

**Minutes of the
Assiniboine Regional Health Authority**

Board of Directors

DATE: September 21, 2011

TIME: 1830 hours

PLACE: Country Meadows Board Room – Neepawa, MB

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

REGRETS:

IN ATTENDANCE:

Penny Gilson – Chief Executive Officer

Pat Cockburn – VP Programs & Standards

Kerry Takvam – VP Corporate Services

Lara Bossert – Chief HR / Communications Officer

Meagan Perkin – Executive Assistant

Prior to the Board meeting the Board of Directors was given the opportunity to tour the Releasing Time to Care project at the Neepawa Health Centre. A project designed to increase the amount of time that nursing staff spend with patients and to deliver safe, dignified, reliable and efficient care to patients. The Board was excited to see the process the nurses have undertaken and the successes they have achieved to date.

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

The Board reviewed and approved the agenda.

MOTION: That the agenda of the regular ARHA Board of Directors meeting of September 21, 2011 be approved as presented.

MOVED BY: L. Williams

SECONDED BY: M. McDonald

CARRIED

3. REVIEW & ADOPTION OF MINUTES

3.1 Regular Meeting Minutes – June 15th and July 6, 2011

The minutes of the June 15 and the Executive Committee minutes of July 6, 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 June 15, and the Executive Committee meeting held July 6, 2011 as circulated.

MOVED BY: J. Leforte

SECONDED BY: D. Eastcott

CARRIED

4. OWNERSHIP LINKAGE

4.1 Community Meetings

Carberry - A meeting was held with the Carberry Stakeholders to discuss the nursing situation over the summer.

Birtle Meeting – A meeting was held with the Birtle stakeholders to discuss the resignation of the two physicians and the short and longer term plans to ensure continuation of primary care services to Birtle.

Community Stakeholders – the Executive Management Committee is touring the region again at the end of September/beginning of October to meet with key community stakeholders across the region.

4.2 Referral Items

The next Assiniboine Health Advisory Council meeting is scheduled for October 24, 2011 at the Kirkup Lounge in Souris. Topic of discussion is Long Term Care Strategies.

The Annual General meeting is planned for Wednesday, October 19, 2011 at 7:00 pm at the Souris Community Complex. Guest speakers are Dr. Dhali Dhaliwal and Ms. Zenith Poole from CancerCare Manitoba.

5. MONITORING

5.1 Finance Committee

5.1.1 July 31, 2011 Finance Report

The Board was provided copies of the July 31, 2011 financial statements and Finance Report for the Assiniboine Regional Health Authority.

The July 31, 2011 funding surplus reported on the financial statement is \$577,188. After adjustments for Due from/to Manitoba Health, as found in the finance report, the reported year to date funding shortfall is (\$346,749).

The July financial report identifies the 2011/12 Projected Year-End Funding shortfall of \$(1,368,046). With only four months of financial information, the projected year end position is equal to the operating budget shortfall.

Accumulated Net Assets – Unrestricted (Operating Equity) of \$6,598,350 will be used to cover the shortfall. At this time, the region is assuming the flood costs of \$88,700 will be funded by Manitoba Health.

It was reported that Acute Care is over (\$1,008,045) year to date, with \$500,000 of this overage attributed to inter-facility transfers which will be funded by MB Health.

It was reported that we may see this overage level out over the course of the year.

MOTION: That the Assiniboine Regional Health Authority Board of Directors approve the July 31, 2011 Financial Report showing a year-to-date funding shortfall of (\$346,749), and a projected year end funding shortfall of \$(1,368,046).

MOVED BY: B. French

SECONDED BY: R. Hodge

CARRIED

5.1.2 Borrowing Resolution – Shoal Lake Hospital Demolition

The Board was provided with a borrowing resolution and letter of comfort from MB Health for the demolition of the former Shoal Lake Strathclair Hospital in the amount of \$251,106.00 as recommended by the Finance Committee.

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 \$251,106.00 (Two Hundred and Fifty One Thousand, One 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 BY: B. French

SECONDED BY: P. Phillips

CARRIED

5.1.3 CMHC Mortgage Renewal – Baldur and Wawanesa Personal Care Home

The Board approved the Canada Mortgage and Housing Corporation (CMHC) Mortgage renewal for the Baldur and Wawanesa Personal Care Homes as recommended by the Finance Committee.

MOTION: That the Assiniboine RHA Board of Directors approve the CMHC Mortgage Renewal for the Baldur and the Wawanesa Personal Care Homes.

MOVED BY: T. Johnson

SECONDED BY: L. McDougald-Williams

CARRIED

5.2 Policy Review

5.2.1 GP-13 Board Committee Structure

The Board reviewed and approved this policy.

MOTION: That the Assiniboine RHA Board of Directors approve the Governance Process Policy GP-13 Board Committee Structure as presented.

MOVED BY: L. Williams

SECONDED BY: P. Phillips

CARRIED

5.2.2 GP-14 Board Planning Cycle and Agenda Control

The Board reviewed and approved this policy. It was indicated that the Board self-evaluations will be distributed to the Board in November for compilation and feedback into the Annual Strategic Planning session which will be held in January.

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

MOVED BY: D. Eastcott

SECONDED BY: K. Nerbas

CARRIED

5.2.3 EL-7 Emergency Chief Executive Officer Succession

The Board reviewed and approved the Executive Limitation policy EL-7 Emergency Chief Executive Officer Succession as presented.

MOTION: That the Assiniboine RHA Board of Directors approve the Executive Limitation policy EL-7 Emergency Chief Executive Officer Succession as presented.

MOVED BY: P. Phillips

SECONDED BY: L. McDougald-Williams

CARRIED

5.2.4 EL-8 Asset Protection

The Board reviewed and approved the Executive Limitation Policy EL-8 Asset Protection as presented. It was noted that the Executive Limitation Monitoring Report on this policy indicates the region carries liability insurance in the amount of \$20,000,000 per occurrence and that the amount noted in this policy should be increased to reflect current limits.

MOTION: That the Assiniboine RHA Board of Directors approve the Executive Limitation Policy EL-8 Asset Protection as amended to reflect an increase in the liability coverage per occurrence to reflect current minimums.

MOVED BY: L. McDougald-Williams

SECONDED BY: K. Nerbas

CARRIED

5.2.5 BC-3 Chief Executive Officer Position Description

The Board reviewed and approved the Board CEO Relationship policy BC-3 Chief Executive Officer Position Description as presented.

MOTION: That the Assiniboine RHA Board of Directors approve the Board CEO Relationship policy BC-3 Chief Executive Officer Position Description as presented.

MOVED BY: D. Eastcott

SECONDED BY: M. McDonald

CARRIED

5.3 Board Monitoring Reports

5.3.1 EL-7 Emergency Chief Executive Officer Succession

The Board approved the Executive Limitation Monitoring Report EL-7 Emergency Chief Executive Officer Succession as presented.

MOTION: That the Assiniboine RHA Board of Directors approve the Executive Limitation Monitoring Report EL-7 Emergency Chief Executive Officer Succession as presented.

MOVED BY: K. Nerbas

SECONDED BY: L. McDougald-Williams

CARRIED

5.3.2 EL-8 Asset Protection

The Board approved the Executive Limitation Monitoring Report EL-8 Asset Protection as presented.

MOTION: That the Assiniboine RHA Board of Directors approve the Executive Limitation Monitoring Report EL-8 Asset Protection as presented.

MOVED BY: I. Jarema

SECONDED BY: R. Hodge

CARRIED

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 Quarterly Meeting Report

The Board was provided copies of the meeting evaluation results from April, May and June Board meetings. Overall results were very positive.

5.6 2010 Annual Report

The Board was previously provided copies of the 2010-11 Annual Report for review and feedback. It was indicated that the report was well written and there were no issues of concern. The Report is due to the Minister of Health by September 30, 2011.

MOTION: That the Assiniboine RHA Board of Directors approve the 2010-11 Annual Report for submission to the Minister of Health.

MOVED BY: L. Williams

SECONDED BY: R. Buss

CARRIED

RISK MANAGEMENT/PATIENT SAFETY

6.1 ARHA Infection Control Annual Report 2010/11

The Board was provided copies of the ARHA Infection Control Annual Report for information. It was noted that the number of outbreaks in facilities will be addressed at the upcoming staff / stakeholder meetings encouraging people to get the flu shot in order to mitigate the impacts of such outbreaks.

6.2 Summary of Code Exercises, Actual Code Events and Mock Disaster Exercise

The Board was provided copies of the Summary of Code Exercises, Actual Code Events and Mock Disaster Exercises that occurred around the region in the 2010 year. This report provides evidence that codes are happening and being tested around the region and making staff aware of the actions to take during these events.

6. DECISION ITEMS

6.1 MGEU Professional Technical – Ratification of Agreement

Members of the MGEU Professional Technical unit in the ARHA, ratified a provincial agreement that was reached with the MGEU Professional Technical and the Labour Relations Secretariat on behalf of relevant employers. The MGEU Professional Technical agreement covers Mental Health Workers, Home Care Resource Coordinators, Occupational Therapists, Physiotherapists, Speech Language Therapists, Social Workers, Health Promotion Coordinators, EMS Paramedics, Dieticians and Nutritionists.

MOTION: That the Assiniboine Regional Health Authority Board of Directors ratify the agreement reached with the MGEU Professional Technical, as endorsed by the Labour Relations Secretariat and ratified by the Assiniboine RHA MGEU Professional Technical Membership, subject to satisfactory assurance that ongoing funding from Manitoba Health will adequately cover the increased cost of wages, premiums, benefits and other monetary terms and conditions of the agreement.

MOVED BY: D. Eastcott

SECONDED BY: M. McDonald

CARRIED

6.2 Board on Paperless Options

The Board has expressed concern about the amount of paper used and the mailing of the board packages on a monthly basis. Therefore in an effort to support the Board's strategic priority regarding "resource stewardship", the region was requested to pursue initiatives aimed at achieving a "paperless ARHA Board". RHA staff did some research and proposed a few different

options to consider. The Board discussed the options and agreed to move to an Internal Host, (only purchase laptops for existing board members who do not have an internet connection or laptop) and provide a wireless network in the RHA office. Board members may have special requests, i.e. software upgrades, etc. which will be dealt with on an as needed basis. The costs of this will be offset by not purchasing fax machines; establishing fax lines; providing paper supplies; etc. to Board Members.

MOTION: That the Assiniboine RHA Board of Directors approve the paperless option of having an internal host or web based posting of Board packages; purchase of laptops and internet connections for Board Members who do not have access, necessary software upgrades for Board Members and a wireless network in the Souris RHA Corporate Office.

MOVED BY: T. Johnson

SECONDED BY: L. McDougald-Williams

CARRIED

7.3 Physician Privileges

The reviewed and approved the following physician privileges as recommended by the Medical Advisory Committee.

Physician Name	Primary Facility	Staff Appointment	Schedules to be approved	Action Required
ACTIVE & CONSULTANT - REQUIRING ATTENTION				
Ahmed, Dr. Munir	Melita	Active	A & B	Full Approval
Ali Nejad, Dr. Shahrokh	Viriden	Active	A & B	Full Approval
Erfanfar, Dr. Alireza	Russell	Active	A & B	Full Approval
Hammell, Dr. Jennifer	Viriden	n/a	A & B	Extension of temporary
Hewett, Dr. Fraser	Killarney	Active	A & B	Full Approval
Milligan, Dr. Brian	Neepawa	n/a	A, B & E	Extension of temporary
Mohammad, Dr. Afzal	Notre Dame (Central RHA)	n/a	B (addition)	Full Approval
Nasralla, Dr. George	Neepawa	Active	A & B	Full Approval
Shahzad, Dr. Seema	Deloraine	Active	A & B	Full Approval
Tariq, Dr. Muhammad	Neepawa	Active	A & B	Full Approval
LOCUMS - REQUIRING ATTENTION				
St. John, Dr. Elaine	Minnedosa	n/a	A & B	Extension of temporary
RENEWALS - REQUIRING ATTENTION				
<i>Additions (family physicians):</i>				
Khandelwal, Dr. Ajai	Minnedosa	n/a	A, B, C & E	Approval & Renewal

Roche, Dr. Gavin	Minnedosa	n/a	A, B & E	Approval & Renewal
<i>Additions (specialists):</i>				
Davloor, Dr. Ramakrishna	Souris (General Surgery)	n/a	B & C	Approval & Renewal
Fedorowich, Dr. Craig	Hamiota (Dentist)	n/a	Privileges as per Manitoba Dental Association	Approval & Renewal
Rocha, Dr. Guillermo	Minnedosa (Ophthalmology)	n/a	C	Approval & Renewal
Thess, Dr. Bernard	Neepawa (ENT)	n/a	A, B & C	Approval & Renewal
Vipulanathan, Dr. Vipul	Psychiatry	n/a	C	Approval & Renewal
<i>Deletions:</i>				
Ong, Dr. George	Neepawa	n/a	A, B & E	Approval & Renewal
Pio, Dr. Anton	Killarney	n/a	A & B	Approval & Renewal
<i>Status Quo (family physicians):</i>				
Bishay, Dr. Fekry	Minnedosa	n/a	A & B	Renewal
Dizon, Dr. Aquilino	Melita	n/a	A & B	Renewal
Hussain, Dr. Saad	Minnedosa	n/a	A & B	Renewal
Khan, Dr. Arshya	Killarney	n/a	A & B	Renewal
Krzyzaniak, Dr. Kelly	Neepawa	n/a	A & B	Renewal
Nighat, Dr. Nazia	Killarney	n/a	A & B	Renewal
Poettcker, Dr. Robert	Neepawa	n/a	A & B	Renewal
Simons, Dr. Ian	Killarney	n/a	A & B	Renewal
Sulaiman, Dr. Muhabat	Minnedosa	n/a	A & B	Renewal
White, Dr. Owen	Neepawa	n/a	A & B	Renewal
<i>Status Quo (specialists):</i>				
de Muelenaere, Dr. Phillip	Minnedosa (Ortho)	n/a	C	Renewal
Fast, Dr. Henry	Psychiatry	n/a	C	Renewal
Fung, Dr. Harold	ARHA (Diagnostic Imaging)	n/a	C	Renewal
Goossen, Dr. Marvin	Neepawa (General Surgery)	n/a	C	Renewal
Gunson, Dr. Allyson	ARHA (Psychiatry)	n/a	C	Renewal
Harrison, Dr. Wayne	ARHA (Diagnostic Imaging)	n/a	C	Renewal
Kiliwnik, Dr. Brian (dentist)	Minnedosa (Dentist)	n/a	Privileges as per Manitoba Dental Association	Renewal

Kindle, Dr. Geoffrey	ARHA (Diagnostic Radiology)	n/a	C	Renewal
Klippenstein, Dr. Norman	Minnedosa (Ortho)	n/a	C	Renewal
Lysack, Dr. David	ARHA (Diagnostic Radiology)	n/a	C	Renewal
Myers, Dr. William	Souris (General Surgery)	n/a	C	Renewal
Samuels, Dr. Lewis	Minnedosa (Ortho)	n/a	A, B & C	Renewal
<i>FYI</i>				
Bright, Dr. Ray	Has voluntarily withdrawn his privileges; effective August 31, 2011 (he will not be renewing his license)			
St. John, Dr. Valerie	Has voluntarily withdrawn her privileges; effective August 31, 2011 (she will not be renewing her license)			

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: B. French

SECONDED BY: P. Phillips

CARRIED

7. REPORTS

7.1 Executive Management Committee Report – September 2011

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

- The Province has approved funding to establish four psychosocial flood recovery teams, one in each RHAs of Interlake, Parkland, Central and Assiniboine (including Brandon)
- There is a need to establish a Board Annual Strategic Plan Review meeting – suggested date is January 14, 2012 with January 21, 2012 being a potential back up date.
- The Board will need to schedule a separate Board meeting to discuss and prepare for the Accreditation survey in the fall.
- The Board would like to send a thank you to the Neepawa nurses for the tour of the Releasing Time to Care project, and a special thank you to the dietary staff at Country Meadows for the delicious meal prior to the Board meeting.

7.2 Brandon RHA Report

- The Brandon region is focusing some attention and resources on suicide prevention strategies.
- There were some issues with flooding this spring in the Public Health and Mental Health offices at the Town Centre.
- The region continues to experience ongoing vacancies in nursing and pharmacy

7.3 Provincial Meeting Report – No report at this time.

7.4 Medical Advisory Committee Meeting Minutes (June 23, 2011)

The Board was provided copies of the meeting minutes from the June 23rd Medical Advisory Committee Meeting for information.

8. CORRESPONDENCE

The following correspondence was listed for information.

9.1 Letter from Minister of Health re: approval to develop a four season sunroom addition to the Russell Health Centre.

9.2 Letter to MB Health re: New Initiatives 2012-13 Health Plan.

9. INFORMATION

The following was circulated to the Board for information only:

9.1 Board Expense Claim Form

10. BOARD MEMBER INQUIRIES

It was questioned if there have been any reports from the province on the number of West Nile and Lyme Disease cases. P. Gilson will follow up and report next meeting or earlier.

L. McDougald-Williams thanked the Board for the gift sent to their family for the birth of their daughter Eva.

There was also a request for an update on where the clinical trials are at for the Multiple Sclerosis CCSVI Treatment. P. Gilson will follow up.

Need to follow up on which Board member is on the Medical Advisory Committee, E. Whitebird is a representative and D. Eastcott is no longer a representative. M. Perkin will follow up with J. Klemick.

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: L. Williams

CARRIED

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

MOVED BY: L. Williams

SECONDED BY: J. LeForte.

CARRIED

12. DATE AND TIME OF NEXT MEETINGS

October 19, 2011 at 5:00 pm at RHA office in Souris followed by Annual General Meeting at 7:00 pm at the Souris Community Hall.

Finance Committee Conference call – Tuesday, October 11th at 1215 hours.

13. ADJOURNMENT

MOTION: That the ARHA Board of Directors meeting held September 21, 2011 be adjourned.

MOVED BY: L. Williams

SECONDED BY: J. Leforte

CARRIED

The meeting was adjourned at 2030 hours.

D. Dietrich, Board Chair

Penny Gilson, CEO