

**Minutes of the  
Assiniboine Regional Health Authority**

**Board of Directors**

**DATE:** February 16, 2011

**TIME:** 1900 hours

**PLACE:** Corporate RHA Office – Souris

**PRESENT:** Randy Hodge, Barry French, Jacqueline Leforte, Leona Williams, Pat Phillips, Laura McDougald – Williams, Kelvin Nerbas, Dean Dietrich and Marg McDonald.

**REGRETS:** Kristine Janz, Bonnie Proven, Debbie Eastcott and Eva Whitebird

**IN ATTENDANCE:**

Penny Gilson – Chief Executive Officer

Kerry Takvam – VP Corporate Services

Debbie Clevett – VP Community Services

Lara Bossert – Chief HR / Communications Coordinator

Dr. Elise Weiss, VP Medical Services

Meagan Perkin – Executive Assistant

**EDUCATION SESSSION**

No educations session at this time, therefore the IN Camera Session was moved to this portion of the meeting.

**1. IN CAMERA SESSION**

**MOTION:** That the Assiniboine Regional Health Authority Board of Directors rise as a Board and sit as a Committee of the Whole and consider IN CAMERA business.

**MOVED BY:** K. Nerbas

**SECONDED BY:** L. Williams

**CARRIED**

**MOTION:** That the Assiniboine Regional Health Authority Board of Directors rise as a Committee of the Whole and sit as a Board and continue with business of the agenda.

**MOVED BY:** B. French

**SECONDED BY:** L. Williams

**CARRIED**

**EMS Flat Rate Structure**

The Board was provided information on the new proposed EMS flat rate fee structure and was given this opportunity for discussion to facilitate decision making later on in the agenda.

The primary purpose of changing from the current rate structure to a flat rate structure is to address equity issues within the EMS Program in that charging some residents a loaded kilometer fee can no longer be justified given the nature of current operations and changes that have taken place over time. This has been discussed on numerous occasions with stakeholders throughout the past couple of years through key community stakeholder meetings and Advisory Council meetings. This was also the public engagement topic at the ARHA Annual General Meeting in October 2010. The feedback has been consistent in that the proposed flat fee rate structure would be more equitable.

The new fee will be widely communicated through local newspapers to the public.

It has been recommended that the proposed EMS Flat Rate schedule be considered for approval, effective April 1, 2011 (with the proposed fee to be communicated to the public in advance). The new proposed primary call flat rate will be \$530.00 calculated based on revenue needed to balance the EMS budget divided by the projected number of primary calls (this is projected using a trend analysis which is based on assumptions – if the assumptions change it could have an impact positively or negatively on projected call volumes).

A question was asked in regards to the reason for increasing staffing in Treherne, Shoal Lake and Russell. It was indicated that these sites are incurring a significant amount of overtime and call back costs and this is also contributing to the potential for staff burnout. While it will result in increased staffing the increase to predict actual cost is projected to be minimal depending on call volumes which can only be predicted based on the best available trend information.

There was a question about how long the new fee would be in place for and it was explained that the EMS user fees are brought to the Board every year as a part of the annual budgeting process and that this new fee would be reviewed as part of the 2012 budgeting process.

## **2. CALL TO ORDER**

Dean Dietrich, Chair, called the meeting to order at 1845 hours.

## **3. ADOPTION OF AGENDA**

The agenda was previously distributed. The following items were added to the agenda:

7.1.1 MAC Appointments

7.2 EMS Flat Rate Structure

**MOTION: That the agenda of the regular ARHA Board of Directors meeting of February 16, 2011 be approved as amended.**

**MOVED BY: P. Phillips**

**SECONDED BY: J. Leforte**

**CARRIED**

#### **4. REVIEW & ADOPTION OF MINUTES**

##### **4.1 Regular Meeting Minutes – January 19, 2011**

The minutes of the January 19, 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 January 19, 2011 as presented.**

**MOVED BY: K. Nerbas**

**SECONDED BY: L. Williams**

**CARRIED**

#### **5. OWNERSHIP LINKAGE**

##### **5.1 Community Meetings**

Carberry – A meeting was held with the Carberry physicians in regards to bed management issues which also included the Mayor and Reeve.

Russell – a meeting is being held Thursday February 17, 2011 with representative from Russell regarding a proposal to construct a “tri-care” seniors facility in Russell which is proposed to include personal care home beds and an assisted living program.

##### **5.2 Referral Items**

The next Assiniboine Health/Provider Advisory Council engagement forum is scheduled for March 7, 2011 in Souris. Topics for engagement are Client Satisfaction Questionnaires, Complaint Management process and Flood Forecasting.

#### **6. MONITORING**

##### **6.1 Finance Committee**

###### **5.1.1 December 31, 2010 Finance Report**

The Board was provided copies of the December 31, 2010 financial statements and Finance Report for the Assiniboine Regional Health Authority.

The December 31, 2010 funding surplus reported on the financial statement is \$2,953,294. After adjustments for Due from/to Manitoba Health, as found in the finance report, the reported year to date funding surplus is \$1,226,814.

The December financial report identifies the 2010/11 Projected Year-End Funding Shortfall of \$(800,000).

Accumulated Net Assets – Unrestricted (Operating Equity) of \$5,934,809 will be used to cover the shortfall.

It was indicated that on a line by line basis not much has changed from the previous report. It was indicated that the projected shortfall may be reduced even further prior to year end.

Acute care nursing salary and benefits are under budget due to vacant positions, under filling shifts, not as many grad nurses hired as expected, overtime and orientation being less than expected, offset by sick, paid compassionate leave and increases in staffing in Minnedosa, Neepawa and Virden.

**MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the December 31, 2010 Financial Report showing a year-to-date funding surplus of \$1,226,814 and a projected year end funding shortfall of (\$800,000).**

**MOVED BY: R. Hodge**

**SECONDED BY: J. Leforte**

**CARRIED**

#### **5.1.2 Borrowing Resolution re: Nurse Call System Replacement**

The proposed resolution and letters of comfort from Manitoba Health were presented to the Board. It was noted that there are several call systems to be replaced which on a regional basis will need to be prioritized but all will get done.

There was a request to explain what exactly a nurse call system is and it was explained that these are the systems in facilities that patients/residents use to “call a nurse” when they need one.

**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 \$395,564.31 (Three Hundred and Ninety Five Thousand, Five Hundred and Sixty Four Dollars and Thirty One 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: L. McDougald-Williams

SECONDED BY: L. Williams

CARRIED

## 6.2 Governance Committee Report

No report or policies to review at this time.

## 6.3 Board Monitoring Reports

No Monitoring Reports were circulated until the Governance Committee is finished reviewing all policies then a new EL policy review schedule will be developed.

## 6.4 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.

## 7. RISK MANAGEMENT/PATIENT SAFETY

Nothing to report at this time.

## 8. DECISION ITEMS

### 8.1 Medical Advisory Committee Meeting Minutes/Physician Privileges

The Board was requested to approve the extension of temporary privileges for for Dr. Forward, Dr. Ziada, Dr. Daoud and Dr. Uwabor for a period not to exceed one year.

**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 as granted by the CEO (designate) for Dr. Forward, Dr. Ziada, Dr. Daoud and Dr. Uwabor for a period not to exceed one year.**

MOVED BY: B. French

SECONDED BY: K. Nerbas

CARRIED

A question was asked in regards to locum services. It was reported that a locum is a physician, from either in the region or outside the region, providing services on a temporary basis in sites that are not their base site.

### **8.1.1 Medical Advisory Committee Appointments**

The Board approved the appointment of Drs. Basta and Lee and the reappointment of Drs. Onyshko and Pieterse to the Medical Advisory Committee as recommended by the Medical Advisory Committee.

**MOTION: That the ARHA Board of Directors approve the appointment of Drs. Basta and Lee and reappointment of Drs. Onyshko and Pieterse to the Medical Advisory Committee as recommended by the Medical Advisory Committee.**

**MOVED BY: R. Hodge**

**SECONDED BY: L. Williams**

**CARRIED**

### **8.2 EMS Rates**

As per the Education session, the Board approved the new EMS Flat Fee Rate Structure effective April 1, 2011.

**MOTION: That the ARHA Board of Directors approve the proposed EMS Flat Fee Rate structure to take effect April 1, 2011.**

**MOVED BY: K. Nerbas**

**SECONDED BY: L. McDougald-Williams**

**CARRIED**

## **9. REPORTS**

### **9.1 Executive Management Committee Report – February 2011**

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

- The Executive Management Committee is in the process of reviewing the budget for final approval to the Board of Directors when the funding letter is received from Manitoba Health.
- Dr. Abdalla from Virden has provided notice of resignation effective April 30, 2011.
- Pursuing Excellence – The region is participating in a 2 day intense training session provided by Manitoba Health that will walk trainees through defining a problem, measuring the process, analyzing the information gathered, implementing improvement ideas and measuring the changes to maintain sustainability through organizational control. The region will be focusing on 2 projects – medication reconciliation and self learning packages in attempts to improve processes through what is referred to as “rapid improvement events”.

- Reston – The region is working on a final treatment plan for the scabies outbreak in Reston. This involves a plan of intensive screening, treatment, cleaning, etc. It is hoped this plan will eradicate the scabies from the site.
- Diabetes and Heart Health – Transition of the program from the joint ARHA-Brandon program to an ARHA program has resulted in a significant increase of referrals. Meetings are being held with First Nation communities regarding having clinics in their communities.
- The Municipal Steering Committee met with the Minister of Health in regards to the joint health centre proposal.

### **9.2 Brandon RHA Report**

M. MacDonald provided a brief Brandon RHA report which included updates on the following:

- Westman Lab grand opening was held last week with the Premier in attendance.
- Acute care bed challenges – have transferred some clients to sites in the Assiniboine region to help manage this.
- M. McDonald attended a Board education session put on by the Crown Cooperation Council for Board Chairs.

### **9.3 Provincial Meeting Report**

P. Gilson provided a verbal report on provincial meetings held in Winnipeg last week.

## **10. CORRESPONDENCE**

The following correspondence were listed for information:

**10.1** Letter from WRTC re: Identifying and Closing the Gaps in Health Care for West Region Tribal Council First Nations

**10.2** Letter to RHA from Minister re: Disposal of Shoal Lake / Strathclair Hospital

## **11. INFORMATION**

The following was circulated to the Board for information only:

**11.1** Board Expense Claim Form

## **12. BOARD MEMBER INQUIRIES**

The Board was impressed with the donation account balances published in the ARHA Newsletter. It was explained that this is the total account balance not just what has been received within a defined period of time.

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

Regular Board Meeting – March 16, 2011 at 5:30 pm at the Town Centre in Brandon.

Finance Audit Committee – March 7, 2011 at 1730 hours via conference call

AHAC Meeting – March 7, 2011 at 10:00 am at Kirkup Lounge in Souris, MB

**14. ADJOURNMENT**

**MOTION: That the ARHA Board of Directors meeting held February 16, 2011 be adjourned.**

**MOVED BY: B. French**

**SECONDED BY: J. Leforte**

**CARRIED**

The meeting was adjourned at 2045 hours.

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D. Dietrich, Board Chair

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Penny Gilson, CEO