

## BOARD MEETING SEPTEMBER 29, 2008

SWAN VALLEY HEALTH CENTRE BOARDROOM – SWAN RIVER, MANITOBA

11:00 HOURS

Present: Lynda Mann - Chairperson, John Tichon, Gerald Shewchuk, Barry Chalmers, Paul Overgaard, Rowena Powell, Sharon Basaraba, Pat Delaurier, Mary Hudyma, Robert Hanson, Paul Freed, Beverly Clearsky, Anne Lacquette

Excused:

*Absent:*

*Regrets:* Doreen Stammen

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.

### 2. ADOPTION OF AGENDA:

Additions:

- 13.1 DRHC Update

**MOTION 08-043**

**Mary Hudyma/Gerald Shewchuk**

That the Agenda be adopted as amended.

**CARRIED**

### 3. ADOPTION OF MINUTES:

3.1 Minutes of Regular Meeting August 25, 2008

**MOTION 08-044**

**Paul Overgaard/John Tichon**

That the Minutes of the August 25, 2008 Regular Board meeting be adopted as circulated.

**CARRIED**

3.2 Minutes of In Camera Meeting August 25, 2008

**MOTION 08-045**

**John Tichon/Anne Lacquette**

That the Minutes of the August 25, 2008 In Camera 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 for the August 25, 2008 meeting in Duck Bay.

## 6.2 GP-9 Board Committee Expenses

Paul Overgaard reported that the Committee had reviewed the Directors and CEO expense claims at the Finance Committee meeting and recommended them to the Board for approval.

**MOTION 08-046**

**Paul Overgaard/Barry Chalmers**

That the Board approve the Directors and CEO expense claims.

**CARRIED**

## 6.3 BC-1 Delegation to the CEO

Lynda Mann led the Board through its annual review of the Board-CEO Relationship policy regarding Delegation to the Chief Executive Officer.

Rating: Rating: Full Compliance

## 6.4 BC-2 CEO Job Description

Lynda Mann led the Board through its annual review of the Board-CEO Relationship policy regarding the Job Description of the Chief Executive Officer. Lynda stated the Board Executive Committee had completed a 6-month evaluation of the CEO some time ago and had at that time begun to look at revising the current CEO Evaluation process. It was noted that the Committee would continue to work on the Evaluation process.

Rating: Full Compliance. The policy will be revised to reflect the most current process.

## 7. **PRESENTATIONS:**

### 7.1 Brandon Regional Health Centre Foundation

Lynda Mann welcomed Larry Hogue - Brandon RHA Board Chair along with Harleen McPherson and Val Karton from the Brandon Regional Health Centre Foundation.

Val Karton began by providing background to the Western Manitoba Cancer Care Project stating that a \$20 Million Cancer Treatment Centre will be built in Brandon next to the Brandon Regional Health Centre. The Cancer centre will be the first site outside of Winnipeg to provide radiation therapy services. Some of the benefits of the new centre include:

- Bringing care and support closer to home
- Provide care closer to families and friends
- Provide financial savings (travel costs for clients who would otherwise have travel to Winnipeg).

The Foundation is kicking off a lottery to raise \$50,000 for enhancements at the treatment centre. The delegates provided information on ticket sales and also provided information packages for Board members and PRHA staff to take with them to help promote ticket sales for the lottery.

The construction project is expected to begin later this year, with construction starting in the spring of 2009 and an expected opening date in 2010.

Lynda Mann thanked the delegation for their presentation and wished them every success in their fundraising efforts.

## 8. BOARD EDUCATION:

### 8.1 PRHA Human Resources Plan

Gerry Gattinger, Executive Director Human Resources for the Parkland Regional Health Authority joined the meeting to provide an update on what is happening with Human Resources in the Region, focusing specifically on recruitment and retention issues.

Mr. Gattinger stated that a great deal of effort is being focused on recruitment noting that there is a shortage of health care professionals throughout Canada at this time. He highlighted the current vacancies in our Region stating that all vacancies are currently posted on the PRHA Website ([www.prha.mb.ca](http://www.prha.mb.ca)).

Some of the challenges identified were:

- Aging workforce (retirement numbers increasing)
- Lack of education opportunities (i.e. currently a waiting list for Nursing at University of Manitoba).
- Lack of housing for new recruits in several Parkland Communities.

Some of the positive things occurring include:

- New partnership with the Dauphin Economic Development group to provide increased incentives for new hires at the Dauphin Regional Health Centre.
- Philippine Nurse Recruitment initiative.
- Workplace Wellness initiatives.

The Board thanked Mr. Gattinger for the updated information he provided.

### 8.2 Governance Education Session Report

Rowena Powell provided an overview of the Policy Governance Education Session she had attended in Regina. Rowena noted the 10 principles of Policy Governance identified at the session:

1. Ownership
2. Governance Position
3. Board Holism
4. Ends Policies
5. Board Means Policies
6. Executive Limitations Policies
7. Policy “sizes”
8. Delegation to the Management
9. Any Reasonable Interpretation
10. Monitoring.

It was agreed that additional information from the session would be provided in the next month’s Board package.

Rowena also recommended some Tool Kits identified at the education session that may be useful to this Board including:

- Information on Monitoring
- Board Self Evaluation
- Community Engagement.

The Board expressed interest in the Tool Kits and it was agreed that the information would be ordered for further review. The Program and Planning Committee will review the information on Monitoring

and Self Evaluation and it was suggested that the information on Community Engagement could be considered at the Annual Planning Session of the Board in the New Year.

## 9. ITEMS REQUIRING BOARD APPROVAL:

### 9.1 Annual Report

The Board was presented with the draft Annual Report for 07/08. Members were asked to submit their edits/corrections.

Consensus from the Board members was that this year's version was reader friendly and appreciation was expressed to Blaine Kraushaar for his efforts in redesigning the report.

#### **MOTION 08-047**

**Paul Freed/Mary Hudyma**

That the Board approve the 2007/08 Annual Report.

**CARRIED**

### 9.2 Borrowing Resolutions

Paul Overgaard reported that the Finance/Audit Committee had reviewed the following borrowing resolutions earlier at the Finance Committee meeting and recommended them to the Board for approval.

#### **MOTION 08-048**

**Paul Overgaard/Paul Freed**

That the Board approve increasing the line of credit from \$172,869 to \$187,631.40 for the 2007/08 specialized equipment.

**CARRIED**

#### **MOTION 08-049**

**Paul Overgaard/Anne Lacquette**

That the Board approve establishing a line of credit in the amount of \$714,269.12 for the 2008/09 specialized equipment.

**CARRIED**

### 9.3 Revision to EL-5

Kevin McKnight reported that the Finance Committee had reviewed the draft revision to Executive Limitation –5 (Asset Protection). The proposed change to the policy was:

Delete:

17. Fail to tender for banking services for both capital and operating purposes once in each 3-year period.
18. Fail to tender for financing of capital projects in excess of \$1,000,000.

Add:

17. Fail to tender for banking services for operating and capital purposes once in each 3-year period. The tender will include financing of capital projects in excess of \$1,000,000 during the 3-year period.

#### **MOTION 08-050**

**Paul Overgaard/Rowena Powell**

That the Board revise existing policy EL-5 (Asset Protection) as presented.

**CARRIED**

## **10. MONITORING:**

### 10.1 E-3 Healthy Lifestyle Choices

Brenda Slobozian provided an overview of the information provided in the report. Indicators reported on included:

- Healthy Eating
- Healthy Body Weights
- Physical Activity Levels
- Smoking Rates
- Second Hand Smoke Exposure
- Accidental Injury Rates

### **Rating:**

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

### 10.2 EL-6 Treatment of Clients – Quarterly Patient Safety Report

Deferred.

### 10.3 Board Query Follow Up Report Re Asthma Rates

Mavis Wood provided information to the Board in follow up to their query from an earlier meeting regarding information provided to them about Asthma rates.

## **11. INFORMATION REQUESTED BY THE BOARD:**

### 11.1 Ownership/Stakeholder Communication:

Lynda Mann asked for feedback on today's luncheon meeting with representatives from the Swan River area. Board members acknowledged the school division's active role with regards to healthy eating. Further discussion ensued regarding the Ophthalmology proposal and Handi-Van services.

### 11.2 Finance Committee Report:

Paul Overgaard reported that the Committee had met earlier this morning and noted that:

- The Director's and CEO expense claims were reviewed.
- The Committee reviewed the Capital Projects underway in the Region.
- A number of borrowing resolutions were also discussed and reviewed.
- The Committee reviewed its presentation for the meeting with the MLAs on October 18, 2008.
- The Committee reviewed a proposed revision to EL -5 regarding Asset Protection.
- The Projected Year End Statement of Operations was reviewed based on information to July 31, 2008 and noted that a Year End deficit of \$988, 340 was projected.

The next Finance Committee meeting will take place in Ebb and Flow in October.

### 11.3 Program and Planning Committee Report:

Lynda Mann noted that the Board Education Session would take place on October 31, 2008 in Swan River at the Super 8 Motel. Items being considered for future education sessions include the Region's Green Plan and policy governance.

The next meeting of the Program and Planning Committee will be on October 30, 2008 in Swan River at which time the Committee will review the Board Evaluation Tool.

### 11.4 Community Relations Committee Report:

Gerald Shewchuk reported that the Committee had met on September 19, 2008. Items discussed included the Judge George Award, PRHA Volunteer Awards, Annual General Meeting and the Advisory Council Workshop.

The Nominations for the PRHA Volunteer Awards were put to the Board for final approval.

- (the) Lorne Robak Band - Group
- Ms. Jean Roos - East District
- Ms. Sharon Zilkey - West District
- Dr. Jim Compton - Central District
- Ms. Jessie Jacobson - North District
- Mr. Jason Lounsbury – Youth

**MOTION 08-051**

**Gerald Shewchuk/Sharon Basaraba**

That the Board approved the 2008 PRHA Volunteer Award winners as presented.

**CARRIED**

**11.5 Chair Report:**

Lynda Mann highlighted some of the discussions at that the September Council of Chairs meeting noting that the Minister of Health and the Deputy Minister had attended that meeting.

Lynda also expressed appreciation to all those involved in making the Annual Employee Retirement and Long Service Banquet an enjoyable and memorable evening.

**11.6 Executive Management Committee Report:**

Allan Bradley highlighted some of the items in today's report. He also circulated a letter to the Editor of the Dauphin Herald entitled "PRHA Acknowledges Dauphin Health Care Committee".

**11.7 Minutes of Advisory Councils:**

The draft minutes of the June 23, 2008 Regional Mental Health Advisory Council 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 Letter of Invitation
- 12.3 Board Follow Up Correspondence re Duck Bay Luncheon Meeting
- 12.4 Evidence to Action (E2A) Interviews.

**MOTION 08-052**

**Rowena Powell/Mary Hudyma**

That the meeting convene in camera.

**CARRIED**

**13. IN-CAMERA ITEMS:**

- 13.1 Board Update-Operational Issues

**MOTION 08-053**

**John Tichon/Robert Hanson**

That the meeting re-convene 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:

Deferred due to time constraints.

**15. UPCOMING MEETINGS:**

- 15.1 Board Finance Committee Meeting with MLAs- October 18/08 Dauphin.
- 15.2 October 16/08 Board Advisory Council Workshop --Dauphin.
- 15.3 October 27/08 Regular Board Meeting - Ebb and Flow First Nation Cultural Centre.
- 15.4 October 30/08 AGM - Swan River
- 15.5 October 31/08 Board Education Session - Swan River Super 8 Motel

**16. STIPEND AMOUNT FOR MEETINGS:**

- Full Day for today.

**17. ADJOURNMENT:**

The meeting was adjourned at 4:45 pm.

**MOTION 08 -054**

**Lynda Mann**

That the meeting be adjourned.

**CARRIED**

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Lynda Mann, Chair

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Allan Bradley, Secretary