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Minutes of the Assiniboine Regional Health Authority

Board of Directors

DATE: September 16, 2009

TIME: 1900 hours

PLACE: RHA Office – Souris

PRESENT: Dean Dietrich; Chair, Don Cataford, Randy Hodge, Jacqueline Leforte, Barry French, Kristine Janz, Eva Whitebird, Kelvin Nerbas, Marg MacDonald, Bruce Dunning, Harvey Patterson, and Bonnie Proven

REGRETS: Debbie Eastcott, Diana Heneghan, and Leona Williams

IN ATTENDANCE:

Penny Gilson – Chief Executive Officer

Ted Bartlett – VP Support Services / Capital Planning

Pat Cockburn – VP Programs & Standards

Deb Clevett – VP Community Services

Lara Bossert – Chief HR / Communications Officer

Meagan Perkin – Executive Assistant

Tess Lelonde – Manitoba Health Liaison

EDUCATION SESSION

Jenn Klemick, Executive Assistant for Medical Services and Penny Gilson provided an extensive overview on the Medical staff privileging process and how the Board ultimately approves privileges based on the Medical Advisory Committee's recommendations.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

The agenda was previously distributed and reviewed.

MOTION: That the agenda of the regular ARHA Board of Directors meeting of September 16, 2009 be approved as circulated.

MOVED BY: B. Dunning

SECONDED BY: K. Nerbas

CARRIED

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3. REVIEW & ADOPTION OF MINUTES

3.1 Regular Meeting Minutes – August 19, 2009

The minutes of the August 19, 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 August 19, 2009 as presented.

MOVED BY: R. Hodge

SECONDED BY: J. LeForte

CARRIED

4. OWNERSHIP LINKAGE

4.1 Community Meetings

P. Gilson updated the Board on the upcoming community meetings:

- P. Gilson provided an update of the Community Health Assessment project status and the schedule of upcoming community validation meetings. The Community Health Assessment report is expected to be completed in January 2010.
- D. Dietrich and P. Gilson attended a meeting of the Joint Hospital (Minnedosa/Neepawa) Municipal Stakeholders. They will be undertaking efforts to ensure that their ongoing commitment to this initiative is recognized.
- The region is hosting a multi-stakeholder forum on September 21, 2009 in Souris in regards to Pandemic preparedness.
- P. Gilson updated the Board on the Mass immunization clinics that are being established around the region. It was indicated that all immunization programs need to continue this fall along with the introduction of a new vaccine for pandemic H1N1 Influenza. This means that the Public Health Staff have to prepare for the potential (and hopeful) delivery of in excess of 120,000 immunizations between October and December. Given this, it is not feasible to deliver 63 seasonal flu immunization clinics in 44 communities across the region. Delivery of the seasonal flu vaccine has to be completed in time to re-organize for the delivery of the pandemic H1N1 vaccine. The goal of mass immunization for both seasonal and pandemic H1N1 influenza is to immunize as many people as possible in as short a timeframe as possible while also trying to make it as accessible as possible.

Several Board Members expressed that they have heard concerns from communities that will not have seasonal flu clinics this year and the feeling that this approach may result in less people being immunized. Many communities

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have indicated they will work with the RHA to get people to the clinics and the region will need to continue to emphasize the importance of getting the seasonal flu shot. Pandemic planning best practice includes a mass immunization approach but it will be incumbent upon the region to evaluate and make changes as necessary. It was indicated that this is an exceptional year. The mass immunization approach is one of operational necessity this year in order to ensure all mandated programs are delivered and that the region is as prepared as possible for the potential pandemic H1N1.

4.2 Referral Items

- The next Assiniboine Health Advisory Council Meeting has been scheduled for Friday October 2, 2009 at 1000 hours at the Kirkup Lounge in Souris. Agenda items for the meeting are: Immunization / H1N1 Update / Philippine Nurse Recruitment and Community Health Assessment Findings Validation. Meeting notices have been sent to members of the Council and the Board.

5. MONITORING

5.1 Finance Committee

5.1.1 July 31, 2009 Financial Report

The Board was provided copies of the July 31, 2009 financial statement and Finance Report for the Assiniboine Regional Health Authority. The July 2009 funding surplus reported on the financial statement is \$1,192,912. After adjustments for Due from/to Manitoba Health, as found in the finance report, there is a reported year to date funding shortfall of \$117,489.

The July financial report identifies the 2009/10 Projected Year-End Surplus / (Funding Shortfall) of \$(4,600,000). Accumulated net assets – unrestricted (operating equity) of \$4,445,709 will be used to offset the shortfall to the extent possible.

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

The Board had a lengthy discussion expressing concerns regarding the region's financial position, the fact that operating equity will be eliminated by this year's projected shortfall, and concerns about what this could mean for the 2010/11 fiscal year. The region has currently provided direction regarding limiting discretionary expenditures (i.e. reducing meeting frequencies; reducing travel by having more meetings via teleconference/telehealth; critical review of staff vacancies; no out of province travel; etc.). The minimum nature of operations makes achieving any further efficiencies very difficult. There will need to be further discussions with MHHL regarding implications for the 2010/11 fiscal year.

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The province has recently announced additional funding for H1N1 Pandemic Preparedness which may offset some of the region's projected costs related to H1N1 but regional specific information has not been provided to date.

MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the July 31, 2009 Financial Report showing a year-to-date funding shortfall of \$117,489, a projected year end funding shortfall of \$4,600,000 and a regional equity balance of \$4,445,709, for a net projected shortfall of \$154,291.

MOVED BY: B. Proven

SECONDED BY: B. French

CARRIED

5.1.2 Borrowing Resolution – 2008/09 Specialized Equipment

The Board was provided with a borrowing resolution for the 2008/09 Specialized Equipment along with a letter of comfort from MHHL.

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 \$573,765.54 (Five Hundred and Seventy Three Thousand, Seven Hundred and Sixty Five Dollars and Fifty 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. Dunning

SECONDED BY: M. McDonald

CARRIED

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5.1.3 Borrowing Resolution – Neepawa EMS Facility

The Board was provided with a borrowing resolution for the Neepawa EMS Facility in the amount of \$853,265.50 along with a letter of comfort from MHHL.

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 \$853,265.50 (Eight Hundred and Fifty Three Thousand, Two Hundred and Sixty Five Dollars and Fifty 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: J. LeForte

SECONDED BY: E. Whitebird

CARRIED

5.1.4 Borrowing Resolution – Tri-Lake Health Centre Roof Shingle Replacement

The Board was provided with a borrowing resolution for the Tri-Lake Health Centre for roof shingle replacement in the amount of \$276,334.00 along with a letter of comfort from MHHL.

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 \$276,334.00 (Two Hundred and Seventy Six Thousand, Three Hundred Thirty Four Dollars), with interest thereon calculated and payable monthly at a rate equal to Royal Bank of Canada Prime minus

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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: R. Hodge

SECONDED BY: B. Proven

CARRIED

5.2 Governance Committee Report

B. Proven provided a report from the Governance Committee. The Committee referred a number of questions to the Board. First the Committee, in recognizing that there is an Administrative Policy on Risk, wondered if there should be an overarching Board Policy relative to risk. This question was deferred to the next meeting.

The Committee also reviewed the Board By-Laws and questioned if the Vice Chair assumes full authority of the Ministerial appointed chair or does the Minister appoint an Interim Chair? D. Dietrich indicated that discussions took place with the Deputy Minister, MHHL, who indicated that in the normal course of operations the Vice Chair would automatically assume the role and functions of the Chair in the Chair's absence. If the Chair is going to be absent for an "other than normal" length of time (i.e. long term absence not due to normal circumstances such as vacation; etc.) then it would be incumbent upon the Vice Chair and CEO to contact the Minister's office for further direction.

The Committee also questioned if the Board Policies should be reviewed on a routine basis by legal counsel. D. Dietrich researched what other RHAs are doing in this regard and all indicated they do not engage routine legal review of Board Policies. This would not preclude the Board however, from seeking legal counsel review for specific policies where this is felt necessary.

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5.2.2 GP-1 Global Governance Process

The Committee presented Board Policy GP-1 Global Governance Process and recommended Board approval.

MOTION: That the Assiniboine RHA Board of Directors approve the Global Governance Policy GP-1 Global Governance Process as recommended by the Governance Committee.

MOVED BY: B. Proven

SECONDED BY: K. Janz

CARRIED

5.2.3 GP-2 Board Roles & Responsibilities

The Committee presented Board Policy GP-2 Board Roles and Responsibilities and recommended Board approval.

MOTION: That the Board of Directors approve GP-2 Board Roles and Responsibilities as recommended by the Governance Committee.

MOVED BY: B. Proven

SECONDED BY: B. Dunning

It was suggested that "which are" be removed from (c) and this was supported by the Board.

There was considerable discussion in regards to the wording in (q) about whether it should read "understand" or "be guided" by the Government of Manitoba's strategic "priorities" and Accountability Framework for Regional Health Authorities". The Board felt it should read "to be guided by the Government of Manitoba's strategic priorities and accountability framework for Regional Health Authorities.

AMENDMENT TO THE MOTION: That the Board of Directors amend GP -2 Board Roles and Responsibilities to strike "understand" from (q) and insert "be guided by"

MOVED BY: B. French

SECONDED BY: J. LeForte

CARRIED

D. Dietrich asked if there was any further discussion. Given none, the question was called on the amended motion. **CARRIED.**

5.2.4 GP-3 Expectations of Board Members

The Committee presented GP-3 Expectations of Board Members and recommended Board approval.

MOTION: That the Assiniboine RHA Board of Directors approve the Governance Process Policy GP-3 Expectations of Board Members as recommended by the Governance Committee.

MOVED BY: B. Proven

SECONDED BY: K. Janz

CARRIED

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5.3 Board Monitoring Reports

The Board reviewed monitoring reports EL-5 Financial Planning and EL-6 Financial Condition as per their annual monitoring review schedule. These reports were also reviewed and recommended for approval by the Finance / Audit Committee.

MOTION: That the Board of Directors approve Monitoring Reports EL-5 Financial Planning and EL-6 Financial Condition as recommended by the Finance / Audit Committee.

MOVED BY: B. French

SECONDED BY: R. Hodge

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 Board Quarterly Meeting Evaluation Report

The Board was provided with the quarterly Board meeting evaluation summary. Results showed monthly averages to be between Excellent and Good. There were no recommendations made as a result of the summary report.

5.6 Final Accreditation Report

The Board was provided copies of the final Accreditation report and a summary of associated reporting requirements.

6. Risk Management / Patient Safety

6.1 Claims Experience Report

The region reports annually on claims experiences in the region. There have only been a total of six claims in the past five years with two claims remaining outstanding.

6.2 Patient Safety CSQ Report September 2009

The Board was provided with copies of the Patient Safety Client Satisfaction Questionnaire Report for review and discussion at the October Board meeting.

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7. DECISION ITEMS

7.1 Physician Privileges

The Board was provided with the following full physician privileges and full renewals recommended by the Medical Advisory Committee.

<i>Physician Name</i>	<i>Primary Location</i>	<i>Staff Category to be appointed to</i>	<i>Schedules to be approved</i>	<i>Action Required</i>
REQUIRING ATTENTION				
<i>Dr. Gerald Lefevre</i>	<i>Locum - Minnedosa (anaes)</i>	<i>n/a</i>	<i>A & B</i>	<i>Full Approval</i>
<i>Dr. Ghulam Memon</i>	<i>Locum - general</i>	<i>n/a</i>	<i>A & B</i>	<i>Full Approval</i>
<i>Dr. Jason Scott</i>	<i>Locum - Minnedosa (anaes)</i>	<i>n/a</i>	<i>B</i>	<i>Full Approval</i>
<i>Dr. Grant Stefanysheh</i>	<i>Locum - Minnedosa (anaes)</i>	<i>n/a</i>	<i>A & B</i>	<i>Full Approval</i>
REQUIRING ATTENTION - RENEWALS				
<i>Dr. Fekry Bishay</i>	<i>Minnedosa</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Ray Bright</i>	<i>Minnedosa</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. David Chapman</i>	<i>Neepawa</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Gerald Coueslan</i>	<i>Consultant - ARHA Diagnostic Radiology</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Philip deMuelenaere</i>	<i>Minnedoosa (ortho surgery)</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Aquilino Dizon</i>	<i>Melita</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Henry Fast</i>	<i>Consultant - ARHA Psychiatry</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Harold Fung</i>	<i>Consultant - ARHA Diagnostic Imaging</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Marvin Goossen</i>	<i>Neepawa (general surgery)</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Allyson Gunson</i>	<i>Consultant - ARHA Psychiatry</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Wayne Harrison</i>	<i>Consultant - ARHA Diagnostic Imaging</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Ajai Khandelwal</i>	<i>Minnedosa</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Brian Kiliwnik</i>	<i>Minnedosa (Dentist)</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Geoffrey Kindle</i>	<i>Consultant - ARHA Diagnostic Radiology</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Norm Klippenstein</i>	<i>Minnedosa (ortho surgery)</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Kelly Krzyzaniak</i>	<i>Neepawa</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. David Lysack</i>	<i>Consultant - ARHA Diagnostic Radiology</i>	<i>status quo</i>		<i>Full Renewal</i>

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<i>Dr. Francois Marais</i>	<i>Locum - Minnedosa (anaes)</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. William Myers</i>	<i>Souris (general surgery)</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Physician Name</i>	<i>Primary Location</i>	<i>Staff Category to be appointed to</i>	<i>Schedules to be approved</i>	<i>Action Required</i>
<i>Dr. George Ong</i>	<i>Neepawa</i>	<i>Additions:</i> - <i>Schedule B:</i> - <i>central line insertion</i> - <i>intraosseous infusion</i> <i>All other procedures - status quo</i>		<i>Full Renewal</i>
<i>Dr. Anton Pio</i>	<i>Killarney</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Robert Poettcker</i>	<i>Neepawa</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Guillermo Rocha</i>	<i>Minnedosa (ophthalmology)</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Gavin Roche</i>	<i>Minnedosa</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Ian Simons</i>	<i>Killarney</i>	<i>Deletions:</i> - <i>Schedule B:</i> - <i>bone marrow aspiration & biopsy</i> <i>All other procedures - status quo</i>		<i>Full Renewal</i>
<i>Dr. Valerie St. John</i>	<i>Minnedosa</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Owen White</i>	<i>Neepawa</i>	<i>status quo</i>		<i>Full Renewal</i>
<i>Dr. Anthony Wiens</i>	<i>Locum - Minnedosa (anaes)</i>	<i>status quo</i>		<i>Full Renewal</i>

MOTION: That the Assiniboine Regional health Authority Board of Directors approve the granting and renewal of privileges as recommended by the ARHA Medical Advisory Committee and detailed in their meeting minutes of September 10, 2009.

MOVED BY: B. French

SECONDED BY: J. LeForte

CARRIED

8. REPORTS

8.1 Executive Management Committee Report-September 2009

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

- P. Gilson reported on presenting the Regional Health Plan to Manitoba Health and Healthy Living on September 8, 2009.
- The communities of Rivers and Shoal Lake are inquiring about the potential to raise funds for telehealth in the community. Staff will continue to work with the communities in this regard.

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- Health Canada is funding a position for the region for measuring the impacts of extreme heat. The position will be funded by Health Canada and the region will employ the individual.
- *The Testing of Bodily Fluids and Disclosure Act* is now in force. The Region is in the process of amending the post exposure protocol to ensure compliance with the legislation.
- Dr. Alzaragh from Deloraine has begun to provide some clinic services in Melita as well.
- The Philippine nurses are getting ready to write the national exam on October 7, 2009.

8.2 Brandon RHA Report

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

- The Cancercare facility ground breaking was held last week in Brandon.
- Brandon RHA is proceeding with the renovations to Westman Lab.
- The Brandon RHA is grateful for the partnership with the Assiniboine RHA for the patriation of clients who can safely and appropriately be cared for in the Assiniboine region, thereby freeing up needed beds in Brandon. There have been 2 clients transferred so far.

8.3 Provincial Meeting Report

The Board was provided with a report on the Health Seniors Executives, RHAM Board of Directors, Diagnostic Services of MB, and Council of Chairs Meetings attended by the CEO/Board Chair in September.

9. CORRESPONDENCE

The following correspondence was listed for the Board for information only.

9.1.1 Letter from Town of Rivers re: Rivers Health Centre Building Condition Assessment report.

10. INFORMATION

The following was circulated to the Board for information only:

10.1 Board Expense Claim Form

10.2 Provincial Health Conference Registration

10.3 News Release re: Testing of Bodily Fluids & Disclosure Act

10.4 2008/09 Annual Report

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11. BOARD MEMBER INQUIRIES

There was an inquiry as to why chiropractors are not allowed to read x-rays. It was indicated that this falls under the jurisdiction of the College of Physicians and Surgeons and that, therefore, the question should be directed there.

It was inquired if there are any facilities in our region that have a dementia care unit. There are currently not any segregated units but the region has indicated the need for a Behavioral Management Unit in the Regional Health Plan.

12. DATE AND TIME OF NEXT MEETING

October 21, 2009 at 1700 hours at Killarney Health Centre Board Room

October 21, 2009 – AGM – 1900 hours at the Shamrock Centre in Killarney

- Pandemic Preparedness Forum –September 21st – 1300 hours – Souris Community Hall
- AHAC Meeting – October 2nd – 1000 hours – Kirkup Lounge – Souris
- Finance Meeting – October 8th at 1630 hours via conference call
- Service Recognition – October 13th at 5:00 pm- Souris Community Hall
- New Board Member Orientation – Thursday, October 29th – Details TBA

13. ADJOURNMENT

MOTION: That the ARHA Board of Directors meeting held September 16, 2009 be adjourned.

MOVED BY: M. MacDonald

SECONDED BY: K. Nerbas

CARRIED

The meeting was adjourned at 2015 hours.

D. Dietrich, Board Chair

Penny Gilson, CEO