

BOARD MEETING MAY 28, 2007

SWAN VALLEY HEALTH CENTRE BOARD ROOM – SWAN RIVER, MANITOBA

13:00 HOURS

Present: Lynda Mann - Chair, Monica Black, Rowena Powell, Heather Morden, Paul Overgaard, John Zaplitny, Paul Freed, Dorothy Connolly, and Doreen Stammen, Anne Lacquette, John Tichon, Gerald Shewchuk

Excused: Barry Chalmers

Absent:

Regrets:

Staff: Allan Bradley, Maggie Campbell, Gerald Hackenschmidt, Mavis Wood, Blaine Kraushaar, and Karen Vendramin (Recording Secretary)

Guest:

1. CALL TO ORDER:

Lynda Mann called the Board meeting to order at 1:00 pm.

2. ADOPTION OF AGENDA:

Amendments:

- Add Item 9.1 Approval of 2007/08 Health Plan
- Correction Item 11.4- John Zaplitny is the Lead.

MOTION 07- 015

Paul Overgaard/Doreen Stammen

That the Agenda be adopted as amended.

CARRIED

3. ADOPTION OF MINUTES:

3.1 Minutes of Regular Meeting April 30, 2007.

Amendments:

- Item 11.4, WDHAC next meeting is March 1, 2007.
- Item 13.0, Motion 07-010 should read, “That the Board meeting convene out of camera.”

MOTION 07-016

John Zaplitny/Anne Lacquette

That the Minutes of the April 30, 2007 Regular Board meeting be adopted as amended.

CARRIED

3.2 Minutes of In Camera Meeting April 30, 2007

MOTION 07-017

Dot Connolly/Rowena Powell

That the Minutes of the April 30, 2007 In Camera Board meeting be adopted as circulated.

CARRIED

4. FOR REVIEW

4.1 Letter of Resignation

Lynda Mann noted that a letter of resignation was received from Board member Myrtle Bilow. A copy of the letter had been included in today’s package. Ms. Mann reported that she had written a letter to the

Minister of Health notifying them of the resignation and noting that Parkland RHA Board had two vacant positions.

5. ITEMS FOR DECISION

None.

6. GOVERNANCE PROCESS:

6.1 GP-3 Governance Style-

The Board reviewed the evaluation summary of the Board's meeting on April 30/07. A suggestion was made to invite the school board Chair to the luncheon meetings as well as the school superintendent, student council president and school principal to try to increase involvement of the education sector at our Board luncheon meetings.

6.2 GP-6 Board Attendance Report-

The quarterly Board attendance report was included in today's package which shows that all Board members are compliant with Board Bylaw#1, Section 10 regarding Board attendance requirements.

6.3 GP-9 Board/Committee/CEO Expenses-

Dot Connolly reported that the Finance Committee had met earlier and had reviewed the Director and CEO expense claims and recommended them for approval.

MOTION 07-018

Dot Connolly/Paul Overgaard

That the Board approve the Directors' and CEO's expense claims for payment.

CARRIED

6.4 GP-10 Board Member Code of Conduct-

Lynda Mann presented Governance Process 10 for the Board's annual review of the policy and the Board's self-assessment of its compliance with this policy.

Rating: Fully achieved.

6.5 GP-11 Conflict of Interest-

Lynda Mann presented Governance Process 11 for the Board's annual review of the policy and the Board's self-assessment of its compliance with this policy.

Rating: Fully achieved.

6.6 GP-12 Cost of Governance Report to the Board

Lynda Mann presented the Governance Process 12 for the Board's annual review of the policy and the Board's self-assessment of its compliance with this policy. The supporting documents in the report showed the Board's expenditures for the past 5 years and stipend amounts paid to Board members for the past 3 years.

Rating: Fully achieved.

7. Delegations/Presentations:

None.

8. BOARD EDUCATION:

8.1 International Medical Graduate (IMG) Process- Wayne Pierrepont

Wayne Pierrepont, Chief Operating Officer for the Swan Valley Health Facilities gave a presentation to the Board for information on the IMG licensing process. The following is a brief overview of the process:

- An IMG (International Medical Graduate) is any doctor trained outside of Canada and the US.
- The new process for licensure in Manitoba took effect Sept.15th last year.
- New physicians must have an English proficiency test prior to taking any exams.
- In order to start the process they must first register with the Physician Recruitment Coordinator Office (PRCO), and pass the Medical Council of Canada Qualifying Exam (MCCQE).
- The process includes a cursory review of their CV by the a cursory review of their CV by the PRCO, College of Physicians and Surgeons (CPS), an interview by the PRCO, an in-depth review of their qualifications by the CPS, a job offer from an RHA/Community/clinic.
- Once they have been approved through these steps they would go into the Family Practice Assessment.
- The Family Practice Assessment takes approximately 3 months. It includes an orientation, an exam and three months placement/work experience at a facility in Manitoba.
- Following this assessment, a report is sent to the CPS who decides if the doctor's conditional license will be continued.
- At this time physicians would start practice for their sponsoring group but would be mentored for a period of time yet to be determined.
- This process would take between 6 –12 months to complete.

9. ITEMS REQUIRING BOARD APPROVAL:

9.1 Health Plan Submission 2008/09-

Lynda Mann stated that the 2008/09 Health Plan had been reviewed at the Special Board meeting yesterday and that it now required Board approval for submission to Manitoba Health.

MOTION 07-019

Doreen Stammen/Gerald Shewchuk

That the Board approve the 2008/09 Health Plan be submitted to Manitoba Health.

CARRIED

10. MONITORING:

10.1 E5-1 Timely Access –

Allan Bradley presented the monitoring report on Board End E5-3 which states residents have timely access to assessment, diagnosis, and treatment.

Indicators reported on this monitoring report include:

- Emergency Medical Services time enroute to time of arrival
- Wait time by program/service for:
 - Home Care Services
 - CT and ultrasound services
 - Long Term Care
 - Psychiatry
- % hospital utilization (Parkland residents) accessed in region
- Access to Telehealth – by service
- % of physicians accepting new patients (by community)
- Adult Mental Health client satisfaction with timely access to Mental Health services.

Clarification was made to some of the data presented.

Rating:

Reasonable progress is being made toward the ultimate achievement of this End. The Board commends the CEO for satisfactory performance.

Comments:

- Given the geography of the Region, we are doing an excellent job.
- Telehealth stats are positive.

10.2 EL-16 Health Planning

Allan Bradley presented the Executive Limitation policy 16 regarding health planning. The policy ensures that health-planning process is sensitive to the needs of the Region's population and within the resources available in the Region,

Rating: The CEO is in full compliance with this EL policy (the reasonable interpretation of it). The Board commends the CEO for exemplary performance.

10.3 EL-17 Staff Credentialing and Licensing

Allan Bradley presented the Executive Limitation policy 17 regarding staff credentialing and licensing. The policy ensures that conditions are safe and do not jeopardize the quality of service.

In addition, Dr. Rob Stecher highlighted the main steps that licensed physicians undertake to obtain medical staff privileges in Parkland facilities. Dr. Stecher also provided information on the Continuing Medical Education component for ongoing licensure with the College of Physicians and Surgeons.

Rating: The CEO is in full compliance with this EL policy (the reasonable interpretation of it). The Board commends the CEO for exemplary performance.

10.4 EL-18 Client Satisfaction

Allan Bradley presented the Executive Limitation policy 18 report to the Board regarding Client Satisfaction. The policy ensures that facilities or programs do not operate without appropriate client satisfaction measures. Supporting information in the report included data on the PRHA's client concern management program as well a list of the numerous client satisfaction surveys completed in programs and facilities.

Mr. Bradley noted that while the PRHA does not have a full time dedicated staff member to respond to and investigate client concerns, it does take all concerns very seriously and strives to provide a timely response.

Mr. Bradley stated the it is Parkland's philosophy to encourage clients and staff to make their concerns known so that learning and improvements can occur.

Rating: Reasonable progress is being made towards the ultimate achievement of this End. The Board commends the CEO for satisfactory performance.

10.5 Board Query Follow Up re E5-3

Allan Bradley highlighted responses to questions arising from last month's monitoring report to the Board regarding Disaster Preparedness.

Board members commented that the responses were thorough and answered the questions asked by members of the Board.

11. INFORMATION REQUESTED BY THE BOARD:

11.1 Ownership/Stakeholder Communication:

Lynda Mann asked for comments on today's luncheon meeting with representatives from the Swan River community area. Board members stated that the turn out was very good with good representation from education, municipal governments and auxiliary as well as the Friendship Centre and the Canadian Mental Health Association. Members commented that it was encouraging to hear them share their organization's activities to promote health and wellness.

11.2 Finance Committee Report:

Dot Connolly reported that the Finance Committee had met earlier and had discussed the following items:

- Reviewed Director/Interim CEO expense claims, including CEO moving expenses.
- Capital Projects Update.
- Recommendation to establish line of credit for small projects.

MOTION 07-020

Dot Connolly/Doreen Stammen

That the Board approve establishing a line of credit for small projects in accordance with direction from Manitoba Health.

CARRIED

- Financial Statements reviewed.

MOTION 07-021

Dot Connolly/Paul Overgaard

That the Board accept the financial statement as presented which reflects a projected year end deficit for 07/08 of \$2,936,780 million.

CARRIED

11.3 Program and Planning Committee Report:

Heather Morden reported on discussions from today's Committee meeting.

- Enviro friendly options vs. Styrofoam at Board meetings.
 - The Committee discussed the option of using biodegradable paper plates/cups at Board meetings when glassware not available. Decision was made to have PRHA Environment Committee, led by John Zaplitny to look at alternative products for cost and availability. Paper plates and cups to be used at minimum as opposed to Styrofoam.
- Protocol for Honouring Retiring Board Members
 - Discussion ensued, and Committee suggested that past practice of honoring retiring members at their last regular Board meeting should continue for scheduled retirements.
 - "One of" situations will be handled on case-by-case basis.
 - Suggestion was made to contact Esther Fyk to see if she can attend the June Board meeting to receive her gift or make alternate arrangements with her.
 - Suggestion to have Myrtle Bilow honoured in her home community at local award ceremony in June. Paul Freed agreed to present the gift on behalf of the Board at that recognition event.
- Summary of Board Orientation Evaluations.
 - A copy of the evaluation will be provided to all Board members in next month's package.
- Pending Educational Items
 - Office of Rural and Northern Health presentation.

- Health Promotion CD –re Walking Program (Julie Moar presentation).

Rowena Powell reported on the activities of the Leadership and Partnership Committee noting that after an intense monthly meeting schedule, the Committee has completed their review of the accreditation standards and will now begin looking at the Required Operational Practices (ROPs) component of accreditation. The next Leadership and Partnership Committee meeting is June 18/07.

11.4 Community Relations Committee Report:

John Zaplitny reported on the discussions of the Committee meeting held earlier this morning. The minutes of the April 30/07 meeting were included in today's package.

- Advisory Council Reports:
 - **EDHAC** –Next meeting June 6/07.
 - **WDHAC** – Next meeting May 16, 2007 at 7:00pm – Via Telehealth
 - **RMHAC**- Next Meeting June 13/07 via Telehealth.
- Advisory Council Workshop- The Committee discussed potential items for discussion at the annual workshop which is scheduled for October 3, 2007.
- PRHA Volunteer Service Awards- Nominations are due by June 15th.
- New Member application of Peggy Kowalchuk of Roblin, for the WDHAC.

MOTION 07-022

Paul Freed/Rowena Powell

That the Board approve the application of Peggy Kowalchuk for the Western District Health Advisory Council.

CARRIED

- EDHAC Correspondence- Discussion ensued about previous correspondence that was sent to Manitoba Health regarding alternative therapies. As there is no record of Manitoba Health's response, it was suggested that a second letter be sent to Manitoba Health along with a copy of the previous correspondence and ask them to provide a response.

MOTION 07-023

John Zaplitny/Paul Freed

That the Board approve a letter, under Lynda Mann's signature, be sent to Manitoba Health asking for a response to our 2004 letter on this matter as raised by EDHAC.

CARRIED

During the Committee report, John Zaplitny acknowledged Dianne Hamiwka, Chair of the WDHAC who was present in the gallery today.

The next Community Relations meeting will be on June 25, 2007 in Dauphin.

11.5 Vice President Corporate Report:

Report as presented. One member commented that concerns have been raised by staff regarding issues associated with access/foot traffic at the new Community Health Services building. Gerald Hackenschmidt agreed to raise the matter at the Committee meeting on Friday.

11.6 Vice President Facilities Report:
Report as circulated.

11.7 Vice President Community Report:

Report as circulated. Members acknowledged the attached information in the report regarding the Chronic Disease Prevention Initiative (CDPI) noting that it contained a lot of good information.

One Board member suggested that public service announcements could provide the public with information on upcoming CDPI events in the region (I.e. walking programs).

11.8 Vice President Medical Report:

Dr. Robert Stecher provided a verbal report. His report described the differences between far eastern countries and Canadian trained physicians noting that in those countries physicians train with a specialty and practice family medicine on the side as opposed to Canada where physicians are family physicians first unless they train to specialize in a particular field. Dr. Stecher stated that when some of these physicians come to Canada to practice as family physicians they have very little experience in that field as their primary focus has been on their specialty. This has added to the need for the assessment process to ensure that physicians are equipped to work in family practice settings.

Dr. Stecher spoke about the International Medical Graduate (IMG) process, the interview process and how candidates are scored. He also highlighted some of the options being considered for training including the requirement for physicians to complete the family residency program.

In closing, Dr. Stecher stated that mentoring is key to the success and integration of foreign trained physicians in Manitoba.

11.9 Chief Executive Officer Report:

In addition to his report, Allan Bradley stated it has been a very busy first month working on the Health Plan, touring the Region and meeting staff.

11.10 Chair Report:

Lynda Mann circulated copies of the May 10th Council of Chairs minutes noting that there had been several new RHA Board Chairs at that meeting.

Ms. Mann also circulated a thank you card from Eve Baptiste for her nomination by the Board for the Premier's Volunteer Service Award.

11.11 Minutes of Advisory Councils:

The draft minutes of the March 28/07 Eastern District Health Advisory Council meeting were included in today's package.

11.12 Board Committee Membership Listing:

An updated copy of the Board Committee Membership Listing was included in today's package.

12. INFORMATION:

Lynda Mann 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 Board Follow Up Correspondence from Alonsa Luncheon Meeting.
- 12.4 Letter of invitation to Esther Fyk.
- 12.5 Letter of appreciation to Wes Rumak.

- 12.6 2007 Volunteer Awards Correspondence.
12.7 Regional Link Publication.

MOTION 07 – 024

Anne Lacquette / John Zaplitny

That the Board meeting convene in camera.

CARRIED

13. IN-CAMERA ITEMS:

- 13.1 Patient Safety Matter
13.2 Letter of Concern

MOTION 07 – 025

John Zaplitny/John Tichon

That the Board meeting reconvene out of camera.

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 Comments:

- Good meeting, finding things busy now that she is working full time.
- Good representation from Swan River. Good to hear Wayne Pierrepont's presentation and get Dr. Stecher's perspective on recruiting and licensing foreign trained physicians.
- Learning structure and process of this Board.
- Feeling more comfortable with Board process and meetings.
- Learning new directions with Health Plan.
- Great support from the Board for Executive with the Health Plan.
- Appreciate the support of senior staff and Executive.
- Good meeting.
- Good meeting on the Health Plan. Thanks to the Staff and CEO. Appreciate the new Agenda format.
- Enjoyed informality and clarify of the Special Meeting yesterday. Good information provided by Wayne Pierrepont.
- Interesting to see the achievements of previous years as identified in the Health Plan. Good education session today.
- Thank you to all.
- Paul Freed asked to be excused from the June Board meeting.

MOTION 07 – 026

Heather Morden/Dot Connolly

That the Board excuse Paul Freed from the June Board meeting.

CARRIED

15. UPCOMING MEETINGS:

- 15.1 Provincial Board Member Orientation – June 21 & 22/07 – Winnipeg.
15.2 Next Regular Board Meeting – June 25/07- Dauphin Super 8 Motel Meeting Room.

16. STIPEND AMOUNT FOR MEETINGS:

- Half day for May 27/07 meeting
- Full Day for May 28/07 meeting.

17. ADJOURNMENT:

The meeting was adjourned at 16:47 hours.

MOTION 07 - 027

Lynda Mann

That the meeting be adjourned.

CARRIED

Lynda Mann, Chair

Allan Bradley, Secretary