

**Minutes of the
Assiniboine Regional Health Authority**

Board of Directors

DATE: February 17, 2010
TIME: 1730 hours
PLACE: Corporate RHA Office – Souris

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

REGRETS: Marg MacDonald, Don Cataford, Eva Whitebird, Kristine Janz, Bonnie Proven and Harvey Patterson

IN ATTENDANCE:

Penny Gilson – Chief Executive Officer
Ted Bartlett – VP Support Services / Capital Planning
Debbie Clevett – VP Community Services
Kerry Takvam – Chief Financial Officer
Lara Bossert – Chief Communications/ Human Resource Officer
Meagan Perkin – Executive Assistant

EDUCATION SESSION

Louise Stitt, Manager of Emergency Medical Services gave the Board an informational presentation on the Emergency Medical Services in the region.

1. CALL TO ORDER

D. Dietrich – Chair, called the meeting to order at 1910 hours.

2. ADOPTION OF AGENDA

The agenda was previously distributed and reviewed. Item 7.4 Strategic Planning Session was added to the agenda.

MOTION: That the agenda of the regular ARHA Board of Directors meeting of February 17, 2010 be approved as amended.

MOVED BY: D. Heneghan

SECONDED BY: B. French

CARRIED

3. REVIEW & ADOPTION OF MINUTES

3.1 Regular Meeting Minutes – January 20, 2010

The minutes of the January 20, 2010 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 20, 2010 as presented.

MOVED BY: D. Heneghan

SECONDED BY: D. Eastcott

CARRIED

4. OWNERSHIP LINKAGE

4.1 Community Meetings

N. Gamey, EMS Manager met with representatives from Birtle regarding the EMS services. The Town has agreed to work with the region on recruitment strategies in order to hopefully improve the status of this service.

4.2 Referral Items

The Assiniboine Health Advisory Committee meeting has been rescheduled for February 23rd, 2010 from 10:00 am – 3:00 pm at the Kirkup Lounge in Souris, Manitoba. Agenda items include: Patient Representative from Brandon RHA; feedback from the H1N1 clinics and communication plans for feedback and engagement. Board members are encouraged to attend if at all possible.

5. MONITORING

5.1 Finance Committee

5.1.1 December 31, 2009 Financial Report

The Board reviewed the December 31, 2009 financial statement and Finance Report for the Assiniboine Regional Health Authority.

The December 31, 2009 funding surplus reported on the financial statement is \$2,122,327. After adjustments for Due from/ to Manitoba Health, as found in the finance report, the reported year to date funding shortfall is (\$574,864).

The December 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 region is still waiting to hear what funding is available from MB Health re: H1N1 costs.

MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the December 31, 2009 Financial Report showing a year-to-date funding shortfall of \$574,864, 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: K. Nerbas

CARRIED

P. Gilson and K. Takvam had a teleconference with MB Health to provide information regarding the region's current financial position and projected impacts on the budget for 2010/11.

P. Gilson and K. Takvam will be participating on a conference call with MB Health regarding the budget on February 18, 2010.

5.2 Governance Committee Report

The Board was provided copies of the minutes from the Governance Committee meeting that was held on January 25, 2010. The Board reviewed policies GP 13 Board Committee Structure, GP- 13.1 Executive Committee Terms of Reference, GP- 13.2 Finance / Audit Committee Terms of Reference and GP-13.3 Governance Committee Terms of Reference as recommended by the Governance Committee.

5.2.1 GP-13 Board Committee Structure

The Governance Committee presented for discussion by the Board whether to make the Governance Committee a Standing Committee of the Board or to maintain it an Adhoc Committee. The Board felt that this required further discussion with the entire Board and agreed to table this discussion until the March Board meeting. In the meantime, the Board approved the policy without listing the Governance Committee as a Standing Committee pending further discussion.

MOTION: That the Assiniboine RHA Board of Directors approve Board Governance Process Policy GP-13 Board Committee Structure as amended and pending further discussion with the Board.

MOVED BY: B. French

SECONDED BY: D. Eastcott

CARRIED

5.2.2 GP-13.1 Executive Committee – Terms of Reference

The Board reviewed policy GP-13.1 Executive Committee Terms of Reference as recommended by the Governance Committee.

MOTION: That the Assiniboine RHA Board of Directors approve Board Governance Process policy GP-13.1 Executive Committee Terms of Reference as recommended by the Governance Committee.

MOVED BY: R. Hodge

SECONDED BY: B. Dunning

CARRIED

5.2.3 GP-13.2 Finance / Audit Committee Terms of Reference

The Board reviewed policy GP-13.2 Finance / Audit Committee Terms of Reference and made some suggested amendments. It was suggested changing the meeting frequency to a minimum of 8 times per year instead of 10 times per year as there are times when there is not enough new information to justify a committee meeting before every regular Board of Directors meetings.

MOTION: That the Assiniboine RHA Board of Directors approve Board Governance Process policy GP-13.2 Finance / Audit Committee Terms of Reference as amended.

MOVED BY: B. French

SECONDED BY: R. Hodge

CARRIED

5.2.4 GP-13.3 Governance Committee Terms of Reference

The Board reviewed policy GP-13.3 Governance Committee Terms of Reference.

MOTION: That the Assiniboine RHA Board of Directors approve Board Governance Process Policy GP-13.3 Governance Committee Terms of Reference as recommended by the Governance Committee.

MOVED BY: K. Nerbas

SECONDED BY: B. Dunning

CARRIED

5.3 Board Monitoring Reports

The Board reviewed Executive Limitation Monitoring reports EL-12 Public Representation and EL- 13 Program Change as per the Board annual review schedule.

MOTION: That the Assiniboine RHA Board of Directors approve the Executive Limitation EL-12 Public Representation as presented.

MOVED BY: D. Heneghan

SECONDED BY: B. French

CARRIED

Concerns were raised regarding attendance at the 2009 Annual General Meeting and it was suggested that in addition to the requirement to advertise at least 21 days in advance that there also be further advertising/reminders closer to the date of the meeting.

MOTION: That the Assiniboine RHA Board of Directors approve the Executive Limitation Monitoring Report EL-13 Program Change as presented.

MOVED BY: K. Nerbas

SECONDED BY: J. Leforte

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 Acute Care CSQ Report

The Board reviewed the Client Satisfaction Questionnaire summary from January – December 2009. The Acute Care Client Satisfaction Questionnaire is distributed to all inpatients upon discharge from Acute Care facilities in the Assiniboine Regional Health Authority. Results are compiled every 6 months. Facility – specific reports are prepared and distributed to Area Managers and Facility / Client Care Coordinators. Client comments are distributed in a timely manner to Area Managers and / or appropriate coordinator. Any questionnaires requiring a response to their comments are also dealt with by the Area Manager with a letter, phone call or meeting with the respondent.

From the surveys that were filled out and returned majority of the clients are very satisfied with the care and services they have received. There is a significant variance in the number of surveys returned by site and follow up will be done to ensure further promotion of the surveys. A suggestion was made from the Board as to possibly consider the use of volunteers to hand out the surveys, etc. This suggestion will be forwarded.

7. DECISION ITEMS

7.1 Physician Privileges

The Board reviewed privileges for Dr. Smit (locum – Minnedosa) and extension of temporary privileges Dr. Ross (locum – Carberry), Dr. Fagbemigun (Russell) and Dr. Guindy (Treherne) as recommended by the Medical Advisory Committee.

MOTION: That the Assiniboine RHA Board of Directors approve Medical Staff privileges for Dr. Smit as recommended by the Medical Advisory Committee and detailed in their minutes of .

MOVED BY: R. Hodge

SECONDED BY: J. Leforte CARRIED

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. Ross, Dr. Fagbemigun and Dr. Guindy as recommended by the Medical Advisory Committee and detailed in their minutes of .

MOVED BY: B. Dunning

SECONDED BY: L. Williams CARRIED

7.2 Minnedosa PCH Tub Room Renovation

The Board reviewed and approved the capital request for a renovation of an existing tub room to accommodate a new tub, walk in shower, toilet and sink for the Minnedosa Personal Care Home in the amount of \$71,072.72 utilizing funds from the Minnedosa Legion.

MOTION: That the Assiniboine RHA Board of Directors approve the Capital Request for the Minnedosa PCH Tub Room Renovation in the amount of \$71,072.72 to be funded by the Minnedosa Legion.

MOVED BY: B. Dunning

SECONDED BY: D. Eastcott CARRIED

7.3 Handi Van Services

It was indicated that the Town of Hartney/ RM of Cameron approached the ARHA about transferring the Hartney Handi Van Services' program and assets to the town/ local municipality. With the fiscal period being January to December, it was agreed to make the transfer effective January 1, 2010. The transfer agreement has been sent to the Town of Hartney for feedback and is now ready for ARHA signatures.

MOTION: That the Assiniboine Regional Health Authority Board of Directors hereby authorize the transfer of the Hartney Handi Van Services to the Town of Hartney / RM of Cameron effective January 1, 2010.

MOVED BY: D. Heneghan

SECONDED BY: K. Nerbas CARRIED

7.4 ARHA Strategic Planning Spring 2010

The Board Strategic Planning Session will be set for the evening of May 14th and during the day of May 15th. This will afford time for the Board to review the Comprehensive Community Health Assessment Report that is expected to be completed by March 31st and to allow time for an orientation session to newly appointed Board members. This will culminate with a review of the Board's Vision, Mission and Strategic Priorities for the next five years.

8. REPORTS

8.1 Executive Management Committee Report – February 2010

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

- T. Bartlett and P. Gilson met with the Town of Neepawa regarding a Memorandum of Understanding to enter into an agreement re: East View Lodge. The Town has agreed to cover the costs of water, sewage and to accrue the taxes while attempting to engage another developer. The RHA will continue to pay for heating the building.
- Neepawa EMS building project is 86% complete. It is anticipated there will be a formal opening sometime late March.
- The Region is hosting Staff Spirit Week from March 1-7th. This is a week of special events for staff members as a thank you from the Board and Executive Management Committee for their hard work and dedication to the region. It is also a week for staff to celebrate and express appreciation to each other.

8.2 Brandon RHA Report

No Report in M. McDonald's absence.

8.3 Provincial Meeting Report

The Board was provided with a report on the Health Seniors Executives and RHAM Board of Directors meeting attended by the CEO in February.

9. CORRESPONDENCE

The following correspondence was available to the Board for information:

9.1 Letter of concern from Birtle & District Community Development Corporation re: Physician coverage in Birtle while docs are on vacation and letter of response from ARHA.

9.2 Letter to Town / RM of Rosburn re: clarification on facts in the letter to the editor of the Cross Roads Paper.

9.3 Letter from the Assiniboine Municipal Health Action Committee re: invitation to the Board to attend a future meeting to discuss the regional stakeholder meetings. Letter of reply from the ARHA Board to AMHAC re: inviting them to the March Board meeting.

9.4 Letter from MB Municipal Board re: proposal to amalgamate the RM of Shoal Lake and the Town of Shoal Lake.

10. INFORMATION

The following was circulated to the Board for information only:

- 10.1** Board Expense Claim Form
- 10.2** 2010 National Leadership Conference
- 10.3** Community Stakeholder Meeting Schedule

11. BOARD MEMBER INQUIRIES

There continues to be concerns by the Town and RM of Shoal Lake regarding demolition of the old hospital – this has been submitted by the Regional Health Authority annually as a part of safety & security funding requests however is not a top priority. It will continue to be identified in the funding request annually.

12. 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: R. Hodge

SECONDED BY: B. Dunning 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. Dunning

SECONDED BY: L. Williams CARRIED

13. DATE AND TIME OF NEXT MEETINGS

March 17, 2010 at 5:30 pm at the Souris Corporate Office.

AHAC meeting February 23rd at 1000 hours at the Kirkup Lounge in Souris.

Governance Meeting – February 22nd at 1700 hours via Conference call

Finance Meeting – March 8, 2010 at 1645 hours via conference call

14. ADJOURNMENT

MOTION: That the ARHA Board of Directors meeting held February 17, 2010 be adjourned.

MOVED BY: B. French

SECONDED BY: K. Nerbas

CARRIED

The meeting was adjourned at 2105 hours.

D. Dietrich, Board Chair

Penny Gilson, CEO