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Minutes of the Assiniboine Regional Health Authority

Board of Directors

DATE: November 16, 2011

TIME: 1730 hours

PLACE: Corporate RHA Office – Souris, MB

PRESENT: Dean Dietrich (Chair), Jacqueline Leforte, Leona Williams, Pat Phillips, Marg McDonald, Debbie Eastcott, Isobel Jarema, Reginald Buss, Terry Johnson, Randy Hodge, and Laura McDougald – Williams, Eva Whitebird, Kelvin Nerbas and Barry French

REGRETS: Kristine Janz

IN ATTENDANCE:

Penny Gilson – Chief Executive Officer
Pat Cockburn – VP Programs & Standards
Kerry Takvam – VP Corporate Services
Lara Bossert – Chief HR / Communications Officer
Debbie Clevett – VP Community Health Services
Meagan Perkin – Executive Assistant

EDUCATION SESSION:

Lori Jones; Coordinator Facility Program Standards provided information on the Personal Care Home Standards reviews that are conducted throughout the region. The presentation included why the region conducts PCH reviews, what happens during the review visits, what the results are and what happens next. All ARHA Personal Care Homes will be receiving licenses without conditions.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

The Board reviewed and approved the agenda. Items 6.2 – Ethics Committee Indicator Report, 6.3 PCH Standards Report, 7.1 Physician privileges and item 7.2 – Briefing Note re: Baldur House were added to the agenda.

MOTION: That the agenda of the regular ARHA Board of Directors meeting of November 16, 2011 be approved as amended.

MOVED BY: L. Williams

SECONDED BY: D. Eastcott

CARRIED

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3. REVIEW & ADOPTION OF MINUTES

3.1 Regular Meeting Minutes – October 19, 2011

The minutes of the October 19, 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 October 19, 2011 as circulated.

MOVED BY: T. Johnson

SECONDED BY: J. LeForte

CARRIED

4. OWNERSHIP LINKAGE

4.1 Community Meetings

4.1.1 Community Stakeholder Survey Results

The Board was provided results from the survey done with the community stakeholders during the round of community stakeholder meetings in the fall. Overall the results were very positive and will be shared with the stakeholders during the next round of meetings in the spring.

4.2 Referral Items

4.2.1 AHAC Meeting Evaluations

The Board was provided copies of the meeting evaluation from the October 24th AHAC meeting. Overall results from the meeting were very positive.

The Next meeting will be planned in the New Year. Possible agenda items will be patient safety issues, and the declaration of patient values and engaging the AHAC members in this process.

5. MONITORING

5.1 Finance Committee

5.1.1 September 30, 2011 Finance Report

The Board was provided copies of the September 30, 2011 financial statements and Finance Report for the Assiniboine Regional Health Authority.

The September 30, 2011 funding surplus reported on the financial statement is \$2,293,282. After adjustments for Due from/to Manitoba Health, as found in the finance report, the reported year to date funding surplus is \$855,487.

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The September financial report identifies the 2011/12 Projected Year-End Funding shortfall of \$(1,368,046), which is equal to the budgeted shortfall.

Accumulated Net Assets – Unrestricted (Operating Equity) of \$6,598,350 will be used to cover the shortfall.

It was questioned if the region was going to be reimbursed for all the flood costs. The costs have all been submitted to MB Health and the region anticipates receiving funding to offset those costs.

MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the September 30, 2011 Financial Report showing a year-to-date funding surplus of \$855,487 and a projected year end funding shortfall of \$(1,368,046).

MOVED BY: K. Nerbas

SECONDED BY: B. French

CARRIED

5.1.2 Briefing Note – Glenboro Handi Transit Receivable

On December 14, 2006 the transfer agreement between the Glenboro South Cypress Wawanesa Handi Transit Board and the Assiniboine Regional Health Authority was signed transferring the operations of the Glenboro Handi transit Service.

By signing the transfer agreement, the Glenboro South Cypress Wawanesa Handi Transit agreed to assume all liabilities of the operation per article 5. The Statement of Financial Position as at December 31, 2006 reported an Accounts Payable and Accrued Liabilities amount of \$21,956, of which \$20,000 of the payable was for cash advances from the ARHA to the Handi Transit service. The transfer letter dated March 23, 2007, stated the accounts payable amount of \$14,004.58 (\$20,000.00 - \$5,995.92 bank balance) owing to the ARHA.

A letter dated September 15, 2011 from the Glenboro South Cypress Wawanesa Handi Transit was received stating the liability was the previous provider's debt and that they do not recall a discussion with the ARHA regarding the responsibility of any liabilities incurred.

Given the financial state of the Glenboro South Cypress Wawanesa Handi Transit service and the willingness of this board to take on the operations, it is recommended that the ARHA agree to write off invoice IVC2229 in the amount of \$14,004.58. This needs to be approved by the Board of Directors as the Board's Executive Limitations prevent the CEO from authorizing any single write off in excess of \$10,000.

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MOTION: That the ARHA Board of Directors approve that given the financial state of the Glenboro South Cypress Wawanesa Handi Transit service and the willingness of this board to take on the operations, that the ARHA agree to write off invoice IVC2229 in the amount of \$14,004.58.

MOVED BY: T. Johnson

SECONDED BY: P. Phillips

CARRIED

5.1.3 Borrowing Resolution – Souris Flooring Replacement Project

The Board was provided with a borrowing resolution for the Souris Health Centre flooring replacement project in the amount of \$168,521.00 along with letters of comfort from MB Health. This project was part of the safety and security projects that were put forward to MB Health in the annual Health Plan.

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 \$168,521.00 (One Hundred and Sixty Eight Thousand, Five Hundred and Twenty One 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.

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MOVED BY: R. Hodge
SECONDED BY: R. Buss

CARRIED

5.2 Policy Review

5.2.1 GP-20 Board Member Attendance at National Conferences

The Board reviewed and approved this policy.

MOTION: That the ARHA Board of Directors approve the Governance Process Policy GP-20 Board Member Attendance at National Conferences as presented.

MOVED BY: D. Eastcott
SECONDED BY: B. French

CARRIED

5.2.2 GP-21 Board and Committee Expenses

The Board reviewed and approved this policy. It was questioned how often the Board honorariums are reviewed by the Minister of Health. It was reported that the honorariums have not changed in years. It was suggested that possibly D. Dietrich could ask that this issue be raised with the Minister at the next Council of Chairs meeting.

MOTION: That the ARHA Board of Directors approve the Governance Process Policy GP-21 Board and Committee Expenses as presented.

MOVED BY: P. Phillips
SECONDED BY: K. Nerbas

CARRIED

5.2.3 GP- 22 Signing Authority

The Board reviewed and approved this policy. It was noted that titles of EMC Members, who have signing authority need to be updated.

MOTION: That the ARHA Board of Directors approve the Governance Process Policy GP-22 Signing Authority as amended.

MOVED BY: L. Williams
SECONDED BY: I. Jarema

CARRIED

5.2.4 GP-23 Investment Policy

The Board reviewed and approved this policy.

MOTION: That the ARHA Board of Directors approve the Governance Process Policy GP-23 Investment Policy as presented.

MOVED BY: T. Johnson
SECONDED BY: B. French

CARRIED

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5.2.5 EL-9 Compensation and Benefits

The Board reviewed and discussed this policy. It was unclear as to what "standard benefits" was referring to in this policy and all RHAs participate in the benefits through HEBManitoba as defined in collective agreements. The policy also suggests that there is an ability by the organization to change pension benefits which is not the case. P. Gilson will work on suggested amendments to this policy and bring it back to the next meeting for final approval.

5.2.6 BC-4 Accountability of the Chief Executive Officer

The Board reviewed and approved this policy.

MOTION: That the ARHA Board of Directors approve the Board CEO Relationship policy BC-4 Accountability of the Chief Executive Officer as presented.

MOVED BY: R. Buss

SECONDED BY: R. Hodge

CARRIED

5.3 Board Monitoring Reports

The Board reviewed Executive Limitation Monitoring Report EL-9 Compensation and Benefits as part of their annual review schedule.

5.4 Board Post Meeting Evaluation Form

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

5.5 Board Annual Self – Evaluation Form

The Board was asked to review and fill out the Board Annual self-evaluation form for further discussion at the Board Strategic Planning Session in January.

6. RISK MANAGEMENT/PATIENT SAFETY

6.1 Occupational Health and Safety Report

The Board was provided copies of the Occupational Health and Safety Report. This report shows that WCB premiums and staff time lost due to injuries has been decreasing. It is felt that implementation of the lifts and transfers program has had a positive impact in these areas. It was suggested that the impact could be due to better equipment such as ceiling track lifts. It was acknowledged that it is likely a combination of factors contributing to the positive outcomes but even with better equipment there also has to be proper training on how to use the equipment.

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6.2 Ethics Committee Indicator Report

The Board was provided copies of the Ethics Committee Indicator Report for 2010. Representatives from the Assiniboine RHA participate on the Brandon Ethics Committee. The report showed the numbers and types of consultations undertaken by the Ethics Committee and also the education on ethics that has been made available to staff.

6.3 PCH Standards Report

As per the Board Education session, the Board reviewed the Personal Care Home Standards Board report for 2011.

7. DECISION ITEMS

7.1 Physician Privileges

The Board reviewed and approved the following physician privileges and appointments to Medical Staff as recommended by the Assiniboine Regional Health Authority Medical Advisory Committee.

Physician Name	Primary Facility	Staff Appointment	Schedules to be approved	Action Required
<i>ACTIVE & CONSULTANT - REQUIRING ATTENTION</i>				
Ziada, Dr. Mohammed	Souris	Active	A & B	Full Approval
<i>LOCUMS - REQUIRING ATTENTION</i>				
Meredith, Dr. Melanie	ARHA	n/a	A & B	Extension of temporary
<i>RENEWALS - REQUIRING ATTENTION</i>				
<i>Additions (family physicians):</i>				
Muller, Dr. Diederik	Shoal Lake	n/a	A & B	Approval & Renewal
Venter, Dr. Hendrik	Shoal Lake	n/a	A & B	Approval & Renewal
<i>Additions (specialists):</i>				
Thess, Dr. Bernard	Neepawa (ENT)	n/a	C	Approval
Fedorowich, Dr. Craig	Hamiota (Dentist)	n/a	Privileges as per Manitoba Dental Association	Approval
Samuels, Dr. Lewis	Minnedosa (Ortho)	n/a	C	Approval
<i>Deletions:</i>				
Sahni, Dr. Perry	Rivers	n/a	A & B	Approval & Renewal
Stone, Dr. Jasper	Souris	n/a	A & B	Approval & Renewal
Cram, Dr. David	Souris	n/a	A & B	Approval & Renewal
<i>Status Quo (family physicians):</i>				

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Pieterse, Dr. Wickus	Russell	n/a	A & B	Renewal
Roos, Dr. Matthys	Rosburn	n/a	A	Renewal
Vermaak, Dr. Anita	Rivers	n/a	A & B	Renewal

MOTION: That the Assiniboine RHA Board of Directors approve the above physician privileges and appointments to Medical staff as recommended by the Assiniboine Regional Health Authority Medical Advisory Committee.

MOVED BY: T. Johnson

SECONDED BY: D. Eastcott

CARRIED

7.2 Briefing Note – Baldur House

At the time of Regionalization, the board of the Baldur Health Centre transferred a residential house to the Assiniboine Regional Health Authority. The Transfer Agreement states “This property was purchased with donated funds and if it is ever sold the funds are to be deposited into the donation account for this health centre”. The house is currently just used for storage by a local group who pay rent for this purpose.

The house is in dire need of repair and the Assiniboine RHA would find it difficult to recover the expenditures needed to bring this building up to an acceptable condition without a substantial increase in rent. The region does not foresee a use for this property. Manitoba Health has confirmed that they do not have to approve the disposal of this property as it was purchased with donation funds and not used for health related purposes.

It was recommended that the region should attempt to sell the property and put any proceeds back into the Baldur Health Centre donation account. It was suggested the house be put on the market for 90 days, if it does not sell then the region will need to look at other options. P. Gilson will notify the RM Office regarding the intent to put the property on the market and advise them that any proceeds will be deposited in to the donation account.

MOTION: That Lot 10/11, Block 16, Plan 190 in the Village of Baldur be deemed surplus by the Assinibione Regional Health Authority and is not required for any health related purposes, and that the property be listed for sale with the local realtor for a period of 90 days.

MOVED BY: T. Johnson

SECONED BY: I. Jarema

CARRIED

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8. REPORTS

8.1 Executive Management Committee Report – November 2011

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

- Client Satisfaction Questionnaires – the Board's question on how to increase response rates was discussed with the Assiniboine Health Advisory Council and it was recommended the surveys be placed on our website for individuals to fill out the survey on line. This is being implemented and access to all client satisfaction questionnaires on line will be available very soon.
- Safety Aid Program – the program features an experienced tradesperson in a clearly marked van who, on request conducts home safety and falls prevention audits for seniors living in the community. This program is being expanded to several communities in the Assiniboine RHA and will nicely complement the region's Home, Health and Safety Check program.
- Due to some unexpected Physician resource issues in Glenboro the region is currently attempting to get clinic support for Glenboro from other Physicians and Nurse Practitioners. On-call arrangements between Carberry and Glenboro are also being clarified. P. Gilson has notified the respective municipal offices regarding the situation and indicated a maildrop will be issued when the final details have been worked out.
- Ballingall Trucking services that we use for our lab truck around the region will be discontinuing services as of November 30th, a replacement has been found and will start providing services December 1st.

8.2 Brandon RHA Report

M. McDonald provided the following report on behalf of the Brandon RHA Board of Directors.

- Funding raising for the residence associated with the Western Manitoba Cancer Care Centre had it's kick off which went very well.
- Dealing with issues associated with the BU strike as there could be delays in graduation for the nursing students.
- Brandon RHA Board Strategic Planning Retreat will be held this weekend in Brandon.
- Webinar conference was held in regards to advanced care planning.
- Brandon has been experiencing some very real bed challenges and are looking at ways to proactively manage this with patients and families.

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9. CORRESPONDENCE

The following correspondence was listed for information.

9.1 Letter to MB Health re: demolition of the vacant East View Lodge in Neepawa.

10. INFORMATION

The following was circulated to the Board for information only:

10.1 Board Expense Claim Form

BOARD MEMBER INQUIRES

Pat Phillips provided a brief report on the Provincial Health Leadership Conference that she attended in Winnipeg in October. It was a great conference and valuable information was received.

11. IN CAMERA SESSION

MOTION: That the Assiniboine RHA 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 Assinibione RHA Board of Directors rise as a Committee of the Whole and sit as Board and continue with business of the agenda.

MOVED BY: B. French

SECONDED BY: T. Johnson

CARRIED

12. DATE AND TIME OF NEXT MEETINGS

The Board discussed and moved the regular Board meeting for December up one week as it was too close to Christmas.

The next Board meeting will be held on Wednesday, December 14, 2011 at the RHA office at 5:00 pm, followed by a Christmas gathering.

Finance Meeting will be canceled and dealt with during the regular Board meeting on December 14th.

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13. ADJOURNMENT

MOTION: That the ARHA Board of Directors meeting held November 16, 2011 be adjourned.

MOVED BY: L. Williams

SECONDED BY: J. Leforte

CARRIED

The meeting was adjourned at 1950 hours.

D. Dietrich, Board Chair

Penny Gilson, CEO