

BOARD MEETING MARCH 31, 2008
COMMUNITY HALL – CAMPERVILLE, MANITOBA
11:00 HOURS

Present: Lynda Mann - Chair, John Zaplitny, John Tichon, Gerald Shewchuk, Barry Chalmers, Doreen Stammen, Anne Lacquette, Heather Morden, Paul Freed, Rowena Powell.

Excused: Dorothy Connolly

Absent:

Regrets: Paul Overgaard

Staff: Allan Bradley, Brenda Slobozian, Mavis Wood, Kevin McKnight, Blaine Kraushaar, Karen Vendramin (Recorder)

1. CALL TO ORDER:

Lynda Mann called the Board meeting to order at 11:00 am. Kevin McKnight, VP Corporate was welcomed to the PRHA and introductions were made.

Paul Overgaard sent his regrets for today's meeting.

2. ADOPTION OF AGENDA:

The agenda was adopted without additions.

MOTION 07– 110

Rowena Powell/ Gerald Shewchuk

That the Agenda be adopted as circulated.

CARRIED

Following adoption of the agenda, some additions were identified for discussion today:

Additions:

- Add 12.7 Volunteer Awards 2008
- Add 12.8 Letter of Thanks from Minister of Health
- Add 13.3 Health Services Report- Trish Sherrer
- Add 13.4 Letter from Concerned Citizen

MOTION 07– 111

John Zaplitny/Rowena Powell

That the Agenda be adopted as amended.

CARRIED

3. ADOPTION OF MINUTES:

3.1 Minutes of Regular Meeting February 25, 2008

Amendments:

Spelling errors were identified.

MOTION 07-112

Anne Lacquette/Heather Morden

That the Minutes of the February 25, 2008 Regular Board meeting be adopted as amended.

CARRIED

3.2 Minutes of In Camera Meeting February 25, 2008

MOTION 07-113

Doreen Stammen/John Tichon

That the In Camera Minutes of the February 25, 2008 Board meeting be adopted as circulated.

CARRIED

4. ITEMS FOR REVIEW:

None.

5. ITEMS FOR DECISION:

None.

6. GOVERNANCE PROCESS:

6.1 GP-3 Governance Style (monthly)

The Board reviewed the evaluation summary of the Board's meeting on February 25, 2008 in Winnipegosis.

6.2 GP-2 Board Job Description

Lynda Mann presented Governance Policy 4 for the Board's annual review.
Rating: The GP has been fully achieved.

6.3 GP-5 Board Chairperson's Job Description

Lynda Mann presented Governance Policy 5 for the Board's annual review.
Rating: The GP has been fully achieved.

6.4 GP-6 Board Secretary Role

Lynda Mann presented Governance Policy 6 for the Board's annual review.
Rating: The GP has been fully achieved.

6.5 GP-8 Board Committee Structure

Lynda Mann asked for volunteers to act as an ad hoc committee to review the Board Committee membership for the upcoming year. Lynda Mann, Gerald Shewchuk, Anne Lacquette and Rowena Powell agreed to sit on this Committee.

6.6 GP-9 Board Committee Expenses

Doreen Stammen noted that the review of the CEO and Board Expense claims had been deferred to next month's meeting.

6.7 Follow up to Board Query re: GP-8

Allan Bradley noted that information was included in today's package regarding the inquiry about the Region's equipment inventory process.

7. OTHER:

Lynda Mann noted that the revised Governance Policies 8.1 and 8.3 were included in today's package. Lynda reminded Board members to remove the old versions and insert these two new policies in the GP section of their policy binders.

Discussion ensued and Board members, whose policy binders were out of date, were invited to give them to Karen Vendramin for updating.

8. BOARD EDUCATION:

8.1 Health Council of Canada Publication – “Health Care Renewal in Canada: Measuring Up?”:

Allan Bradley circulated a one-page summary of part 3 of his report on the Health Care Renewal in Canada publication.

9. ITEMS REQUIRING BOARD APPROVAL:

9.1 Attendance at National Health Leadership Conference

Lynda Mann inquired if there were any Board members interested in attending the Leadership Conference in June in Saskatoon. Four Board members indicated that they would be interested in attending: Doreen Stammen, Rowena Powell, Anne Lacquette and Paul Overgaard. Further discussion will take place at the April Board meeting to determine which two Board members would attend along with the Chairperson and CEO.

9.2 Annual Board Calendar of Events

Lynda Mann circulated a draft Board Calendar of Events for 2008/09. It was noted that the suggested Board education items, identified at a previous session, still needed to be included in the calendar.

Allan Bradley stated that these topics will be inserted and the revised calendar will be presented to the Board at the April meeting. Approval of the calendar will be deferred to the April meeting.

10. MONITORING:

10.1 E-3 Healthy Lifestyle Choices – Freedom from Communicable Disease

Brenda Slobozian presented the monitoring report on Healthy Lifestyle Choices. The indicators reviewed in this report were:

- Number of cases and contacts for Sexually Transmitted Infections.
- Number of cases of notifiable communicable diseases.
- Adult Influenza/Pneumococcal Immunization.

Rating:

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

10.2 EL 6 Treatment of Clients-

Mavis Wood presented the third quarter data in the patient safety report.

10.3 EL-10 Executive Succession

Allan Bradley presented the EL 10 policy for the Board’s annual review.

Rating:

The CEO is in full compliance with this EL policy.

10.4 EL-11 Public Image

Allan Bradley presented the EL 11 policy for the Board’s annual review.

Rating:

The CEO is in full compliance with this EL policy.

10.5 EL-15 Funded Program Relations

Allan Bradley presented the EL 15 for the Board’s annual review.

Rating: The CEO is in full compliance with this EL policy.

10.6 Follow-up to Board Query Re E-2

Deferred to April Board meeting.

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 Camperville area.

Board members expressed appreciation for the powerful messages delivered by the representatives at today's meeting. It was acknowledged that the representatives were very knowledgeable about the residents' needs. Their openness to seek creative solutions to the issues identified was noted.

11.2 Finance Committee Report:

Doreen Stammen reported that the finance committee met earlier that morning. An update on capital projects in the region was reviewed. In addition, Kevin McKnight provided an overview of the financial position stating the year-end deficit was projected at \$2.1 million.

Two briefing notes reviewed:

1. To increase the PRHA operating line of credit, and
2. To increase the limit amounts on the corporate credit cards.

MOTION 07-114

Doreen Stammen/ Barry Chalmers

Whereas the Governing Board of the Parkland Regional Health Authority deems it necessary to establish a operating line of credit for \$4,640,000 (\$4,600,000 for revolving overdraft and \$40,000 for MasterCard) to meet current expenditures for the proper purposes, of the said Parkland Regional Health Authority.

NOW THEREFORE, the Governing Board of the Parkland Regional Health Authority in session assembled enacts as follows:

THAT the Chief Executive Officer and Vice President, Corporate Services of the Parkland Regional Health Authority be and are hereby authorized to establish in the name and under seal of the Governing Board of the Parkland Regional Health Authority from Bank of Montreal an operating line of credit of \$4,640,000 for the purposes aforesaid, whether by way of overdraft or otherwise and to pay or agree to pay Interest thereon at the Bank of Montreal Prime Lending Rate minus .80 %, as varied from time to time.

That an overdraft lending agreement, under the seal of the Governing Board of the Parkland Regional Health Authority, and signed by the Chief Executive Officer and the Vice President of Corporate Services thereof, be duly executed and given to the said Bank for the amount established.

CARRIED

MOTION 07-115

Doreen Stammen/Barry Chalmers

That the Board accept the financial report as presented.

CARRIED

11.3 Program and Planning Committee Report:

Rowena Powell noted that the Committee had not met since the last Board meeting; however, they did need to meet in the near future to review the agenda for the Board Orientation Session.

The next meeting date for the Leadership and Partnership Committee also needs to be set.

Allan Bradley stated that the next meeting dates would be scheduled and the members would be notified of the dates and times.

11.4 Community Relations Committee Report:

The draft minutes of the March 27/08 Community Relations Committee meeting were circulated. Gerald Shewchuk highlighted a few of the topics that were discussed at the last EDHAC meeting.

11.5 Chair Report:

The minutes of the February 14/08 Council of Chairs meeting was included in today's package. Lynda Mann provided an overview of the topics discussed at the last Council of Chairs meeting held in March. Lynda noted that the Minister of Health had attended that meeting and had expressed her gratitude to the CEOs and their staff involved in the contingency planning throughout the Province.

In addition, Lynda also reported that a committee had been struck to look at the RHA Review Report recommendations.

11.6 Executive Management Committee Report:

Allan Bradley added to the report in today's package by noting that this is the first time in over a year that there has been a full Executive Team. Allan also noted that the Final Accreditation Report has been received and a summary and/or the full document will be posted on the website in the near future.

11.7 Minutes of Advisory Councils:

None available.

11.8 Executive Committee:

The minutes of the February 28/08 meeting and the draft minutes of the March 10/08 meeting were 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 Letters of Invitation
- 12.3 Board Follow Up Correspondence re Winnipegosis Luncheon Meeting
- 12.4 Letter to Stan Struthers
- 12.5 Thank You Letter to Wayne Heide
- 12.6 Letter of Response to Minister of Health re February 21/08 Letter
- 12.7 Volunteer Awards 2008
- 12.8 Letter of Thanks from Minister of Health

MOTION 07-116

John Zaplitny/Rowena Powell

That the meeting convene in-camera.

CARRIED

13. IN-CAMERA ITEMS:

- 13.1 CEO Annual Performance Appraisal
- 13.2 Management Support- Contingency Planning MNU Negotiations
- 13.3 Health Services Report Trish Sherrer
- 13.4 Letter from Concerned Citizen

MOTION 07-117

John Tichon/Gerald Shewchuk

That the meeting reconvene out of camera.

CARRIED

MOTION 07-118

John Zaplitny/Heather Morden

That the Board approve the recommendations of the Executive Committee as to the evaluation process to be implemented in April 2009 and to amend the current contract as discussed.

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:

Members of the Board and staff expressed appreciation to retiring Board members John Zaplitny, Heather Morden and Dot Connolly for their valuable contribution to the PRHA Board over the past 6 years, noting that they will be missed greatly.

15. UPCOMING MEETINGS:

- 15.1 Provincial Board Education Session- Winnipeg, April 30 and May 1/08
- 15.2 Next Regular Board Meeting, April 28/08- Swan River.

16. STIPEND AMOUNT FOR MEETINGS:

- Full Day.

17. ADJOURNMENT:

The meeting was adjourned at 5:30 p.m.

MOTION 07 –119

John Zaplitny/Heather Morden

That the meeting be adjourned.

CARRIED

Lynda Mann, Chair

Allan Bradley, Secretary