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Minutes of the Assiniboine Regional Health Authority

Board of Directors

DATE: June 16, 2010

TIME: 1900 hours

PLACE: Corporate RHA Office – Souris

PRESENT: Dean Dietrich – Chair, Randy Hodge, Barry French, Jacqueline Leforte, Marg MacDonald, Leona Williams, Kelvin Nerbas, Pat Phillips, Debbie Eastcott, Harvey Patterson, Kristine Janz and Bonnie Proven

REGRETS: Laura McDougald- Williams, Eva Whitebird and Bruce Dunning

IN ATTENDANCE:

Penny Gilson – Chief Executive Officer

Pat Cockburn – VP Programs & Standards

Kerry Takvam – VP Corporate Services

Lara Bossert – Chief Communications/ Human Resource Office

Meagan Perkin – Executive Assistant (CEO)

EDUCATION SESSION

Audited Financial Statements – Candace Turchinski of Meyers Norris Penny reviewed the Year End Audit Report and the Audited Financial Statements for 2009/10. 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. The region's consolidated financial statements received an unqualified audit opinion stating that they presented fairly, in all material respects, the financial position of the Assiniboine RHA for the year ended March 31, 2010.

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

DELEGATION

Members from the RM of Argyle attended the Board meeting to receive an update on the status of radiology services at the Baldur Health Centre meeting and to express concerns over the removal of equipment from the Baldur Health Centre.

With reference to the status of radiology services, it was reported that the need for renovations and a replacement suite has been noted and is part of a provincial prioritization process for specialized equipment. P. Gilson will request a follow up

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meeting with Diagnostic Services of Manitoba to provide details regarding what is required to meet standards and what it will cost.

There were some concerns by the community regarding removal of the processor dryer rack (used for x-rays) from Baldur. It was explained that this was moved to avoid costs associated with the company coming to Glenboro on a weekend when the dryer rack there broke down. It has since been returned to Baldur. There was also concern about removal of a monitor/defibrillator. It was explained that Baldur has an appropriate defibrillator for the services currently being provided and that the other monitor was moved to Killarney and resulted in savings to the region associated with not having to purchase a new monitor in Killarney. Should acute/ER services be reinstated in Baldur the region does have a spare monitor/defibrillator that could be positioned there quickly.

It was suggested that the Area Manager from Baldur be invited to Council meetings on a regular basis to provide any updates and help clarify any miscommunication, etc.

The Board thanked the delegation for their presentation and requested that follow up be provided at the next Board meeting.

1. **CALL TO ORDER**

D. Dietrich – Chair, called the meeting to order at 1915 hours.

2. **ADOPTION OF AGENDA**

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

- 5.1.2 Borrowing resolution re: 2009/10 Specialized equipment
- 5.1.3 Appointment to Finance Committee
- 5.2.1 Governance Committee Appointment
- 6.1 Rivers Rehabilitation Unit Evaluation
- 7.3 Audited Financial Statements

MOTION: That the agenda of the regular ARHA Board of Directors meeting of June 16, 2010 be approved as amended.

MOVED BY: L. Williams

SECONDED BY: B. French

CARRIED

3. **REVIEW & ADOPTION OF MINUTES**

3.1 Regular Meeting Minutes – May 19, 2010

The minutes of the May 19, 2010 Board meeting were previously distributed and reviewed. The word “seconded” was spelled wrong and will be amended.

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MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the minutes of the regular meeting held May 19, 2010 as amended.

MOVED BY: K. Nerbas

SECONDED BY: D. Eastcott

CARRIED

4. OWNERSHIP LINKAGE

4.1 Community Meetings

It was indicated that there have been some inquiries recently from Melita regarding Physician services.

4.2 Referral Items

The next AHAC meeting has been scheduled for Thursday, June 17th in Souris. The intent of the meeting is to review the Community Health Assessment findings and to seek their advice regarding strategic priorities.

5. MONITORING

5.1 Finance Committee

5.1.1 March 31, 2010 Financial Report

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

The April 30, 2010 funding shortfall reported on the financial statement is (\$58,591). After adjustments for Due from/to Manitoba Health, as found in the finance report, the reported year to date funding shortfall is (\$182,420).

The April Financial report identified the 2010/11 Projected Year-End Surplus / (Funding Shortfall) of (\$2,338,804).

With only one month of financial information, the projected year end position is equal to the operating budget shortfall.

MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the April 30, 2010 Financial Report showing a year-to-date funding shortfall of (\$182,420), and a projected year end funding shortfall of (\$2,338,804).

MOVED BY: P. Phillips

SECONDED BY: R. Hodge

CARRIED

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5.1.2 Borrowing Resolution re: 2009/10 Specialized Equipment Increases

The Board was provided with a borrowing resolution for 2009/10 Specialized Equipment Increases in the amount of \$207,498.04 along with a letter of comfort from MB Health.

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 \$207,498.04 (Two Hundred and Seven Thousand, Four Hundred and Ninety Eight Dollars and Four 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. Proven

SECONDED BY: M. McDonald

CARRIED

5.1.3 Appointment to Finance Committee

B. Dunning has indicated that he will be unable to fulfill this committee commitment for 2010/11. There was a request for another volunteer to participate on the Finance Committee. B. French volunteered.

MOTION: That the Assiniboine Regional Health Authority Board of Directors appoint Barry French to the Finance / Audit Committee for 2010/11.

MOVED BY: R. Hodge

SECONDED BY: J. LeForte

CARRIED

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5.2 Governance Committee Report

5.2.1 Governance Committee Appointment

B. Dunning indicated that he will not be able to fulfill this committee commitment for 2010/11. K. Janz has indicated that she would like to continue to be a member of this Committee.

MOTION: That the Assiniboine Regional Health Authority Board of Directors appoint Kristine Janz to the Governance Committee for 2010/11.

MOVED BY: B. Proven

SECONDED BY: D. Eastcott

CARRIED

5.2.2 Governance Policies Theme

A clarification was provided on the numbering process for the new policies. A cross reference listing of the old and new policies was also provided for information. Color copies will be provided in the next Board packages.

5.2.3 GP-21 Board and Committee Expenses

The Board reviewed the recommendations made by the Governance Committee.

MOTION: That the Assiniboine RHA Board of Directors approve the Governance Process Policy GP-21 Board and Committee Expenses as recommended by the Governance Committee.

MOVED BY: B. Proven

SECONDED BY: M. McDonald

CARRIED

5.2.4 GP-22 Signing Authority

The Board reviewed the recommendations made by the Governance Committee.

MOTION: That the Assiniboine RHA Board of Directors approve the Governance Process Policy GP-22 Signing Authority as recommended by the Governance Committee.

MOVED BY: B. Proven

SECONDED BY: K. Janz

CARRIED

5.3 Board Monitoring Reports

The Board reviewed Executive Limitation Monitoring report EL- 3 Treatment of Staff and Volunteers as per the Board annual review schedule. It was mentioned that the designated smoking area in the Minnedosa Personal Care Home is not suitable and has resulted in some Workplace Safety and Health Concerns. As a result use of the room for smoking by residents will be discontinued. Residents and/or families will be notified of this decision.

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MOTION: That the Assiniboine RHA Board of Directors approve the Executive Limitation EL-3 Treatment of Staff and Volunteers as circulated.

MOVED BY: B. Proven

SECONDED BY: K. Janz

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 Rivers Rehabilitation Unit Evaluation

The Board was provided copies of the summary report from the Rivers Rehab Unit Review that was held at the end of April. It was noted that the unit is providing a valuable service and the results of the review were overall very positive.

7. DECISION ITEMS

7.1 Physician Privileges

The Board reviewed and approved full privileges & extension of temporary privileges for the following physicians as recommended by the Medical Advisory Committee.

MOTION: That the Assiniboine RHA Board of Directors approve Medical Staff privileges for Dr. Abdalla, Dr. Basta, Dr. Khan, Dr. Nighat, Dr. Santdasanii, Dr. Shenoda, Dr. M. Wasef and Dr. N. Wasef as recommended by the Medical Advisory Committee and stated in their meeting minutes dated May 13, 2010.

MOVED BY: R. Hodge

SECONDED BY: K. Nerbas

CARRIED

MOTION: That the Assiniboine RHA Board of Directors approve renewals of Medical Staff privileges for Dr. Alazragh, Dr. Beauchamp, Dr. Fitzgerald, Dr. Gerges, Dr. Sahni, Dr. Stone and Dr. Sangster as recommended by the Medical Advisory Committee and stated in their meeting minutes dated May 13, 2010.

MOVED BY: J. LeForte

SECONDED BY: P. Phillips

CARRIED

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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. George Nasralla as recommended by the Medical Advisory Committee.

MOVED BY: D. Eastcott

SECONDED BY: L. Williams

CARRIED

7.1.1 Medical Advisory Appointments & Reappointments

The Board appointed Dr. White and reappointed Dr. Ranson, Dr. Sahni, Dr. Poettcker and Dr. Nell to the Medical Advisory Committee. There was a question regarding how names for the Medical Advisory Committee are brought forward and it was explained that when a vacancy occurs the Medical Advisory Committee seeks interest for filling the vacancy from that geographic area.

MOTION: That the Assiniboine RHA Board of Directors appoint Dr. Graham White and reappoint Dr. Ranson, Dr. Sahni, Dr. Poettcker and Dr. Nell for a 3 year term to the Medical Advisory Committee.

MOVED BY: J. LeForte

SECONDED BY: M. McDonald

CARRIED

7.2 Neepawa Health Auxiliary By-Laws

According to the Board By-Laws the Board is required to review and approve the Health Auxiliary By-laws. Neepawa Health Auxiliary has amended their by-laws for formal approval by the Board. The Board reviewed and discussed the by-laws and raised a concern about the lack of a defined quorum for meetings. The Board was prepared to approve the By-laws but wanted this concern relayed to the Auxiliary. P. Gilson will follow up with the Auxiliary.

MOTION: That the Assiniboine RHA Board of Directors approve the Neepawa Health Auxiliary By-Laws as presented.

MOVED BY: B. French

SECONDED BY: L. Williams

CARRIED

7.3 Audited Financial Statements

As per the Board's education session the Board approved the consolidated, Handivan and Elderly Persons Housing Units Audited Financial statements as presented by Meyers Norris Penny for 2009/10 year.

The Assiniboine Regional Health Authority's Audited Financial Statements for the year ending March 31, 2010 show excess revenues over expenses of \$1,321,563 on the Statement of Operations. The major factor contributing to the region's surplus position is the one time funding increase for pre-retirement in the amount of \$1,835,000. With the 2009/10 surplus position,

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the region's Unrestricted Net Asset balance is \$5,934,809 as presented on the Statement of Financial Position as at March 31, 2010.

Included in the Assiniboine Regional Health Authority's consolidated Audited Financial Statements are the Statement of Financial Position and Statement of Operations for the following entities:

<u>Name of Entity</u>	<u>Year End Surplus (Loss)</u>
Elderly Persons Housing Units for the year ended March 31, 2010:	
Pioneer Lodge (Birtle)	\$1,313
Lilac East (Hamiota)	\$1,306
Lilac North (Hamiota)	\$0
Westwood Lodge (Rivers)	\$0
Morley House (Shoal Lake)	\$612
Lakeshore Lodge (Shoal Lake)	\$1,748
Tiger Hills Villa (Treherne)	\$(68)
Handi-Van Services for the year ended December 31, 2009:	
Baldur Handi-Van Service	\$(671)
Tiger Hills Handi-Van Service	\$(3,919)
Hartney Handi-Transit	\$437

Although the financial information for the above entities has been included in the consolidated financial statements for the region, separate audited financial statements are required by Manitoba Housing for the Elderly Persons Housing Units and by the Government of Manitoba Rural Development for the Handi Van services.

MOTION: That the Assiniboine RHA Board of Directors approve the Consolidated, Handi-Van and Elderly Persons Housing Units Audited Financial Statements as presented by Meyers Norris Penny for the 2009/10 year.

MOVED BY: B. French

SECONDED BY: M. McDonald

CARRIED

8. REPORTS

8.1 Executive Management Committee Report – June 2010

The Executive Management Committee report was circulated to the Board for information with following verbal updates:

- RIS/PACs – the region will be rolling the following sites out in July: Russell, Melita and Virden

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- The recent heavy rain falls resulted in water in the basement of the Reston Health Centre. A claim has been made with the region's insurer.
- The Manitoba Nurses Union ratification vote is taking place today June 16, 2010.

8.2 Brandon RHA Report

M. McDonald provided the following information:

- The BRHA released their Community Health Assessment Report.
- BRHA CEO Recruitment is progressing – deadline for applications is June 30th.
- Brandon RHA has asked D. Dietrich to participate on an interim basis for M. McDonald while she is on holidays on the Executive Committee.

8.3 Provincial Meeting Report

The Board was provided with a report on the Health Seniors Executives, RHAM Board and Council of Chairs meetings attended in June.

9. CORRESPONDENCE

The following correspondence were listed for information:

9.1 Letter to Minister of Health re: Disposal of Vacant Shoal Lake Strathclair Hospital

9.2 Letter to Assiniboine Municipal Health Committee re: delegation on April 21, 2010

10. INFORMATION

The following was circulated to the Board for information only:

10.1 Board Expense Claim Form

10.2 ARHA Board Committee Member / Liaison List 2010/11

11. BOARD MEMBER INQUIRIES

Question was raised from the Health Plan re: Rossburn / Erickson Primary Care costs and it was explained that this is funding for Primary Care Nurses in these communities that Manitoba Health still funds separately.

Question was raised in regards to midwifery training and the ARHA's involvement in training. The ARHA does not have midwives however the region does advocate for more midwives in Brandon. There have been concerns expressed by an individual who has been trying to get into the training in Manitoba and may look to go out of province for training. P. Cockburn will follow up.

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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: B. French

SECONDED BY: K. Nerbas

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: R. Hodge

SECONDED BY: L. Williams

CARRIED

13. DATE AND TIME OF NEXT MEETINGS

September 15, 2010 at 1730 hours in Souris

AHAC meeting – June 17, 2010 @ 1000 hours at Kirkup Lounge in Souris

Strategic Planning – June 19, 2010 at Souris Corporate Office

Governance Committee Meeting – June 28th via conference call

Finance / Audit Committee Meeting – Sept. 7, 2010 @ 1600 by conference call

14. ADJOURNMENT

MOTION: That the ARHA Board of Directors meeting held June 16, 2010 be adjourned.

MOVED BY: B. French

SECONDED BY: L. Williams

CARRIED

The meeting was adjourned at 2035 hours.

D. Dietrich, Board Chair

Penny Gilson, CEO