further discussions will be held with stakeholders to ensure standards first and foremost support patient safety but are also realistic to rural environments where volumes do support the service being provided.

7. DECISION ITEMS

7.1 Physician Privileges

The Board reviewed and approved medical privileges for Dr. Arrezaghi, Dr. De Wit, Dr. Earle, Dr. Fahmy, Dr. Hamilton, Dr. Onyshko, Dr. Simmonson, Dr. Tresoor as recommended by the Medical Advisory Committee.

MOTION: That the Assiniboine RHA Board of Directors approve the privileges and appointments to Medical Staff as recommended by the ARHA Medical Advisory Committee and detailed in their meeting minutes of November 12, 2009.

MOVED BY: B. Proven

SECONDED BY: H. Patterson

CARRIED

8. REPORTS

8.1 Executive Management Committee Report - October 2009

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

- Manitoba Health has deferred submission of the Health Plan until the Fall of 2010.
- There were no offers received for the purchase of East View Lodge. Therefore the original request from the Board to dispose of the

facility to the Town of Neepawa for \$1 remains with the Minister of Health.

- Killarney Ultrasound is up and running now
- Boissevain diagnostics is receiving a new x-ray unit, therefore the x-ray machine will be out of commission for 3 weeks while the new is set up. The region is looking at a contingency plan during this time.
- Rivers Health Centre Renovation Project – Staff have had several meetings with the Rivers Health Action Committee. Following the most recent meeting, the Committee requested staff to determine what is required to upgrade the HVAC system in the Rivers Health Centre. An upgrade to the HVAC system in the Rivers Health Center is a need currently identified on the Safety and Security listing in the Health Plan, however such a project will require the services of a mechanical engineer to develop the scope of work as well as to establish a project budget. The region has requested funding from Manitoba Health to engage a mechanical engineer.

8.2 Brandon RHA Report

No report due to M. MacDonald's absence.

8.3 Provincial Meeting Report

The Board was provided with a report on the Health Seniors Executives, RHAM Board of Directors, and Council of Chairs Meetings attended by the CEO in December.

D. Dietrich provided a verbal report on the Council of Chairs meeting highlighting a presentation provided by South Eastman; discussions with the Minister of Health and the Minister of Healthy Living, Youth, and Seniors; and discussions with the Auditor General.

9. CORRESPONDENCE

The following correspondence was available to the Board for information:

- 9.1** Letter from Brandon RHA re: the appointment of Kristine Janz to the BRHA Ethics Committee
- 9.2** Letter of approval from Manitoba Health granting an extension for the CHA report to March 31, 2010

10. INFORMATION

The following was circulated to the Board for information only:

- 10.1** Board Expense Claim Form

11. BOARD MEMBER INQUIRIES

There were no Board member inquiries at this time.

12. IN CAMERA SESSION

No In Camera Session at this time.

13. DATE AND TIME OF NEXT MEETINGS

Finance Committee – January 11, 2010 at 1645 hours via conference call

Board of Directors Meeting – January 20, 2010 at 1730 hours at RHA office in Souris

Assiniboine Health Advisory Committee Meeting – January 25, 2010 at 1000 hours in Souris

Governance Committee Meeting – January 25, 2010 at 1700 hours via conference call

14. ADJOURNMENT

MOTION: That the ARHA Board of Directors meeting held December 16, 2009 be adjourned.

MOVED BY: D. Heneghan

SECONDED BY: D. Eastcott

CARRIED

The meeting was adjourned at 1825 hours.

D. Dietrich, Board Chair

Penny Gilson, CEO