

**Minutes of the
Assiniboine Regional Health Authority**

Board of Directors

DATE: May 19, 2010

TIME: 1900 hours

PLACE: Corporate RHA Office – Souris

PRESENT: Dean Dietrich – Chair, Randy Hodge, Barry French, Bruce Dunning, Jacqueline Leforte, Marg MacDonald, Eva Whitebird, Leona Williams, Kelvin Nerbas, Laura McDougald- Williams and Pat Phillips.

REGRETS: Debbie Eastcott, Harvey Patterson, and Bonnie Proven

ABSENT : Kristine Janz

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 SESSSION

Pat Cockburn, VP Programs and Standards provided the Board with an overview of the 2011/12 Health Plan and highlighted the process undertaken by the region. The 2011/12 Health Plan June 1, 2010 submission provides a status report and information on projected costs of delivering current services into the next fiscal year emphasizing anticipated price and volume increases expected. The full Health Plan was previously mailed to the Board.

If approved by the Board, the region will be submitting the Health Plan to the Minister of Health by June 1, 2010.

There was a question as to whether volume pressures in one area can be offset by decreasing activity in others. It was explained that the minimum staffing levels in most programs/services throughout the region significantly limits this potential.

P. Gilson acknowledged all of the hard work that has gone into the process and the significant amount of work entailed by multiple staff throughout the organization. She acknowledged particularly the work of Sandi Allen, Kerry Takvam, and Pat Cockburn who were instrumental in the entire process.

May 19, 2010

1. CALL TO ORDER

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

D. Dietrich welcomed the two new Board members Laura McDougald – Williams and Pat Phillips to the Board and conducted round table introductions.

2. ADOPTION OF AGENDA

The agenda was previously distributed. Items 7.3.5 Medical Advisory Committee Liaison and 7.3.6 Signing Authority were added to the agenda.

MOTION: That the agenda of the regular ARHA Board of Directors meeting of May 19, 2010 be approved as amended.

MOVED BY: L. Williams

SECONDED BY: K. Nerbas

CARRIED

3. REVIEW & ADOPTION OF MINUTES

3.1 Regular Meeting Minutes – April 21, 2010

The minutes of the April 21, 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 April 21, 2010 as presented.

MOVED BY: M. McDonald

SECONDED BY: R. Hodge

CARRIED

4. OWNERSHIP LINKAGE

4.1 Community Meetings

Members of the Executive Management Committee met with council members from the Village of Glenboro regarding ambulance services and the staffing challenges they are currently facing. Staff are looking at several options in attempts to sustain services.

4.2 Referral Items

The next AHAC meeting has been tentatively scheduled for June 25th in Souris. The intent of the meeting is to review the Community Health Assessment findings and to discuss outcomes of the Board Strategic Planning session.

4.3 Assiniboine Municipal Health Action Committee Presentation

The Board discussed the presentation made by the Assiniboine Municipal Health Committee at the last meeting. Survey results of the recent eight key community stakeholder meetings recently held were reviewed (see item 4.4). There was considerable discussion regarding how to increase participation and it was suggested that direct invitations need to be sent to a larger list of key stakeholders as the current process may not see the invitation go beyond the Municipal Councils. This will be built into the process for the fall stakeholder meetings. It was further suggested that the region should look at a different format for the Annual General Meeting that would facilitate public engagement. This will be considered for the 2010 Annual General Meeting. The Board would like members of the Assiniboine Municipal Health Committee to be encouraged to participate on the region's Health Advisory Committee. P. Gilson and D. Dietrich will draft a letter of response back to the Committee.

4.4 Community Stakeholder Evaluation Survey Results

The Board reviewed the results from the Community Stakeholder evaluation surveys. Overall the results were positive and showed evidence of support/value for the meetings by those who participate. The vast majority of respondents find the meetings informative and felt the current length of the meetings is "just right" noting that none of the eight meetings exceeded the 45 minute time allocation. It was questioned as to whether the time could be extended if there was future evidence for the need and it was indicated that if needed this could be accommodated in scheduling for future meetings. A total of 167 questions were addressed at the eight key community stakeholder meetings.

5. MONITORING

5.1 Finance Committee

5.1.1 March 31, 2010 Financial Report

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

The March 31, 2010 funding surplus reported on the financial statement is \$3,813,245. After adjustments for Due from/to Manitoba Health, as found in the finance report, the reported year to date funding surplus is \$506,393.

As an update to the year end projection, the region recently received its pre-retirement valuation and was notified that Manitoba Health will fund the 2009/10 East View Lodge operating expenses. This has resulted in a revised year-end shortfall of (\$351,957).

MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the March 31, 2010 Financial Report showing a year-to-date surplus of \$506,393, and a revised projected year end funding shortfall of (\$351,957).

MOVED BY: B. Dunning

SECONDED BY: J. LeForte

CARRIED

5.2 Governance Committee Report

The Governance Committee meeting minutes from the May 10th meeting were distributed to the Board for information. The Board reviewed the following policies as recommended by the Governance Committee.

5.2.1 GP-10 Board Meetings and Procedures

The Governance Committee clarified the wording in this policy for the Board's consideration.

MOTION: That the Assiniboine RHA Board of Directors approve the Governance Process Policy GP-10 Board Meetings and Procedures as recommended by the Governance Committee.

MOVED BY: M. McDonald

SECONDED BY: B. French

CARRIED

5.2.2 GP-14 Board Planning Cycle and Agenda Control

The Governance Committee changed this policy to reflect the current practice in the region. There was a question about including time for monitoring of CEO performance and it was explained that there is a separate policy that specifically deals with this.

MOTION: That the Assiniboine RHA Board of Directors approve the Governance Process Policy GP-14 Board Planning Cycle and Agenda Control as recommended by the Governance Committee.

MOVED BY: B. Dunning

SECONDED BY: R. Hodge

CARRIED

5.2.3 GP-20 Board Member Attendance at National Conferences

The Board reviewed this policy brought forward by the Governance Committee.

MOTION: That the Assiniboine RHA Board of Directors approve the Governance Process Policy GP-20 Board Member Attendance at National Conferences as recommended by the Governance Committee.

MOVED BY: L. Williams

SECONDED BY: L. McDougald – Williams CARRIED

5.2.4 GP-23 Investment Policy

The Board reviewed this policy brought forward by the Governance Committee along with the written response provided by the region's auditors.

MOTION: That the Assiniboine RHA Board of Directors approve the Governance Process Policy GP-23 Investment Policy as recommended by the Governance Committee.

MOVED BY: B. French

SECONDED BY: E. Whitebird CARRIED

It was indicated that the old numbering on the policies and the new numbering are conflicting and should be cleaned up. The Governance Committee is in a process of working through this comprehensive review. It was also suggested that the old policy number be indicated somewhere on the new policy to help the Board members link back to the old one.

Board members would also really appreciate on a go forward basis a copy that identifies the specific changes made to the policy and being recommended for the Board approval.

The Board will be provided a copy of the Governance Committee's review schedule to help indicate which policies have been reviewed and which ones are up for review. This will also hopefully help to clarify the changing in numbering.

5.3 Board Monitoring Reports

The Board reviewed Executive Limitation Monitoring reports EL- 2 Treatment of Clients as per the Board annual review schedule.

MOTION: That the Assiniboine RHA Board of Directors approve the Executive Limitation EL-2 Treatment of Clients as circulated.

MOVED BY: L. McDougald – Williams

SECONDED BY: L. Williams 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.

5.5 Feedback from MB Health re: 2008/09 Annual Report

The region received a letter from MB Health regarding the 2008/09 Annual Report. Overall the report was positively evaluated by the province.

6. RISK MANAGEMENT / PATIENT SAFETY

6.1 Patient Safety Dashboard Required Organizational Practices (ROPs)

The Board was provided copies of the Patient Safety Dashboard which is apart of the accreditation process as one way for the ARHA to identify opportunities to promote safe care. It is a means of reducing risk and fostering attention to continuous quality improvement. In addition to standards that address patient safety challenges, Accreditation Canada has developed Patient Safety Goals and Required Organizational Practices that are an integral part of the accreditation program.

There are currently 35 ROPs required for the ARHA to complete prior to the next survey in November 2011. There will be discussion with Accreditation Canada regarding the need to be flexible with timelines required for implementation.

7. DECISION ITEMS

7.1 Shoal Lake Hospital

The region has received an offer to purchase the old Shoal Lake Hospital which has been deemed surplus capital by the region since construction of the new Hospital in 2000. The region continues incur costs associated with this facility.

MOTION: That the Board of Directors accept the offer to purchase Lot 6, Block 14, Plan 850 in the Town of Shoal Lake in the amount of one dollars (\$1.00) with the purchaser paying all subdivision and legal costs, subject to the approval of the Minister of Health.

MOVED BY: B. Dunning

SECONDED BY: B. French

CARRIED

7.2 Election / Appointment of Officers

7.2.1 Vice Chair

D. Dietrich vacated the Chair position and Pat Cockburn acted as Returning Officer for the election process. Nominations from the floor were invited.

MOTION: That Barry French be nominated for Vice Chair of the Board of Directors of the Assiniboine Regional Health Authority.

MOVED BY: M. McDonald

SECONDED BY: D. Dietrich

There were a further two calls for nominations for the position of Vice Chair with no further nominations forthcoming.

MOTION: That nominations for the position of Vice Chair of the Assiniboine Regional Health Authority Board of Directors cease.

MOVED BY: R. Hodge

SECONDED BY: J. Leforte

CARRIED

The nominee was asked by the Returning Officer if he wished to accept the nomination and let his name stand.

Barry French accepted the nomination and was declared Vice Chair for 2010/2011 by acclamation.

7.3. Board Committee Appointments

7.3.1 Previous Committee Membership / Response to Interest Survey

The ARHA Board of Directors has three committees which require membership: Executive; Finance / Audit and Governance. The Board was provided with a summary of each of the committees as well as a list of membership from the 2009/10 year. Board members were also invited to indicate which committees they were interested in participating on prior to the meeting.

7.3.2 Finance / Audit Committee Chairperson

In accordance with requirements in the Board General By-law, the Board must appoint at least three Directors to the Finance / Audit Committee. The Board first addressed appointment of the Chair of the Finance / Audit Committee who automatically serves as a member of the Executive Committee of the Board as well.

D. Dietrich opened the floor for volunteers for Chair of the Finance / Audit Committee. Randy Hodge expressed interest in this role. There was no further interest therefore Randy Hodge was appointed Chair of the Finance / Audit Committee.

MOTION: That the Assiniboine Regional Health Authority Board of Directors appoint Randy Hodge as Chair of the Finance / Audit Committee for 2010/11.

MOVED BY: B. French

SECONDED BY: B. Dunning

CARRIED

Finance/Audit Committee Members

D. Dietrich opened the floor for volunteers to participate as additional Directors on the Finance/ Audit Committee.

MOTION: That the Assiniboine Regional Health Authority Board of Directors appoint Pat Phillips, Bruce Dunning and Eva Whitebird to the Finance/ Audit Committee for 2010/11.

MOVED BY: R. Hodge

SECONDED BY: M. McDonald

CARRIED

7.3.3 Executive Committee Members

The Executive Committee for the Assiniboine Regional Health Authority consists of the Chair, Vice Chair, Chair of Finance / Audit Committee and other Directors as determined by the Board.

The floor was opened for additional volunteers to participate on the Executive Committee of the Board for 2010/11.

MOTION: That the Assiniboine Regional Health Authority Board of Directors appoint Bruce Dunning, Leona Williams, and Jacquie Leforte as additional members to the Executive Committee of the Board for 2010/11.

MOVED BY: L. McDougald - Williams

SECONDED BY: M. McDonald

CARRIED

7.3.4 Governance Committee

The floor was opened for volunteers to sit on the Governance Committee.

MOTION: That the Assiniboine Regional Health Authority Board of Directors appoint Bruce Dunning, Pat Phillips, Deb Eastcott and Bonnie Proven to the Governance Committee.

MOVED BY: M. McDonald

SECONDED BY: B. French

CARRIED

7.3.5 Medical Advisory Committee Liaison

To provide linkage between the Board of Directors and the Medical Advisory Committee, the Board appoints representatives to the Medical Advisory Committee as non-voting liaisons. The floor was opened for volunteers.

MOTION: That the Assiniboine Regional Health Authority Board of Directors appoint Jacquie Leforte, Leona Williams and Deb Eastcott to the Medical Advisory Committee as Board Member liaisons.

MOVED BY: B. Dunning

SECONDED BY: P. Phillips

CARRIED

7.3.6 Signing Authority

The region, in addition to the Chair and Vice Chair, requires one additional Board member to be designated as a signing officer.

MOTION: That the Assiniboine Regional Health Authority Board of Directors appoint Laura McDougald – Williams as an additional signing officer.

MOVED BY: P. Phillips

SECONDED BY: B. French

CARRIED

7.4 2010/11 Budget Approval

The Assiniboine Regional Health Authority's 2010/11 Manitoba Health funding letter was received on May 7, 2010. The region received a 2010/11 global (base) funding increase of \$4,447,800.

The 2010/11 Operating Budget shortfall based on status quo operations as presented to the Board on April 21, 2010 was (\$1,985,342). The Executive Management Committee requested the following additional budget requests which were brought forward to the Board for consideration.

- Increasing the property insurance to 100% replacement values or 83% replacement values. The Healthcare Insurance Reciprocal of Canada property replacement rates have not kept up with the market replacement values due to escalating construction costs. Over the past few years, the region has been moving towards full replacement values and to get to 100% for 2010/11, this will have a insurance premium increase of \$175,437. Moving to 83% is \$74,021.
- Increasing Therapy services by 1.0 EFT Occupational Therapist (\$87,508).
- Increasing Clinical Nutrition by 1.0 EFT Dietician (\$77,200)
- Increasing the Public Health Postpartum Program by 1.0 EFT Public Health Nurse and .2 EFT Admin \$114,733

The Board discussed the additional budget requests and recommended increasing the property insurance to 83% replacement values and use the remaining funds to help offset the other 3 additional requests. This will result in a \$2,338,804 shortfall.

MOTION: That the ARHA Board of Directors approve the 2010/11 Operating Budget projecting an in-year funding shortfall of \$2,338,804 recognizing there are prior years surpluses in an amount sufficient to cover the shortfall.

MOVED BY: B. Dunning

SECONDED BY: B. French

CARRIED

7.5 2011/12 Health Plan

The Board of Directors approved the Health Plan as presented during the educational session held earlier.

MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the 2011/12 Health Plan dated June 1, 2010 for submission to Manitoba Health.

MOVED BY: L. Williams

SECONDED BY: J. Leforte

CARRIED

8. REPORTS

8.1 Executive Management Committee Report – 2010

- ◆ The Executive Management Committee report was circulated to the Board for information.

8.2 Brandon RHA Report

M. McDonald provided the following information:

- ◆ BRHA funding letter has been received and funding concerns will be addressed with Manitoba Health.
- ◆ BRHA is experiencing challenges surrounding interpretation services for the many dialects of patients.
- ◆ The BRHA is still waiting to hear about their Board appointments.
- ◆ BRHA Board had a presentation from the College of Registered Nurses of MB in regards to the new ACT and legislation.
- ◆ Carmel Olson has been named to the Order of Manitoba. M. MacDonald was asked to congratulate Carmel on behalf of the ARHA Board of Directors.

8.3 Provincial Meeting Report

The Board was provided with a report on the Health Seniors Executives and Diagnostic Services of Manitoba, and Council of CEOs meetings attended by the CEO in May.

9. CORRESPONDENCE

There was no correspondence listed at this time.

10. INFORMATION

The following was circulated to the Board for information only:

10.1 Board Expense Claim Form

11. BOARD MEMBER INQUIRIES

It was questioned how the prenatal classes are implemented in the region and if it is the same instructor all the time or different ones. It was indicated that a

schedule is developed to offer prenatal classes in various locations which are rotated. One Board member has had some concerns expressed regarding the classes. P. Gilson will do some follow up.

It was requested that Board packages be sent electronically versus hard copy to help save on paper and printing costs. Some Board members do not have access to a computer and require hard copies. M. Perkin will do a survey of how many Board members want packages sent electronically, in hard copy or both.

Is it a requirement for lab technologists to wear gloves while drawing blood? It was indicated that this is not a requirement.

12. IN CAMERA SESSION

No in camera session was held.

13. DATE AND TIME OF NEXT MEETINGS

June 16, 2010 at 1730 hours in Souris

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

Governance Committee Meeting – June 14, 2010 @1700 by conference call

- June 28, 2010 @ 1700 by conference call

Strategic Planning – June 19, 2010 at Souris Corporate Office

AHAC meeting – June 25, 2010 @ 1000 hours at Kirkup Lounge in Souris

14. ADJOURNMENT

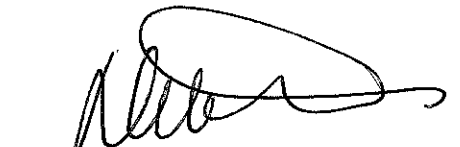
MOTION: That the ARHA Board of Directors meeting held May 19, 2010 be adjourned.

MOVED BY: L. McDougald-Williams

SECONDED BY: L. Williams

CARRIED

The meeting was adjourned at 2010 hours.



D. Dietrich, Board Chair



Penny Gilson, CEO