

**Minutes of the  
Assiniboine Regional Health Authority**

**Board of Directors**

**DATE:** January 19, 2011

**TIME:** 1900 hours

**PLACE:** Corporate RHA Office – Souris

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

**REGRETS:** Kristine Janz ; Bonnie Proven

**IN ATTENDANCE:**

Penny Gilson – Chief Executive Officer

Kerry Takvam – VP Corporate Services

Debbie Clevett – VP Community Services

**EDUCATION SESSSION**

Steve Geletchuk; Disaster, Emergency and Preparedness Coordinator provided a brief demonstration to the Board on the Emergency Response Messenger System that is being pilot tested in the region with funding from Manitoba Health.

**1. CALL TO ORDER**

Dean Dietrich, Chair, called the meeting to order at 1850 hours.

**2. ADOPTION OF AGENDA**

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

7.1 Medical Advisory Committee Meeting Minutes

10.2 Letter from Minister of Health re: Board training and workshops

**MOTION:** That the agenda of the regular ARHA Board of Directors meeting of January 19, 2011 be approved as amended.

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

**SECONDED BY:** M. MacDonald

**CARRIED**

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

#### **3.1 Regular Meeting Minutes – December 15, 2010**

The minutes of the December 15, 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 December 15, 2010 as presented.**

**MOVED BY: J. Leforte**

**SECONDED BY: P. Phillips**

**CARRIED**

### **4. OWNERSHIP LINKAGE**

#### **4.1 Community Meetings**

P. Gilson reported that a petition from the Birtle community came forward in regards to improvements to the Birtle Health Centre that would improve care and patient safety. It was explained that a meeting was held with Council representatives from Birtle and explained that improvements are underway to make the physical environment in Birtle more appropriate and safe for the clients that are currently being cared for there. Council representatives also commented that the Area Manager had toured them through the facility demonstrating the work that is being done in this regard.

#### **4.2 Referral Items**

Staff have booked the date for the next Assiniboine Health/Provider Advisory Council engagement forum for March 7, 2011. Topics for engagement are still being discussed at this time.

### **5. MONITORING**

#### **5.1 Finance Committee**

##### **5.1.1 November 30, 2010 Finance Report**

The Board was provided copies of the November 30, 2010 financial statement and Finance Report for the Assiniboine Regional Health Authority.

The November 30, 2010 funding surplus reported on the financial statement is \$2,338,894. After adjustments for Due from/to Manitoba Health, as found in the finance report, the reported year to date funding surplus is \$816,426.

The November 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.

The decrease in the projected shortfall is due to ongoing nursing vacancies, under filling shifts, not as many Grad nurses hired as expected and orientation and overtime being less than expected.

**MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the November 30, 2010 Financial Report showing a year-to-date funding surplus of \$816,426 and a revised projected year end funding shortfall of (\$800,000).**

**MOVED BY: R. Hodge**

**SECONDED BY: K. Nerbas**

**CARRIED**

## **5.2 Governance Committee Report**

### **5.2.1 Meeting minutes: December 13, 2010**

The Board received the December 13, 2010 Governance Committee meeting minutes for information.

There were several policies recommended by the Governance Committee for Board approval. A couple of grammatical points were noted in EL-5 Financial Planning – change the word “which” in point no.1 to “to” and delete a period on point no.5. There was a question regarding EL-11 Access to Services in that it appears to be much shorter and some concern if that would result in less information being made available in monitoring reports. It was explained that actually by specifying specific points in the old policy it may actually lead to limiting the amount of monitoring information and that with the broader statement the CEO is afforded the opportunity in using reasonable interpretation to report on any service area that may be relevant to this policy given the reporting period.

**MOTION: That the Assiniboine RHA Board of Directors approve the following policies as recommended by the Governance Committee:**

**EL-5 Financial Planning**

**EL- 6 Financial Condition**

**EL-8 Asset Protection**

**EL-9 Compensation and Benefits**

**EL-12 Public Representation**

**EL-4 Partnerships**

**EL-7 Emergency Chief Executive Officer Succession**

**EL-11 Access to Services**

**EL-13 Program Change**

**EL-1 Executive Limitations Overview**

**BC-1 Board-Chief Executive Officer Linkage**

**MOVED BY: D. Eastcott**

**SECONDED BY: P. Phillips**

**CARRIED**

### **5.3 Board Monitoring Reports**

The Board reviewed Executive Limitation Monitoring report EL-10 Communication and Support to the Board and EL-11 Access to Services as per the Board's annual review schedule.

Comment regarding different locations from which patients are coming to access the Rivers Rehab Program.

**MOTION: That the Assiniboine RHA Board of Directors approve the Monitoring reports Executive Limitations EL-10 Communication and Support to the Board and EL-11 Access to Services as presented.**

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

**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 Long Term Care Client Satisfaction Questionnaire Report**

Residents of the personal care homes (or their families if required) in the Assiniboine Regional Health Authority received the Personal Care Home Resident Questionnaire and were asked to return the completed questionnaire to the ARHA corporate office. The purpose of this questionnaire is to give all residents the opportunity to provide impressions of the care and service they receive in the various facilities, as well as give suggestions for improvement. All responses are confidential and are used to improve the quality of care and experience of all the residents.

Of the 478 questionnaires reviewed, a total of 145 responses were directed back to the Area Manager for one of the following reasons:

- Respondent requested a response and provided contact information
- Respondent provided a positive comment to share with staff
- Respondent indicated a concern or issue which required follow up.

### **6.2 Acute Care Client Satisfaction Questionnaire**

The Board reviewed the Client Satisfaction Questionnaire summary from January – December 2010. The Acute Care Client Satisfaction Questionnaire is distributed to all inpatients in Acute Care facilities in the Assiniboine Regional Health Authority. Results are annual. 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.

Overall the results from both the Long Term Care and Acute Care Client Satisfaction Questionnaires reveal a very high degree of satisfaction with the care and services provided in facilities across the region. It has been noted that for the acute care sites there is a great degree of variability in the number of responses being received – this issue has been referred to the Area Managers to see if lessons can be learned from those sites that have high numbers of responses in an effort to increase responses from some sites where they are very low as the region wants feedback from all sites.

## **7. DECISION ITEMS**

### **7.1 Medical Advisory Committee Meeting Minutes/Physician Privileges**

The Board was provided copies of the Medical Advisory Committee minutes for their meeting held November 23, 2011. It was noted that D. Eastcott was in attendance at the meeting.

The Board was requested to approve the extension of temporary privileges for for Dr. Schoeman, Dr. Erfanfar, Dr. Ali, Dr. Ceponis and Dr. Taylor as recommended by the Medical Advisory Committee.

There was a question about how long temporary privileges are valid for. The temporary privilege provisions in the Medical Staff By-law were explained. There was a question about impacts if the region was not able to secure the locum Physicians identified and it was explained that right now in Souris the locums are required to sustain 24/7 acute/ER services and that these services would be in jeopardy without them.

**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. Schoeman, Dr. Erfanfar, Dr. Ali, Dr. Ceponis and Dr. Taylor as recommended by the Medical Advisory Committee.**

**MOVED BY: B. French**

**SECONDED BY: L. Williams**

**CARRIED**

### **7.2 Assiniboine Health Advisory Council Nomination**

The Board appointed Todd Gill, Cam White, Bryan Smith and Ken Tait to the Assiniboine Health Advisory Council for the 2011 term as recommended by the Town of Rivers.

**MOTION: That the Assiniboine RHA Board of Directors approve the appointment of Todd Gill, Cam White, Bryan Smith and Ken Tait to the Assiniboine Health Advisory Council for the 2011 term.**

**MOVED BY: K. Nerbas**  
**SECONDED BY: D. Eastcott**

**CARRIED**

## **8. REPORTS**

### **8.1 Executive Management Committee Report – January 2011**

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

- P. Gilson indicated the region would be starting preparedness activities relating to the potential for a spring flood. There was a request for updates regarding the flood forecast on an ongoing basis.
- It was noted that there could be significant numbers of diagnostic staff retiring in the next year and there was a question about whether sufficient diagnostic staff are being trained provincially. P. Gilson indicated that Diagnostic Services of Manitoba is monitoring the situation closely and that the region is working closely with them to try and plan for potential service impacts.

### **8.2 Brandon RHA Report**

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

- Brandon is also preparing for the potential spring flood situation.
- Pressures currently on ICU Physician staffing
- Seeing some delays in the construction of the new CancerCare centre
- Janet Wilcox-McKay hired as new VP of Finance/Information Services to replace B. Schoonbaert who will be assuming the CEO position effective April 1, 2011.

### **8.3 Provincial Meeting Report**

P. Gilson provided a verbal report on the Health Seniors Executive Meeting that was held in Winnipeg last week.

## **9. CORRESPONDENCE**

The following correspondence were listed for information:

**9.1** Resignation letter from Bruce Dunning

**9.2** Letter from Erickson Health Auxiliary re: disbandment and letter of reply from ARHA

## **10. INFORMATION**

The following was circulated to the Board for information only:

**10.1** Board Expense Claim Form

- 10.2** Letter from Minister of Health re: Board training and upcoming workshops  
– Board members were asked to let Meagan know if you are interested in attending any of the sessions.

## **11. BOARD MEMBER INQUIRIES**

### **11.1 Letter from RM of Shellmouth re: MS Treatment –**

Further to discussions at the Board meeting held September 15, 2011 regarding the treatment for chronic cerebrospinal venous insufficiency (CCSVI) that has been appearing to help MS clients but that is not yet available in Manitoba. P. Gilson indicated she had discussed this with the Deputy Minister who indicated that there are not any jurisdictions in Canada currently offering the treatment and that all Ministers of Health across Canada have asked for the clinical trials to be expedited and will await the outcomes of those trials. There was further discussion and consensus that the Board also await the outcomes of the clinical trials before advocating further with the province. There was a request however that information be obtained about where the clinical trials are occurring and how individuals might go about possibly requesting participation in the trials. There was also a request for information about the proposed timelines for the clinical trials. The Board wanted it noted that this remains an area of concern as there are many MS clients from the region seeking the treatment outside of Canada.

**MOTION: That the Assiniboine Regional Health Authority Board of Directors rescind the motion made September 15, 2010 regarding writing a letter to the Minister of Health lobbying for the new treatment for MS to address clogged neck veins to be made available and funded in Manitoba.**

**MOVED BY: K. Nerbas**  
**SECONDED BY: M. MacDonald**

There was a comment that there is concern about the Shellmouth Dam being able to afford any relief to the potential spring flood situation.

There was a concern raised about the lack of enforcement regarding handicapped parking spaces in public places. Some Board members feel there should be tighter enforcement but there is a lack of clarity around jurisdiction for enforcement i.e. municipal; RCMP; private business. It was noted that some handicapped individuals may forget to hang their permit and it would be unfortunate for them to go through difficult legal proceedings if ticketed. By copy of these minutes to the ARHA municipal councils it is hoped communities will do what is necessary to try and ensure these parking spaces remain open and available to those who need them. There was also a suggestion that the

inquiring Board member may want to contact MPI to see if there is any enforcement potential from their end.

**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: M. MacDonald**

**SECONDED BY: D. Eastcott 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: L. Williams**

**SECONDED BY: R. Hodge CARRIED**

**DATE AND TIME OF NEXT MEETINGS**

Regular Board Meeting – February 16, 2011 at 5:30 pm at the RHA office in Souris

Finance Audit Committee – February 7, 2011 at 12:15 pm via conference call

AHAC Meeting – March 7, 2011

**13. ADJOURNMENT**

**MOTION: That the ARHA Board of Directors meeting held January 19, 2011 be adjourned.**

**MOVED BY: M. MacDonald**

**SECONDED BY: B. French CARRIED**

The meeting was adjourned at 2005 hours.

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D. Dietrich, Board Chair

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Penny Gilson, CEO