

BOARD MEETING MARCH 30, 2009

LEGION HALL - BENITO, MANITOBA

11:00 HOURS

Present: Lynda Mann - Chairperson, Gerald Shewchuk, Barry Chalmers, Rowena Powell, Sharon Basaraba, Pat Delaurier, Mary Hudyma, Robert Hanson, Anne Lacquette, Doreen Stammen, Paul Freed, John Tichon, Paul Overgaard, Cheryl Osborne – MB Health Liaison

Excused: Beverly Clearsky

Regrets:

Absent:

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

1. CALL TO ORDER:

Lynda Mann called the Board meeting to order at 11:13 am.

2. ADOPTION OF AGENDA:

Additions:

- 13. 1 Update on DRHC
- 13.3 CEO Performance Appraisal

MOTION 08-191

Paul Overgaard/Anne Lacquette

That the Agenda be adopted as amended.

CARRIED

3. ADOPTION OF MINUTES:

3.1 Minutes of Regular Meeting February 23, 2009

MOTION 08-192

Gerald Shewchuk/Mary Hudyma

That the Minutes of the February 23, 2009 Regular Board meeting be adopted as circulated.

CARRIED

3.2 In Camera Minutes of February 23, 2009

MOTION 08-193

Doreen Stammen/Paul Freed

That the February 23, 2009 In Camera Minutes 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 February 23, 2009 meeting in Dauphin.

6.2 GP-4 Board Job Description

Lynda Mann led the Board through its annual review of GP-4.

Rating: Full compliance.

6.3 GP-5 Chairperson's Job Description

Lynda Mann led the Board through its annual review of GP-5.

Rating: Full compliance.

6.4 GP-6 Board Secretary Role

Lynda Mann led the Board through its annual review of GP-6.

Rating: Full compliance.

6.5 GP-8 Board Committee Structure- Selection of Ad Hoc Committee

Lynda Mann stated that following the Orientation Session, the Ad Hoc Committee would meet to review Board member requests for the Board Committees. Mary Hudyma, Paul Overgaard, Sharon Basaraba and Pat Delaurier agreed to sit on the Ad Hoc Selection Committee.

6.6 GP-9 Board/Committee Expenses

Doreen Stammen 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 08-194

Doreen Stammen/Sharon Basaraba

That the Board approve the Director's and CEO expense claims.

CARRIED

7. PRESENTATIONS:

None.

8. BOARD EDUCATION:

8.1 Role Study

Allan Bradley provided information to Board members on the basis for the Role Study, a definition of what a Role Study is and its application to the Dauphin Regional Health Centre. Information was also provided on the scope of the project and the evaluation criteria for the selection of the consultant to complete this study. Mr. Bradley also outlined the process for the completion of the study.

Board members were provided with an opportunity to ask questions and to further discuss the Role Study.

9. ITEMS REQUIRING BOARD APPROVAL:

9.1. GP-13.2 Leadership and Partnership Terms of Reference

Lynda Mann presented the new governance policy for the Board's review and approval. Lynda noted that the Terms of Reference had been developed by the Leadership and Partnership Committee.

MOTION 08-195

Mary Hudyma/Rowena Powell

That the Board approve GP-13.2 - Leadership and Partnership Terms of Reference.

CARRIED

9.2 Invitation for Board Rep to Attend 36th Annual Manitoba Association of Health Auxiliaries Meeting

Lynda Mann stated that Rowena Powell had been invited to attend the 36th Annual Manitoba Association of Health Auxiliaries meeting in Roblin and was asked bring greetings on behalf of the PRHA Board. The Board approved this request by consensus. A letter will be sent to the Roblin Auxiliary who is hosting the meeting, informing them that Rowena will bring greetings on behalf of the Board.

9.3 Medical Staff Privileges

MOTION 08-196

Doreen Stammen/Pat Delaurier

That the Board approve Medical Staff Privileges (Schedule A) for Dr. Nabil Beshay at the Swan Valley Health Centre.

CARRIED

10. MONITORING:

10.1 E-3 Healthy Lifestyles- Freedom from Communicable Disease

Brenda Slobozian presented the monitoring report to the Board. The indicators reported on were:

- Number of cases (including incidence rates) and contacts for sexually transmitted infections.
- Number of cases (including incidence rates) of notifiable communicable diseases.
- Adult influenza and pneumococcal immunization rates.

Rating: Reasonable Progress

Comments:

- “According to the data, it appears that improvements are being made in this area.”

10.2 EL-6 Treatment of Clients- Patient Safety Report

Deferred.

10.3 EL-10 Emergency Executive Succession

Allan presented this Executive Limitation Policy, which ensures that provisions are in place for emergency executive succession should it be required.

Rating:

Full compliance.

10.4 EL-11 Public Image

Allan presented this Executive Limitation Policy which ensures that the organization’s public image and creditability are not endangered, particularly in ways that would hinder its accomplishment of its mission.

Rating:

Full compliance.

10.5 EL-15 Funded Program Relations

Deferred.

11. INFORMATION REQUESTED BY THE BOARD:

11.1 Ownership/Stakeholder Communication:

Lynda Mann stated that there were no guests in attendance at the luncheon meeting today and noted that Spring Break may have been a factor in this.

11.2 Finance Committee Report:

Doreen Stammen 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.
- The Financial Position was reviewed noting a projected a year end deficit of \$299,829 based on information as of January 31, 2009.
- Review of a Borrowing Resolution for the operating line of credit:

MOTION 08-197

Doreen Stammen/Rowena Powell

Whereas the Governing Board of the Parkland Regional Health Authority deems it necessary to establish a operating line of credit for \$5,340,000 (\$5,300,000 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 \$5,340,000 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, 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; and

Further that the Board approve establishing a line of credit from the Bank of Montreal, 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 .50%, as varied from time to time, for all approved Manitoba Health and Healthy Living capital borrowing projects up to the limit specified by the total of all such projects. Manitoba Health and Healthy Living approval shall be provided by way of letter of comfort.

CARRIED

- Review of the Transfer of Parkland Regional Hospital Laundry Inc. to Parkland Regional Health Authority.

MOTION 08-198

Doreen Stammen/Paul Freed

That the Board authorize the Chair and Chief Executive Officer to accept the transfer of the Parkland Regional Hospital Laundry Inc. to the Parkland Regional Health Authority and to petition the Minister of Health and Healthy Living to approve the transfer.

CARRIED

- Review of Purchase of Building and Property Agreement- Dauphin.

MOTION 08-199

Doreen Stammen/Pat Delaurier

That the Parkland Regional Health Authority purchase the building and property described as Lot 2, Plan 33932, 23 Industrial Road in the City of Dauphin for \$255,000, subject to approval by the Minister of Health and Healthy Living, and utilize Capital Deferred Contributions to fund this purchase.

CARRIED

- Approval of Land Sale- McCreary.

MOTION 08-200

Doreen Stammen/Paul Overgaard

That the Parkland Regional Health Authority approve the sale of the property described as Parcel E, Plan 319, Certificate of Title #2218850 by the McCreary/Alonsa Health Centre to the Village of McCreary for the purpose of constructing a 16-20 unit supportive housing project, subject to approval by the Minister of Health and Healthy Living.

CARRIED

Board members expressed appreciation to Kevin McKnight for the detailed information provided to the Board and for the detailed reporting by Finance Chair, Doreen Stammen.

The next Finance Committee meeting will take place on April 27, 2009 in Grandview.

11.3 Program and Planning Committee Report:

The draft Minutes of the March 16/09 meeting and the updated Sustainability Report were included in today's package.

Rowena Powell stated that the next meeting of the Leadership and Partnership Committee will be on April 6/09 at 10:00 am in Dauphin. The Program and Planning Committee will meet immediately following the Leadership and Partnership Committee meeting.

11.4 Community Relations Committee Report:

The draft Minutes of the March 19/09 Meeting were included in today's package and Gerald Shewchuk reviewed them with the Board.

Brenda Slobozian reviewed the draft Terms of Reference for the revitalized advisory councils which had been developed and were being recommended to the Board by the Community Relations Committee. Discussion ensued. It was agreed that membership be maintained at 15 as per the Provincial Guidelines in the RHA Bylaws.

MOTION 08-201

Gerald Shewchuk/Sharon Basaraba

That the Board approve the revised Terms of Reference for the Advisory Councils.

CARRIED

Blaine Kraushaar reviewed the process/timeline for the advisory council revitalization as per the schematic drawing provided in today's package.

11.5 Executive Committee Report:

The draft Minutes of the March 3/09 Executive Committee were included in today's package. The draft Minutes of March 19/09 were circulated at the Board meeting.

Lynda Mann noted that the date of the Executive Committee meeting with the MLAs has been set for April 28/09 at 7pm.

11.6 Chair Report:

Lynda Mann noted that the Minister of Health and Minister of Healthy Living were in attendance at the last Council of Chairs meeting. Lynda provided a brief overview of their comments at that meeting.

11.7 Executive Management Committee Report:

Allan Bradley highlighted some of the items in today's report.

11.8 Minutes of Advisory Councils:

The draft minutes of the February 18, 2009 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 Dauphin Luncheon Meeting.
- 12.4 Revised Annual Board Calendar.
- 12.5 Letter to Editor Swan River.
- 12.6 Healthy Together Now.
- 12.7 Letter to Minister Re McCreary Transfer.

MOTION 08-202

Mary Hudyma/Sharon Basaraba

That the meeting convene in camera.

CARRIED

13. IN-CAMERA ITEMS:

- 13.1 Update on DRHC
- 13.2 Annual CEO Performance Appraisal

MOTION 08-203

John Tichon/Pat Delaurier

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:

At today's meeting, PRHA Staff and continuing Board members reflected on the contributions of Lynda Mann, Barry Chalmers and Anne Lacquette. Comments of gratitude and appreciation for Lynda, Barry and Anne for their commitment to the PRHA during their terms on the Board were shared. All noted that they will be greatly missed and they were each wished continued success in their future endeavors.

Outgoing members also conveyed their appreciation to staff and the Board for the support they had received over the past few years.

Round Table Comments included:

- “Good meeting. Too bad there weren’t any community representatives at the luncheon meeting. All the best to outgoing Board members.”
- “Thank you to all who worked on the Advisory Council revitalization.”
- “Appreciate the contributions of Board members and Chairperson.”
- “Thank you to all outgoing Board members.”
- “Pleased to see Advisory Council redevelopment.”
- “Thank you to the Chair for your ability to handle difficult situations and your meticulous attention to detail.”
- “Thank you to Barry for being so adamant about the financial situation.”
- “Thank you to Anne for her positive influence regarding aboriginal issues.”
- “It has been a pleasure working with all outgoing Board members.”
- “I have learned a lot working with this Board.”
- “Thank you to Lynda for clarity and dedication.”
- “Congratulations to Kevin on his vision and efforts regarding regionalization.”
- “Thank you for a Board that speaks with one voice and provides support to the CEO and Executive.”
- “Appreciate the Liaison’s role and wish her continued success.”

15. UPCOMING MEETINGS:

- 15.1 Leadership and Partnership Committee Meeting – April 6/09 at 10:00 am in Dauphin.
- 15.2 Next Regular Board Meeting, April 27, 2009 Grandview
- 15.3 Board Orientation Session – Tentative Date: May 8 & 9th/09. (April 17th and 18th cancelled due to delayed Board Appointments).

16. STIPEND AMOUNT FOR MEETINGS:

- Full Day for today.

**17. ADJOURNMENT:
MOTION 08 –204**

John Tichon

That the meeting be adjourned.
Carried.

Mary Hudyma, Chairperson

Allan Bradley, Secretary