

**Minutes of the  
Assiniboine Regional Health Authority  
Board of Directors**

**DATE:** November 12, 2009

**TIME:** 1900 hours

**PLACE:** Souris Health Centre Multipurpose Room – Souris, Manitoba

**MINUTES**

**PRESENT:** Dean Dietrich – Chair, Don Cataford, Eva Whitebird, Bruce Dunning, Harvey Patterson, Debbie Eastcott, Diana Heneghan, Margaret McDonald, Kristine Janz, and Leona Williams

**REGRETS:** Barry French, Kelvin Nerbas, Jacqueline Leforte; Bonnie Proven

**IN ATTENDANCE:**

Penny Gilson – Chief Executive Officer

Ted Bartlett – VP Support Services / Capital Planning

Pat Cockburn – VP Programs & Standards

Deb Clevett – VP Community Services

**EDUCATION SESSION**

Faye White, Manager – Quality & Risk, provided an interesting educational presentation on the region's risk management activities and monitoring processes.

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

An updated agenda was provided in Board folders.

**MOTION:** That the agenda of the regular ARHA Board of Directors meeting of November 12, 2009 be approved as amended.

**MOVED BY:** M. McDonald

**SECONDED BY:** L. Williams

**CARRIED**

**3. REVIEW & ADOPTION OF MINUTES**

**3.1 Regular Meeting Minutes – October 21, 2009**

The minutes of the October 21, 2009 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 October 21, 2009 as amended.**

**MOVED BY: D. Eastcott**

**SECONDED BY: R. Hodge**

**CARRIED**

### **3.2 Annual General Meeting Minutes – October 21, 2009**

The minutes of the ARHA Annual General Meeting held October 21, 2009 in Killarney were previously distributed. It was noted that the surplus on page 2 should read \$1,304,091 versus \$1,063,122 and this has been rectified.

**MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the minutes of the Annual General Meeting held October 21, 2009 as amended.**

**MOVED BY: B. Dunning**

**SECONDED BY: D. Heneghan**

**CARRIED**

## **4. OWNERSHIP LINKAGE**

### **4.1 Community Meetings**

P. Gilson updated the Board on the Pandemic H1N1 preparedness:

- A mail drop had been circulated to all mail boxes in the region regarding the Pandemic H1N1 vaccine. The region did receive additional vaccine this week and therefore opened up more appointments for clinics on Thursday and Friday and added two clinics on Saturday. Walk-ins will also be accepted however appointments remain preferred. Posters and a public service announcement were also developed to promote the clinics this week. Clinics for the week of November 16, 2009 have also been planned and appointments are being booked.
- Supply/uptake continues to be monitored closely to determine trigger points for offering the vaccine to additional population groups.
- Information on the clinics has been sent to all residents in the region and is posted on the ARHA website.
- On November 11, 2009 MHHL announced including all children from 6 months of age to under 18 years of age in the priority group and appointments are being made for this expanded group.

An update on the recently held key community stakeholder meetings was also provided.

### **4.2 Referral Items**

The Committee has requested information regarding the Patient Advocate position in Brandon who assists patients who are currently on waiting lists. This will be added to the next AHAC agenda.

## 5. MONITORING

### 5.1 Finance Committee

#### 5.1.1 September 30, 2009 Financial Report

The Board was provided with copies of the September 30, 2009 financial statement and Finance Report for the Assiniboine Regional Health Authority.

The September 30, 2009 funding surplus reported on the financial statement is \$1,987,985. After adjustments for Due from/to Manitoba Health, as found in the finance report, the reported year to date funding surplus is \$88,911.

The September financial report identifies the 2009/10 Projected Year-End Surplus / (Funding Shortfall) of \$(3,500,000). Accumulated net assets – unrestricted (operating equity) of \$4,445,709 will be used to offset this shortfall.

The pre-retirement actuarial valuation may have an impact on the projected year end financial position.

**MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the September 30, 2009 Financial Report showing a year-to-date funding surplus of \$88,911, a projected year end funding shortfall of \$3,500,000.00 and a regional equity balance of \$4,445,709.00, for a net projected surplus of \$945,709.00.**

**MOVED BY: D. Eastcott**

**SECONDED BY: M. McDonald**

**CARRIED**

#### 5.1.2 Borrowing Resolution – Tiger Hills Roof Project

The Finance Committee recommended the necessary borrowing resolution for the Tiger Hills Roof Project given written approval from MHHL.

**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 \$247,775.17 (Two Hundred and Forty Seven Thousand, Seven Hundred and Seventy Five Dollars and Seventeen 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: D. Heneghan**

**SECONDED: R. Hodge**

**CARRIED**

### **5.1.3 Borrowing Resolution – Primary Data Centre Upgrade**

The Finance Committee recommended approval of the borrowing resolution for the Primary Data Centre Upgrade given written approval from MHHL.

**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 \$45,606.00 (Forty Five Thousand, Six Hundred and Six Dollars), 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: R. Hodge**

**SECONDED: D. Cataford**

**CARRIED**

**5.2 Governance Committee Report**

**5.2.1 Governance Committee Minutes – October 26, 2009**

The minutes were included in the Board packages. In B. Proven's absence, T. Bartlett provided a verbal report.

**5.2.2 GP-5 Board of Directors Evaluation**

The revised policy was included in the Board packages as presented by the Governance Committee. With reference to GP-5(a) Board Meeting Evaluation Form there was questions about Board Member's ability to adequately evaluate EMC Members attendance and participation at meetings given that there may be valid reasons why they are not able to attend; etc. It was also noted that the only employee of the Board is the CEO. Therefore it was recommended that item 14 of the evaluation be removed and that "Not Applicable" be changed to "Insufficient Information to Make a Judgement" to be consistent with GP-5(b). There was no suggested amendments to GP-5(b) however there wan an inquiry about other evaluations reviewed in the process to which T. Bartlett replied that about six were reviewed from other organizations. It was questioned whether the feedback that was received from previous/existing Board Members from the last Board retreat had been included in the review. P. Gilson reported that this had probably been inadvertently missed and therefore it was suggested that this information be provided to the Committee before finalizing the Policy.

**5.2.3 Governance Committee Membership**

D. Dietrich reported that he has some challenges being able to get to all of the meetings as have some of the other committee members. It was suggested that it would be valuable to have at least one more member so that the work of the committee could continue. M. McDonald indicated a willingness to be a member of the committee.

**MOTION: That the ARHA Board of Directors appoint M. McDonald as an additional member to the Governance Committee.**

**MOVED BY: D. Heneghan**

**SECONDED BY: L. Williams**

**CARRIED**

**5.3 Board Monitoring Reports**

**5.3.1 EL-& Emergency Executive Succession**

The monitoring report was circulated in the Board packages.

**MOTION: That the ARHA Board of Directors approve the Executive Limitation Monitoring Report EL-7 Emergency Executive Succession as circulated.**

**MOVED BY: D. Cataford**

**SECONDED BY: E. Whitebird**

**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 Incident Reporting Program Regional Summary**

The Board was provided copies of the Incident reporting program regional summary for review in the October Board packages. This was reviewed during the educational session with F. White. It was noted that reported incidents are increasing and this needs to be monitored however historically incidents in health care have been under reported so this may be a reflection of better reporting.

#### **6.2 ARHA Area Standards Committee/Medical Advisory Committee Report**

Dr. David Cram provided a written and verbal report from the Area Standards Committee. He also provided an update regarding the Medical Advisory Committee and provided information regarding ARHA Physician involvement in interviewing Physicians; on the Pharmacy and Therapeutics Committee; review of Physician privileges; etc. He expressed appreciation to the RHA for their support and leadership.

### **7. DECISION ITEMS**

#### **7.1 Physician Privileges**

No physician privileges at this time.

#### **7.2 BRHA Ethics Committee Request**

A request was received from the Brandon Regional Health Authority Ethics Committee requesting a second ARHA representative on the Committee. The current ARHA representative is Debbie Carnegie, Mental Health Program Manager. K. Janz expressed an interest in being a member of the committee.

**MOTION: THAT the ARHA Board of Directors recommend to the Brandon Regional Health Authority Board of Directors that K. Janz be appointed as a second Assiniboine Regional Health Authority representative to the Brandon RHA Ethics Committee.**

**MOVED BY: B. Dunning**

**SECONDED BY: M. McDonald**

**CARRIED**

#### **7.3 Elderly Persons Housing Licence Applications**

The region received applications for licences to operate the Morley House, Lilac Residence East, Lakeshore Lodge, Pioneer Lodge and Tiger Hills Villa Elderly Persons Housing Units.

**MOTION: THAT the ARHA Board of Directors approve the applications for licence to operate the Morley House, Lilac Residence East, Lakeshore Lodge,**

**Pioneer Lodge and Tiger Hills Villa Elderly Persons Housing Units under the provisions of the *Elderly and Infirm Persons' Housing Act.***

**MOVED BY: D. Heneghan**

**SECONDED BY: D. Eastcott**

**CARRIED**

**8. REPORTS**

**8.1 Executive Management Committee Report-October 2009**

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

- P. Gilson indicated that meetings are being held with Physicians in the current year long assessment process to discuss placements if successful.
- There was a question about the Philippine nurses and how they have helped resources in the region. The Philippine nurses helped this summer so that the region did not have to implement a summer operations plan like last summer. They have not been able to fill RN shifts yet where they are the sole RN until they become licensed. They have written the licensing exam and should know soon if they were successful then they will be able to fill various vacancies throughout the region.
- It was questioned whether there has been a decision regarding the Rivers Building Condition Assessment Report. T. Bartlett reported that he continues to work with the community to explore and cost options.

**8.2 Brandon RHA Report**

M. MacDonald's provided a report with the following highlights:

- The Brandon Regional Health Authority recently held a Board Retreat.
- In Brandon they are noting that the Philippine nursing mentorship requirements are very similar to that of new graduates.

**8.3 Provincial Meeting Report**

There was no report as the meetings are scheduled for next week due to Remembrance Day.

**9. CORRESPONDENCE**

There was no correspondence.

**10. INFORMATION**

The following was circulated to the Board for information only:

**10.1 Board Expense Claim Form**

**11. BOARD MEMBER INQUIRIES**

**11.1 Assiniboine Municipal Health Committee Minutes**

D. Dietrich reported being made aware of this committee’s minutes which have been circulated to all municipal councils in the Assiniboine region. The minutes contain a fair amount of misleading information and as Chair, D. Dietrich feels obligated to respond and give balanced information to the municipal councils in the region. A proposed informational response was circulated to Board Members. There was considerable discussion and support for the letter to be sent to the Chair of the Committee and all municipal councils in the region. It was further suggested that D. Dietrich call R. Tycoles to discuss the Board’s concerns with the minutes and to leave an open invitation for them to direct their concerns to the Board at any time. D. Dietrich will follow up.

It was also suggested that those who could should attend the open discussion with Dr. Poff, President, Brandon University on November 23, 2009.

**12. DATE AND TIME OF NEXT MEETING**

**December 16, 2009 at 5:00 pm in Brandon – to be followed by Board Christmas Dinner – specific location to be determined**

**Finance Committee – December 7, 2009 at 4:45 pm by conference call**

**Governance Committee – November 16, 2009 at 5 pm in Brandon**

**13. ADJOURNMENT**

**MOTION: That the ARHA Board of Directors meeting held November 12, 2009 be adjourned.**

**MOVED BY: L. Williams**

**SECONDED BY: D. Eastcott**

**CARRIED**

The meeting was adjourned at 2120 hours.

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D. Dietrich, Board Chair

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Penny Gilson, CEO