

**BOARD MEETING MAY 29 2006**

LEGION HALL- SWAN RIVER, MANITOBA

13:00 HOURS

Present: John Zaplitny-Acting Chair, Lynda Mann- Chair, Paul Freed, Anne Lacquette (until 5 pm), Esther Fyk (until 4 pm), Gerald Shewchuk, Heather Morden, Dorothy Connolly, Barry Chalmers, Monica Black (until 3:20 pm), Doreen Stammen, Rowena Powell, Myrtle Bilow

Absent:

Excused: Paul Overgaard

Regrets:

Staff: André Rémillard, Linda Kulkarni, Gerald Hackenschmidt, and Karen Vendramin (Recording Secretary)

**1. CALL TO ORDER:**

After lunch with invited guests, Lynda Mann called the Board meeting to order at 1:30 pm.

**2. ADOPTION OF AGENDA:**

Amendments to the agenda:

- Motion to excuse Paul Overgaard from today's meeting.
- Move Item 9.2 Review of Strategic Plan to Item 13.

**MOTION 06- 012**

**Myrtle Bilow/Anne Lacquette**

That the Agenda be adopted as amended.

**CARRIED**

**3. ADOPTION OF MINUTES:**

3.1 Minutes of April 24, 2006 Regular Board meeting.

Amendments:

- Corrections to spelling of word "been" in item 6.3.
- Adjournment time corrected to 1730 hours.

**MOTION 06-013**

**Monica Black/Gerald Shewchuk**

That the Minutes of the April 24, 2006 Board meeting be adopted as amended.

**CARRIED**

3.2 In Camera Board meeting Minutes of April 24, 2006.

Amendments to the minutes:

**MOTION 06-014**

**Heather Morden/ Monica Black**

That the In Camera Board Minutes of April 24, 2006 be adopted as circulated.

**CARRIED**

**4. Invited Guest/Presenters/ Delegations**

Brenda Ferland had contacted the PRHA office and had made a request to speak directly to the Board regarding care concerns of her brother. The family was given time on the agenda to make their concerns known to the Board. The delegation was made up of Brenda Ferland and her mother (name not given) and Bev Clearsky. Ms. Clearsky stated that she had been asked by the family to read a letter to the Board on the family's behalf.

The letter stated the frustration among the family regarding the delay in having the family member who is currently receiving care at a hospital in Winnipeg transferred back to the Swan Valley Health Centre as the majority of family support is located in this community.

Due to legislation prohibiting public discussion/disclosure regarding the health information of an individual, André Rémillard stated that this matter could not be discussed in this forum.

Members of the delegation asked for direction on where to take their concerns if this was not the appropriate place? Mr. Rémillard stated that speaking in general terms, and not specifically to this case, the first step in the resolution of matters such as this is to speak to the hospital administration involved regarding their concerns. Mr. Rémillard also noted that in all care situations it is necessary to ensure that appropriate care for the client can be provided at the local facility. Mr. Rémillard added that when the level and type of care required can't be provided at the local facility arrangements are made to treat the patient in another facility in the Region or if necessary outside of the Region.

The delegation also stated that they were looking for a written response from the Swan Valley Health Centre on their request to have the family member returned to the Swan Valley Health Centre.

## 5. ITEMS FOR DECISION

### 5.1 Motion to Excuse Paul Overgaard:

André Rémillard stated that Paul Overgaard had asked at the Board Orientation Session to be excused from today's meeting due to a schedule conflict today.

#### **MOTION 06-015**

**Dot Connolly/ Monica Black**

That the Board excuse Paul Overgaard from the May 29/06 Board meeting.

**CARRIED**

## 6. GOVERNANCE PROCESS:

### 6.1 GP-3 Governance Style (monthly-Attachment):

Lynda Mann reviewed the monthly meeting evaluation from the last Board meeting in McCreary and extended thanks again to John Zaplitny for chairing that meeting. It was noted by one member that ratings of "improvement needed" were noted but that no comments were included.

Lynda Mann asked that members please indicate what was wrong or how it could be improved so that the Board meetings could be as efficient as possible.

### 6.2 GP-6 Board Secretary Role-

André Rémillard stated that as part of Governance Process 6, a quarterly Board attendance report is presented to the Board so that Members can ensure compliance with Board Bylaw #1, Section 10 regarding Board attendance at regular meetings.

Mr. Rémillard noted that not including the new appointees, 3 members had perfect attendance over the last 12 months and that all Board members were compliant with the Board Bylaw #1, Section 10.

### 6.3 GP-9 Board/Committee Expenses-

In addition to Board expense claims being reviewed by Finance Committee and approved by the Board. (See item #11.2), an annual review of the Governance Process regarding Board Committee Expenses was also reviewed. An overview of the Board's education and training activities was included for information. A summary of all costs for Board travel, education, supplies and associated costs was also

included. André Rémillard noted that Board expenditures for 2005/06 were 15.6% lower than the previous year.

The Board rated its compliance with this Governance Process as having been **Fully Achieved**.

#### 6.4 GP-10 Code of Conduct-

André Rémillard presented the Governance Process regarding Board member Code of Conduct for its annual review. A number of hypothetical questions were included to stimulate Board discussion.

The Board rated its compliance with this Governance Process as having been **Fully Achieved**.

#### 6.5 GP-11 Conflict of Interest-

André Rémillard presented the Governance Process regarding Board member Conflict of Interest for the Board's annual review.

Discussion ensued regarding the policy. A suggestion was made to insert a definition of "conflict" at the beginning of the policy to avoid the need for repetition of the phrase "actual or perceived conflict of interest" throughout the policy. The change would make the policy easier to read. The suggested revision will be considered by the Board at its Annual Board Planning Session.

The Board rated its compliance with this Governance Process as having been **Fully Achieved**.

## 7. OTHER:

### 7.1 Discussion About Board Meeting Dates and Times

André Rémillard reviewed the Board Briefing Note that had been included for Board consideration. In summary, Mr. Rémillard stated that he had received a call from a member of the public who had made an inquiry about daytime Board meetings. The caller also suggested that the Board meetings should also provide opportunity for the public to ask questions and receive answers.

Discussion ensued regarding the pros and cons of daytime vs. evening meetings. It was also noted:

- That as this Board is a governance Board, it does not involve itself directly with operational issues.
- That the majority of inquiries from the public are about operational issues so providing an opportunity for question/answers between the public and the Board would not be appropriate during a business meeting of the Board.

It was also discussed that one Board member had a conflict on the fourth Monday of each month and had asked if the Board would consider rescheduling its meetings. Discussion ensued regarding the request and it was agreed that the last Monday of the month was satisfactory for the majority of the Board members. It was the consensus of those present that meeting dates and times would remain as scheduled.

In addition, it was noted that Committee meetings prior to the regular Board meeting often require additional time. Several suggestions were made to address the situation. The Program and Planning Committee will look more closely at the issue of Committee meeting times, however, in the meantime, it was agreed that every effort will be made to start Committee meetings on time to allow the maximum time allotted to cover the items on the agenda.

## 8. BOARD EDUCATION:

### 8.1 MCHP Sex Differences Report.

André Rémillard led the Board through a review of the final two chapters of the Manitoba Centre for Health Policy Sex Differences Report.

Areas of review noted in the Chapter included:

- Cardiac Care
  - Cardiac Catheterization Rates
  - Angioplasty Rates
  - Coronary Stent Insertion Rates
  - Coronary Artery Bypass Graft (CABG) Surgery Rates
  - Diagnosis Before Heart Attack
  - Age Distribution of Heart Attack Patients
  - Cardiac Catheterization Rates of Heart Attack Survivors
  - Mortality and Cardiac Procedure Rates Among Heart Attack Cohort Members
- Quality of Care
  - Antidepressant Prescription Follow-Up
  - Asthma Care: Controller Medication Use
  - Diabetes Care: Annual Eye Exams
  - Post-Myocardial Infarction Care: Beta-Blocker Prescribing.
  - Potentially Inappropriate Prescribing of Benzodiazepines for Community Dwelling Older Adults (75+)
  - Potentially Inappropriate Prescribing of Benzodiazepines for Older Adults in Personal Care Homes (75+)

It was agreed that the information contained in the report was interesting and relevant to this Board in setting its ENDS or goals for the Region.

## 9. ITEMS REQUIRING BOARD APPROVAL:

### 9.1 Nomination of André Rémillard to the Advisory Council of Canadian Institute for Health Research.

Board members were provided a briefing note as background information in their consideration of (non monetary) support of André Rémillard as a candidate for the Advisory Board of the Canadian Institute of Health Research.

#### **MOTION 06 – 016**

#### **Doreen Stammen/Esther Fyk**

That the Board endorse André Rémillard's nomination to the Advisory Council of Canadian Institute for Health Research.

**CARRIED**

Congratulations were extended to André Rémillard on his nomination.

### 9.2 Draft 2007 Strategic Plan Submission.

This item was moved to item 13 for In camera discussion as the document has not received Government approval and therefore it cannot be released to the public.

### 9.3 Approval to Award a Tender Without the Requisite Three Bids.

A briefing note was provided as background information for the Board's consideration of this request. Information included to the Board stated that whereas competitive bids were sought and three local contractors were contacted, only one Brandon vendor was willing to quote on the three combined projects. The single quotation appears to be in order with the anticipated magnitude of work to be completed on renovations at the Dauphin Regional Health Centre.

**MOTION 06 – 017**

**Doreen Stammen/Esther Fyk**

That the Board approve proceeding with the renovations at Dauphin Regional Health Centre without the requisite three bids.

**CARRIED**

9.4 Borrowing Resolution for Line of Credit-Swan Valley Personal Care Home Elevator Installation

**MOTION 06 – 018**

**John Zaplitny/ Anne Lacquette**

That the Board approve establishing a line of credit for the Elevator Installation 2004/05 Safety and Security Project #1653 at the Swan Valley Personal Care Home.

**CARRIED**

9.5 Borrowing Resolution for Line of Credit – 2005/06 Specialized Equipment

**MOTION 06 – 019**

**Dot Connolly/ Anne Lacquette**

That the Board approve establishing a line of credit for the 2005/06 Specialized Equipment Borrowings.

**CARRIED**

**10. MONITORING:**

10.1 E5-1 Timely Access

Linda Kulkarni presented the Board monitoring report regarding Residents having timely access to assessment, diagnosis and treatment.

Indicators reported on included:

- Time of call to time of response (ambulance service).
- Wait time by program/service for:
  - Home Care Services
  - CT and Ultrasound Services
  - Long Term Care
- % Hospital utilization (Parkland Residents) assessed in Region
- Access to Telehealth
- % of Physicians accepting new patients (by community)
- Adult mental health client satisfaction with timely access to mental health services.

Discussion ensued regarding the data presented. A question was posed regarding reporting data about physicians accepting new patients – Is this something we have control over? It was agreed that this indicator would be discussed further at the Board Annual Planning Session.

Rating:

Reasonable progress is being made toward the ultimate achievement of this END.

10.2 EL-17 Staff Credentials and Licensing

Gerald Hackenschmidt presented the Executive Limitation report regarding staff credentialing and licensing which provided an overview of the processes and practices in place to ensure that staff are appropriately licensed for the services they provide.

Rating:

The CEO is in full compliance with this EL policy (actually the Reasonable Interpretation of it). The Board commends the CEO for exemplary performance.

## 11. INFORMATION REQUESTED BY THE BOARD:

### 11.1 Ownership/Stakeholder Communication:

See Municipal follow up letter for a summary of the last meeting's discussions.

### 11.2 Finance Committee Report:

John Zaplitny reported that the Finance/Audit Committee had met earlier and had discussed/reviewed the following items:

- Financial position
- Director expense claims
- Capital projects update
- Draft of policy regarding bad debt collection – deferred.

The draft minutes of the April Finance Committee meeting were included in the Board package for Board member review.

### 11.3 Vice President, Corporate:

Gerald Hackenschmidt presented his report including the financial statement for review by the Board. Mr. Hackenschmidt reported that the deficit for 2005/06 fiscal year is now projected to be \$4 million based on the pre retirement variances that have just been received. These variances are still under review.

#### **MOTION 06-020**

**Dot Connolly/Doreen Stammen**

That the Board approve the Financial Statement as presented.

**CARRIED.**

### 11.4 Vice President Facilities Report:

Report as circulated.

### 11.5 Vice President Community Report:

Report as circulated.

### 11.6 Vice President Medical Report:

Report as circulated.

### 11.7 Program & Planning Committee:

No report.

- Leadership and Partnership Committee Report-  
No report.

### 11.8 Community Relations Committee:

Esther Fyk provided the Community Relations report on behalf of the Committee. (The draft minutes of the WDHAC and the EDHAC were circulated as they were not available at the time the Board packages were mailed out.)

**The Eastern District Health Advisory Council** had discussed the following at their May 14/06 meeting:

- Patient Safety Consultation.
- Alternative Therapies – The EDHAC made a motion for Board consideration.  
“That the PRHA write a letter to the Minister of Health advocating that Manitoba Health consider a funding arrangement for alternative therapies in the Province.”

- Healthy Foods Initiative- The EDHAC made a motion for Board consideration.  
*“That the PRHA Board write school divisions within the Parkland Region encouraging them on the implementation of the healthy foods initiative and to inquire about the status of initiatives taking place within the Region.”*
- Volunteer Credit Program- high school students earning one high school credit through the completion of the specified volunteer service hours in the volunteer credit program.
- Next EDHAC meeting is **October 18/06**.

The Community Relations Committee presented the motions of the Council to the Board for Consideration.

**MOTION 06-021**

**Esther Fyk/Gerald Shewchuk**

That the Board direct the CEO to write a letter to the Minister of Health in support of alternative therapies.

**CARRIED.**

Further discussion ensued by the Board. Clarification was sought on what is meant by alternative therapies and what therapies we are asking the Minister of Health to support? It was noted that:

- A similar letter had already been sent to the Minister of Health and determined that another request would merely be repetitive.
- Since there is only limited funding available to fund programs in the Region and Manitoba, we would be making a request that could reduce funding to current programs and services.
- The lack of evidence/research supporting alternative therapies makes it difficult to endorse.

**MOTION 06-022**

**Esther Fyk/Gerald Shewchuk**

That the Board rescind the previous motion.

**CARRIED.**

**MOTION 06-023**

**John Zaplitny/Heather Morden**

That the Board reply to the Eastern District Health Advisory Council notifying them of the Board's decision and to include supporting documentation of previous correspondence with the Minister where available.

**CARRIED.**

**MOTION 06-024**

**Doreen Stammen/ Paul Freed**

That the Board direct the CEO to write a letter to School Divisions in support of healthy snack programs in schools within the Region.

**CARRIED.**

**MOTION 06-025**

**Doreen Stammen/ Paul Freed**

That the Board direct the CEO to write a letter to high schools and school boards to encourage student participation in the volunteer credit program in a health care setting.

**CARRIED.**

The **Western District Health Advisory Council** met on May 17/06 and discussed the following:

- Roblin Telehealth Update
- Dialysis in Swan River

- EMS Ribbon Cutting Ceremonies- held at Swan River and Mafeking EMS facilities.
- Roblin Clinic- capital improvements.

Next WDHAC meeting Wednesday, **October 4/06** in Grandview.

The **Regional Mental Health Advisory Council** met on May 17/06. The following items were discussed:

- Presentation by Bob Curle and Marvin Fried regarding the housing project that is proceeding in Dauphin.
- Suicide Prevention, ASIST Training
- Child Psychiatric Services – Dr. Kotyk, Child and Adolescent Psychiatrist is starting with the PRHA in June.
- Council Membership

Next RMHAC meeting TBA.

11.9 Chief Executive Officer Report:

Report as circulated.

11.10 Chair Report:

Lynda Mann stated that André Rémillard, John Zaplitny and she had attended the Chair's Orientation session noting that it was a good session with lots of information provided.

Ms. Mann also reported on correspondence she had received as Chair, stating that 3 reports had been received by her regarding client care. Ms. Mann stated that she had advised Mr. Rémillard of the concerns and that all concerns were being responded to at the facility level.

11.11 Advisory Councils:

- RMHAC Draft minutes of May 17/06 included in package.
- EDHAC draft minutes of May 24/06 were distributed at today's meeting.
- WDHAC draft minutes of May 17/06 were distributed at today's meeting.

**12. INFORMATION:**

John Zaplitny noted the "Nice" to Know Items/Information Requested by the Board.

- 12.1 Media Clippings.
- 12.2 Board Luncheon Meeting Letter of Invitation.
- 12.3 McCreary Board Meeting Follow Up Letter.
- 12.4 Call for Nominations for 2006 PRHA Volunteer Awards.
- 12.5 Minister of Health Response to PRHA Correspondence- Transportation as a Barrier to Care.
- 12.6 Invitation Letter to Inky Mark.  
André Rémillard noted that Mr. Mark's office had replied to the invitation to attend a PRHA Board meeting, stating that he would like to do so when the House was not in session.
- 12.7 Copy of Letter to Federal Minister of Health from Ste. Rose Hospital Board.
- 12.8 Correspondence re PRHA 2006/07 Budget.

**13. IN-CAMERA ITEMS:**

13.1 Draft 2007/08 Strategic Plan Submission

**MOTION 06-026**

**John Zaplitny/Myrtle Bilow**

That the meeting convene in camera.

**CARRIED.**

**MOTION 06-027**

**Doreen Stammen/Dot Connolly**

That the meeting re convene out of camera.

**CARRIED.**

**MOTION 06-028**

**John Zaplitny/Gerald Shewchuk**

That the Board approve the draft 2007/08 Strategic Plan.

**CARRIED.**

**14. SELF EVALUATION:**

14.1 Monthly Evaluation Form GP-3 Attachment:

*Form to be filled out and returned at the end of the meeting.*

14.2 Round Table:

- Suggestion to include “Fridge Door” guide to services by Manitoba Health or similar item in one of the PRHA’s ads or Link publication.
- Good meeting, but long.
- Would like to see meetings start earlier.
- It was agreed that the Board Nominating Committee would meet via Teleconference to review Board Committee membership.

**15. UPCOMING MEETINGS:**

15.1 Next Regular Board Meeting – June 26, 2006 – Dauphin.

**16. STIPEND AMOUNT FOR MEETINGS:**

- Full Day for today’s meeting.

**17. ADJOURNMENT:**

The meeting was adjourned at 1830 hours.

**MOTION 06-029**

**Dot Connolly/John Zaplitny**

That the meeting be adjourned.

**CARRIED**

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Lynda Mann, Chair

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André Rémillard, Secretary