



**Board of Directors Meeting
Thursday, April 23, 2015
Corporate Office Boardroom, 233 Main Street, Selkirk
Meeting Number 02.2015.04.23**

MINUTES

Present: O. Johnston, Chair M. Alexander D. Cain
 T. Conroy S. Day D. Fitzpatrick
 R. Furgala A. Gaffray F. Goranson
 D. Pepe D. Rudyk R. Saini
 D. Thorsteinson U. Wendt

RHA Staff: R. Van Denakker, CEO
 C. Ostapyk, VP Finance & CFO
 B. Neufeld, VP Acute Care & CNO
 G. Wilson, Executive Assistant (Recorder)

Guest: T. Kwong, Manitoba Health Liaison

1. Call to Order & Adoption of Agenda

The Chair called the meeting to order at 10:40 p.m.

Moved by D. Pepe, seconded by D. Rudyk

BE IT RESOLVED THAT:

The agenda be adopted as presented.

MOTION CARRIED: 02.2015.04.1.0

2. Attendance

All Directors in attendance.

3. Adoption of Minutes

The March 26, 2015 Board Minutes were reviewed. The following corrections were identified: remove T. Kwong from the attendance list; bottom of page 2, "R. Van Denakker noted that this group is co-chaired by himself and the Reeve of Whitemouth."; page 3 (7.2), "Year to date deficit is \$6,024K."

Moved by D. Thorsteinson, seconded by M. Alexander

BE IT RESOLVED THAT:

The minutes from the March 26, 2015 Board meeting be adopted as amended.

MOTION CARRIED: 02.2015.04.3.0

4. Business Arising

4.1 Preliminary Draft – Strategic Plan (2016-2021)

A preliminary draft of the Interlake-Eastern RHA mission, vision, values and strategic directions proposed for the Strategic Plan 2016-2021 was previously emailed to the Board for review. This draft includes feedback and suggestions as provided at the April 23rd Board meeting.

At this time, Consultant, B. Frith went through the document with the board reviewing each strategic direction and focus areas. The Board was in agreement the current mission, vision and values statements were clear, concise and still applicable, therefore would not be changed. For each strategic direction and focus area, the Board provided discussion and feedback. B. Frith will take away the document and revise incorporating today's comments. A revised draft will be sent to the Board for review prior to the May Board meeting.

B. Frith left the meeting at 12:00 noon.

A lunch break was called at 12:03 p.m. The meeting reconvened at 12:40 p.m.

4.2 Accreditation ROP Compliance Report

C. Ostapyk noted there were no changes from the March report. She provided some background information for the new Board Directors. An updated report will be provided at the May Board meeting. A reminder, Jo-Ann Welham will be at the May meeting and will run through a "mock" Board governance session in preparation for the Board's meeting with the Accreditation Surveyors on June 16th.

4.3 Local Health Involvement Groups

A listing of the Local Health Involvement Groups (LHIGs) applicants by area was included in the Board package for information. Discussion followed regarding the Board Liaison for each of the groups. The Board consensus is to appoint a liaison and an alternate for each group.

Board Directors appointed as follows:

West: Debbie Thorsteinson as Liaison and Ruth Ann Furgala as alternate
East: Therese Conroy as Liaison and Andrea Gaffray as alternate
Central: Randeep Saini as Liaison and Denis Fitzpatrick as alternate

The agenda/presentation for the LHIG orientation on April 29th will be forwarded to the Board liaisons and alternates for information.

4.4 Board Retreat

The Board Chair requested the Board's feedback in terms of having a Board Retreat in June or should it be postponed. After discussion, the Board agreed to postpone for now and to discuss further at the August Board meeting.

5. New Business

5.1 Interlake-Eastern Health Foundation

The Board approved the establishment of the Interlake-Eastern Health Foundation Inc. at the February Board meeting. R. Van Denakker noted the next order of business is for the Board to appoint two Board members to the Board of the Foundation along with two community members from the region.

The Chair called for nominations. U. Wendt nominated S. Day, seconded by F. Goranson; D. Thorsteinson nominated D. Cain, seconded by U. Wendt. There were no further nominations. S. Day and D. Cain accepted the nominations.

Moved by F. Goranson, seconded by U. Wendt

BE IT RESOLVED THAT:

The Board of Directors appoints Steve Day and Dave Cain to the founding Board of the Interlake-Eastern Health Foundation Inc.

MOTION CARRIED: 02.2015.04.5.1

R. Van Denakker requested the Board forward names of prominent community members in our region to sit on the Foundation Board. Please email G. Wilson with the suggested names.

5.2 Health Care Sustainability Committee

For information R. Van Denakker noted the Teulon Health Care Working Group will be evolving into a new permanent "Health Care Sustainability" Committee. The Committee will be made up of elected representatives from the Town of Teulon, Rm of Woodlands, LGD of Armstrong, RM of St. Andrews, RM of Rockwood and current members of the Teulon Health Care Working Group. The RHA has also been invited to sit on the Committee as well. The Inaugural meeting of this Committee is being held on April 27th at 5:30 p.m. in Teulon.

There was some discussion regarding a clinical service plan. R. Van Denakker feels the RHA will be asked to prepare a clinical service roadmap. After some discussion, the Board encourages the CEO to move forward with the planning document.

6. Chair's Report

A thank you card from Diane Kelly was circulated.

6.1 Board Self-Evaluation Summary

Copies of the Board Self-Evaluation summary along with the Board Chair's notes from the individual meetings with the Chair were previously distributed. These were briefly reviewed. There was some discussion on the timeframe of meetings, should the Chair meet with each Director on a yearly basis or once during the Director's term. Board Policy states the Chair shall meet with each Director at least once per term. All agreed that once within the Director's term is sufficient. More meetings can be scheduled if needed.

7. Standing Committee Reports

7.1 Executive Committee

No report.

7.2 Finance Committee

The approved Finance Committee minutes from March 18, 2015 are included in the Board package for information.

D. Forbes, Regional Director Financial Services, presented the financial update as of February 28, 2015. Year to date deficit is \$7,480K. Unbudgeted MNU settlement reflected, pressures continue to be experienced in acute, long term care and EMS, and costs related to the Minor Treatment Area are some of the factors. Forecasted deficit to March 31, 2015 is \$8,189K.

- The 2015/16 budget is in the final review stages. As no new funding was received prior to March 31st, the Strategic Plan will be used to guide the budget.

- Preparation for the 2015 Audit is underway.

Moved by S. Day, seconded by D. Pepe

BE IT RESOLVED THAT:

The Board of Directors accepts the Non-Consolidated Financial Statements for the period ending February 28, 2015 as presented.

MOTION CARRIED: 02.2015.04.7.2A

\$200 to Directors Payment

S. Day noted a \$200 stipend was paid to all Board Directors to cover costs for ink and paper last year. The Committee recommends Board approve a payment of \$200 to each Director for the 2015-2016 fiscal year.

Moved by D. Pepe, seconded by T. Conroy

BE IT RESOLVED THAT:

The Board of Directors approves a payment of \$200.00 to each Director of the Board to cover costs of ink and paper for the fiscal year 2015-16.

MOTION CARRIED: 02.2015.04.7.2B

Banking Signing

S. Day noted the banking signing authority listing for the Interlake-Eastern RHA requires updating. The Finance Committee recommends updating the list to include R. Van Denakker, C. Ostapyk, B. MacKenzie, M. Thiessen and D. Forbes.

Moved by D. Thorsteinson, seconded by U. Wendt

BE IT RESOLVED THAT:

The Interlake-Eastern RHA Board of Directors appoints the following Senior Staff to have banking signing authority on behalf of the RHA as follows: Ron Van Denakker, Cynthia Ostapyk, Betty MacKenzie, Myron Thiessen and Dorothy Forbes.

MOTION CARRIED: 02.2015.04.7.2C

Stony Plains Mortgage Renewal

S. Day provided the Board with details in regards to Stony Plains mortgage renewal which is due June 1st. The balance is \$377,745.39 and the term is for 4 years and 7 months. The Finance Committee recommends Board approval.

Moved by U. Wendt, seconded by S. Day

BE IT RESOLVED THAT:

The Interlake-Eastern RHA acknowledges and agrees with the mortgage renewal financing for Stony Plains (646 James Avenue, Beausejour, MB) with CMHC effective the 1st day of June 2015, on the terms and conditions specified (balance of \$377,745.39 / term of 4 years and 7 months). The Interlake-Eastern RHA appoints C. Ostapyk being the CFO and R. Van Denakker as being the CEO, as the officers duly authorized to execute all documents related to the mortgage financing renewal and amendment with CMHC.

MOTION CARRIED: 02.2015.04.7.2D

7.3 Policy and Planning Committee

F. Goranson noted Board Policy GP. 2 – Board Job Description has been revised to include an additional bullet which reads: “Ensure that an assessment of its own function is done regularly

(at least every three years) and that action is taken based on the result.” A notice of intent was presented at the previous board meeting and is now being recommended for Board approval.

Moved by F. Goranson, seconded by D. Pepe

BE IT RESOLVED THAT:

The Board of Directors approves the revision to Board Policy GP. 2 – Board Job Description as recommended by the Policy and Planning Committee.

MOTION CARRIED: 02.2015.04.7.3

The Policy and Planning Committee is working on the development of a policy/procedure regarding the hiring of a CEO.

The next Policy and Planning Committee meeting is scheduled for May 7, 2015 at 2:00 p.m.

Discussion ensued with regards to the “planning” portion of the Committee’s responsibilities. F. Goranson stated because of the amalgamation, the Committee’s priority was the Board’s policy manual. Now that this is completed, the Committee will look at planning and bring ideas to the Board.

7.4 Audit Committee

The next Audit Committee meeting is scheduled for June 17, 2015 at 1:30 p.m. followed by the Joint Audit and Finance Committee meeting at 2:00 p.m. The meetings will be held in Oakbank at the Kin Place Health Complex, Multipurpose meeting room.

7.5 Quality and Patient Safety Committee

The approved Quality and Patient Safety Committee minutes from February 18, 2015 are included in the Board package for information.

J. Welham, Regional Manager of Quality & Risk reviewed the following reports with the Board:

- Quality and Patient Safety update (April 2015): Quarterly report the Board receives with focus on critical incidents. There were no Critical Incidents identified and reported to Manitoba Health between the period of January 1 to March 31, 2015.
- Consumer Comment Analysis Report (April 1 – June 30, 2014) and (July 1 – September 30, 2014): Reports provide a summary of all consumer comments received (compliments and concerns) by region.
- Quality Report: Semi Annual (April 1 to September 30 2014) Indicator Dashboard: the dashboard is a summary of the indicators being tracked by each Program, how they are trending and performance over time. Full reports are circulated to Regional Leadership Team for review and action.

D. Fitzpatrick reported the Quality and Patient Safety Committee had some discussion with regards to the structure of an education plan for the Committee and Board as a whole. The Committee felt that any new Director appointed to the Quality and Patient Safety Committee should be required to take the “Effective Governance for Quality and Patient Safety Program” provided by the Canadian Patient Safety Institute. Also, there should be two education session provided to the entire Board each year. The following resolution was put forth for Board support.

Moved by D. Fitzpatrick, seconded by T. Conroy

BE IT RESOLVED THAT:

The Board of Directors supports the recommendation put forth by the Quality and Patient Safety Committee that any Quality and Patient Safety Committee members, within the first year of sitting on the Committee, be required to take the “Effective Governance for Quality and Patient Safety Program” provided by the Canadian Patient Safety Institute. In addition, two education sessions be provided to the Board as a whole, one in the fall and one in the spring.

MOTION CARRIED: 02.2015.04.7.5

The next Quality and Patient Safety Committee meeting is scheduled for June 17 at 11:00 a.m. in Oakbank at the KinPlace Health Complex, Multipurpose meeting room.

8. Chief Executive Officer Report

R. Van Denakker highlighted portions of the CEO Report to the Board and provided opportunity for questions.

French Language Services: St. Laurent Health Centre Administrative Assistant position has been posted as a designated position.

A new organizational structure finalized for the Human Resources Team based on input from managers and discussions with staff. R. Van Denakker expressed his appreciation and thanks to C. Ostapyk for her leadership and guidance in the HR department.

Lac du Bonnet Personal Care Home project: R. Van Denakker was informed that our submission has not yet gone to Treasury Board as we were previously told. He has since met with Deputy Minister, Karen Herd, and she has sent an email authorizing us to proceed with the Design Development on this project.

Powerview-Pine Falls project: We have received the letter from Manitoba Health providing the RHA with approval to award the construction contract.

Transportable MRI: We have been advised by Manitoba Health Capital Planning that due to the progress of the new Selkirk Regional Health Centre, the temporary transportable MRI will not be installed. The MRI for the new facility has been awarded to Siemens and a purchase order has been issued.

Software/Hardware merge: We are pleased to say as of April 10th we have completed the move of users, mailboxes, computers, etc. to our new domain. This involved a number of resources and staff hours to complete.

Hospital Home Team: Plans continue for the Hospital Home Team Program. We have recruited into the Manager position through the change of responsibilities in the home care leadership team. We have been in consultation with WRHAs Hospital Home team working group as well as Manitoba Health and will be submitting a briefing note on the additional resources required for our program to be successful.

Lundar Primary Clinic: The Schematic Design submission has been completed and costed by the Quantity Surveyor (Hanscomb). The project costs are on budget according to Manitoba Health Capital Planning and have been submitted to Treasury Board for approval to proceed.

Attached to the CEO Board Report for information was the Capital Project Dashboard (April) and the PCH and Supportive Housing Waitlist (March).

9. Quality and Patient Safety Issues

From the CEO Report to the Board, Workplace Health and Safety department indicated that violent / abuse / aggressive / reactive behavior incidents were reported in March. The Board is referring this to the Quality and Patient Safety Committee for further follow up.

10. Correspondence / Information

The following was included in the Board package for information:

- 2015 May Board Calendar
- Board of Directors Meeting Schedule 2015-2016

Handouts provided at the meeting for information:

- Financial presentation
- Board Policy GP. 2 Board Job Description (*to be inserted in the Board Policy Binder*)
- Board of Directors Contact List for 2015-2016

11. Round Table

Volunteer Appreciation Teas were held throughout the region. All who attended agreed the events were very successful and well attended. All Volunteers were very appreciative of being recognized. The Board wished to extend a thank you to the organizing committee and to all staff who helped host these events.

D. Rudyk: Will withdraw her name from the Regional Ethics Committee due to another commitment. Currently, T. Conroy and D. Fitzpatrick are Board representative on the Committee.

M. Alexander: Disappointed the Ashern "memory tree" which was painted on the wall has been painted over - community members are quite upset. She was told the names from the memory tree will be put in a memory book.

U. Wendt: The community presented the school board with a plan that would see the closed Prawda School utilized for adult education, child care, library, wellness, etc. The plan was rejected; however, the community will forge ahead and take over the school (the school will be transferred to the RM of Reynolds).

A. Gaffray: The Pine Falls community is in the midst of organizing a supper for the doctors – no date set yet.

Facility/Site Visits: There was some discussion with regards to the Board participating in facility tours on the East and West side of the region, as was organized last year. The Board thought this was a good idea and would support a draft plan being prepared that would see a three-year cycle.

12. Next Meeting:

May 21, 2015 10:00 – 4:30
Corporate Office Boardroom
233 Main Street, Selkirk

13. In-Camera

Moved by D. Pepe, seconded by M. Alexander

BE IT RESOLVED THAT:

The meeting move "in-camera" at 4:20 p.m.

MOTION CARRIED: 02.2015.04.13.0A

Moved by R. Furgala, seconded by D. Thorsteinson

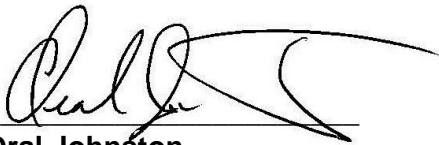
BE IT RESOLVED THAT:

The meeting move "out-of-camera" at 4:35 p.m.

MOTION CARRIED: 02.2015.04.13.0B

14. Adjournment

Moved by D. Pepe the meeting be adjourned at 4:36 p.m.

A handwritten signature in black ink, appearing to read 'Oral Johnston', with a long horizontal flourish extending to the right.

Oral Johnston
Board Chair