

**Minutes of the
Assiniboine Regional Health Authority**

Board of Directors

DATE: June 15, 2011

TIME: 1700 hours

PLACE: Town Centre – Brandon, MB

PRESENT: Dean Dietrich (Chair), Jacqueline Leforte, Leona Williams, Pat Phillips, Kelvin Nerbas, Marg McDonald, Debbie Eastcott, Isobel Jarema, Reginald Buss, Terry Johnson, Kristine Janz, Randy Hodge, and Laura McDougald - Williams

REGRETS: Barry French, Eva Whitebird

IN ATTENDANCE:

Penny Gilson – Chief Executive Officer

Pat Cockburn – VP Programs & Standards

Kerry Takvam – VP Corporate Services

Debbie Clevett – VP Community Services

Dr. Elise Weiss – VP Medical Services

Lara Bossert – Chief HR / Communications Officer

Meagan Perkin – Executive Assistant

EDUCATION SESSIONS:

Releasing Time to Care by Neepawa Nurses:

The Neepawa nurses provided an inspirational presentation to the Board in regards to the Releasing Time to Care initiative. This initiative was approved by MB Health, beginning with 3 flagship sites with Neepawa Health Centre being one of them. This program was designed to increase the amount of time that nursing staff spend with patients and to deliver safe, dignified, reliable and efficient care to patients.

The Neepawa nurses walked through the process they have undertaken and the successes they have achieved to date. This program has led to improved staff morale, teamwork, efficiency and will ultimately contribute to safer, higher quality patient care.

The Board commended the Neepawa nurses for their commitment, dedication and extra time/effort on this initiative.

Audited Financial Statements by Myers Norris Penny:

Audited Financial Statements – Candace Turchinski of Meyers Norris Penny reviewed the Year End Audit Report and the Audited Financial Statements for the year ending March 31, 2011. The Audit Report listed the key areas of audit emphasis, provided a summary of significant management estimates and confirmed the auditor's independence.

No financial reporting matters were noted on the management letter or in the Audit Report to the Board of Directors. Changes to the Auditor's Report format and date were explained to the Board. The region's consolidated financial statements present fairly, in all material respects, the financial position of Assiniboine Regional Health Authority as at March 31, 2011 and the results of the operations, changes in net assets and their cash flows for the year then ended in accordance with Canadian Generally Accepted Accounting Principles.

The auditors expressed appreciation for the excellent cooperation from the RHA Management and Finance Staff.

1. CALL TO ORDER

Dean Dietrich, Chair called the meeting to order at 1830 hours.

2. ADOPTION OF AGENDA

Due to the tight time frame a number of items were deferred. A conference call will be scheduled before the end of June to discuss the deferred items.

MOTION: That the agenda of the regular ARHA Board of Directors meeting of June 15, 2011 be approved as amended.

MOVED BY: K. Nerbas

SECONDED BY: M. McDonald

CARRIED

3. REVIEW & ADOPTION OF MINUTES

3.1 Regular Meeting Minutes – May 18, 2011

The minutes of the May 18, 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 May 18, 2011 as circulated.

MOVED BY: T. Johnson

SECONDED BY: L. Williams

CARRIED

4. OWNERSHIP LINKAGE – DEFERRED

5. MONITORING

5.1 Finance Committee

5.1.1 April 30, 2011 Finance Report

The Board was provided copies of the April 30, 2011 financial statements and finance report for the Assiniboine Regional Health Authority.

The April 30, 2011 funding surplus reported on the financial statement is \$341,786. After adjustments for Due from/to Manitoba Health, as found in the finance report, the reported year to date funding surplus is \$96,218.

The April financial report identifies the 2011/12 projected year end funding shortfall of \$(1,368,046). With only one month of financial information, the projected year end position is equal to the operating budget shortfall previously reported.

MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the April 30, 2011 Financial Report showing a year-to-date funding surplus of \$96,218 and a projected year end funding shortfall of \$(1,368,046).

MOVED BY: R. Hodge

SECONDED BY: J. Leforte

CARRIED

5.1.2 Borrowing Resolution – Virden Health Centre – HVAC Pad/ Roof Replacement

The Board was provided with a borrowing resolution and letters of comfort from MB Health for a HVAC Pad/ Roof Replacement for the Virden Health Centre in the amount of \$183,536.

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 \$183,536.75 (One Hundred and Eighty Three Thousand, Five Hundred and Thirty Six Dollars and Seventy Five 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: P. Phillips

SECONDED BY: D. Eastcott

CARRIED

5.2 Policy Review – DEFERRED

5.3 Board Monitoring Reports – DEFERRED

5.4 Board Post Meeting Evaluation Form

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

6. RISK MANAGEMENT/PATIENT SAFETY

6.1 Client Satisfaction Questionnaire(CSQ) – Home Care

The Board reviewed the CSQ Home Care report. This report is distributed every three years to clients receiving Home Care services. Of the 495 clients who returned questionnaires, 27 requested a response to some concern or commendation. These clients received a response from the Program Manager or designate. Overall, the majority of clients (96%) returning the questionnaires rated the overall quality of care and services that they received as excellent to satisfactory.

6.2 Client Satisfaction Questionnaire (CSQ) – Mat/Newborn PHN

The Assiniboine RHA Maternity and Newborn Care Client Satisfaction Questionnaire was developed in January 2007 by the Maternal/Child CQI Team and implemented in October 2007. The Public Health Nurse identifies their site and place of delivery on the CSQ and distributes to all new parents upon first visit to their community Public Health Nurse office. The purpose is to encourage families to provide feedback on their experience through prenatal, delivery and discharge care, so that improvements can be identified and acted on.

There were 110 clients who returned the questionnaire out of 363 distributed – 30% rate of return indicating a high level of satisfaction with the services

received.

6.3 Client Satisfaction Questionnaire – Mat/Newborn Neepawa

This questionnaire was developed to monitor how ARHA clients perceive the quality of care they receive when delivering in the Neepawa Obstetrical site. During the reporting period of January – December 2010, there was a total of 60 deliveries made in the Neepawa obstetrical site.

Again a very high level of satisfaction with care and service was indicated in the questionnaires returned. One area of improvement will be to ensure as many patients as possible receive the prenatal information package.

7. DECISION ITEMS

7.1 Physician Privileges

The Board reviewed and approved temporary privileges for Dr. Isaac for the period of June 6-11, 2011 to provide clinical services to residents of the Sandy Lake PCH.

MOTION: That the Assiniboine RHA Board of Directors approve in accordance with article 4.9.2 of the ARHA Medical Staff By-Law, temporary privileges as granted by the CEO (designate) for Dr. Michael Isaac for the period of June 6-11, 2011 to provide clinical services to residents of the Sandy Lake PCH.

MOVED BY: I. Jarema

SECONDED BY: T. Johnson

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 as recommended by the Medical Advisory Committee for Dr. Arrezaghi, Dr. de Wit, Dr. Earle, Dr. Scott, Dr. Stefanyhen, Dr. Tresoor and Dr. Wien's for a period not to exceed one year.

MOVED BY: P. Phillips

SECONDED BY: M. McDonald

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 as granted by the CEO for Dr. Gracie not to exceed a period of one year.

MOVED BY: R. Hodge

SECONDED BY: K. Nerbas

CARRIED

7.2 Audited Financial Statements

As per the Board education session, the Board approved the Audited Financial Statements for the period ending March 31, 2011. The region's year end financial position was a surplus of \$721,334.

MOTION: That the Assiniboine RHA Board of Directors approve the Audited Financial Statements for the period ending March 31, 2011 as presented by Myers Norris Penny.

MOVED BY: L. Williams

SECONDED BY: J. Leforte

CARRIED

8. REPORTS

8.1 Executive Management Committee Report – June 2011

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

- East View Loge – The Town of Neepawa continues to work on finding a developer for East View Lodge.
- The region is still dealing with flood issues across the region and it is anticipated flood recovery efforts will be significant.
- The region will be testing some personal alarm systems for staff over the summer.
- Resignations were received from the two physicians in Birtle. P. Gilson will be meeting with Town/RM representatives in July to discuss options for service in the shorter and longer term.

8.2 Brandon RHA Report - DEFERRED

8.3 Provincial Meeting Report – DEFERRED

9. CORRESPONDENCE

The following correspondence was listed for information.

9.1 Letter from Town of Hamiota re: Subdivision of property, proposed EMS building, Hamiota & District Health Centre

9.2 MB eHealth letter re: Public Representatives for eChart Manitoba Advisory Committee

10. INFORMATION

The following was circulated to the Board for information only:

10.1 Board Expense Claim Form

11. BOARD MEMBER INQUIRIES

The Board commended K. Takvam and her Finance Staff for the outstanding audited financial report presented by Myers Norris and Penny.

The Board also requested that a thank you note be sent to the Neepawa team for their inspiring presentation and effort on the Releasing Time to Care Initiative.

The Board was also informed that Barry French has submitted his letter of resignation to the Board of Directors effective July 1, 2011.

12. DATE AND TIME OF NEXT MEETINGS

Regular Board Meeting – September 21, 2011 at 5:30 pm at the RHA office in Souris

Finance Audit Committee – September 6, 2011 at 12:15 pm via teleconference.

13. ADJOURNMENT

MOTION: That the ARHA Board of Directors meeting held June 15, 2011 be adjourned.

MOVED BY: L. Williams

SECONDED BY: J. Leforte

CARRIED

The meeting was adjourned at 1910 hours.

D. Dietrich, Board Chair

Penny Gilson, CEO