

MINUTES

Regular Meeting of the Board of Directors of the Parkland Regional Health Authority was held at the Birch River School in Birch River, Manitoba on Monday, August 29, 2011.

Present: Mary Hudyma, Chair Charles Morden Monica Black
John Tichon Pat Delaurier Harry Showdra
Gerald Shewchuk Anne Laquette Robert Hanson
Rowena Powell Alex Grimaldi Paul Overgaard
Andrew Maxwell

Guests: Cheryl Osborne,
Liaison, MB Health

Staff: Kevin McKnight Duc Le Mavis Wood
Tracie Orisko (Recorder) Blaine Kraushaar

Regrets: Sharon Basaraba

Excused:

1. CALL TO ORDER

Mary Hudyma, Board Chair, called the meeting to order at 11:00am

2. ADOPTION OF AGENDA

MOTION 11-037 Hanson/Black
That the Agenda be adopted as presented.

CARRIED

9.1 Annual Report 2010-2011
13.1 September 15, 2011 – Annual Staff Recognition
13.3 September 27th – Board Education Day - Dauphin
15.5 CEO Performance Appraisal

3. MINUTES

3.1 Adoption – Regular Meeting June 20, 2011

MOTION 11-038 Showdra/Delaurier
That the Minutes of the June 20, 2011 Regular Board meeting be adopted as presented with the following changes:

- Adele Soucey should be “Soucy”
Judge J.M. George (page 6)
- Provincial Healthcare Leadership Forum should be October 26

CARRIED

3.2 Business Arising From Minutes

None

4. FOR REVIEW

4.1 Judge J.M. George Award

MOTION 11-039: Powell/Tichon

That PRHA nominate Merv Toderin for the Judge J.M. George Award.

CARRIED

5. ITEMS FOR DECISION

None

6. GOVERNANCE PROCESS

The board reviewed the following Governance Process Policies as part of its annual monitoring:

6.1 GP-3 Governance Style (monthly)

The Board reviewed the evaluation summary for the June 20, 2011 meeting.

6.2 GP-9 Board Committee Expenses

Finance Chair Harry Showdra reported that the Committee had reviewed the Directors and CEO expense claims for the month of August at the Finance Committee meeting and provided a recommendation for approval.

MOTION 11-040 Showdra/Tichon

That the Board approve the Director's and CEO expense claims for the months of August.

CARRIED

6.3 GP- 13 Board Linkage to Community

The Chair reviewed GP-13 Board Linkage to Community with the Board.

Rating: Reasonable Progress

*Note: More regular review of the Community Health Assessment throughout the year will keep the board informed about the needs of each district.

6.4 GP-14 Board Linkage With Other Organizations

The Chair reviewed GP-14 Board Linkage With Other Organizations with the Board.

Rating: Reasonable Progress

*Note: Other staff representing the board at other Provincial Tables and could be referenced here (ie: CFO, CIO, HPSEN etc. under #2

7. PRESENTATIONS

None

8. Board Education:

8.1 Ethics

The CEO noted that board members Monica Black and Anne Laquette attended the Level 1 Health Ethics Course. The members indicated that the session was educational and very interesting. The session included group breakout sessions where case studies were reviewed.

The board reviewed the Process for Ethical Decision Making. The CEO noted that the Regional Ethics Committee does not make a final decision; it helps to guide the PRHA through an Ethical Decision Process as necessary. Also it was noted that even when an Ethicist is called in by the Committee for assistance, it is not the Ethicist’s job to make the decision, but rather to guide the process and help the PRHA to make the decision.

Ethics will be an agenda topic two times each year for review beginning with the coming fiscal year.

9. ITEMS REQUIRING BOARD APPROVAL

9.1 Annual Report

The report was distributed to the members and reviewed.

MOTION 11-041: Showdra/Grimaldi
 That the board approve the 2010/2011 Annual Report as presented.
CARRIED

10. MONITORING

The board received and reviewed a status update for progress on the following Executive Limitations as part of its annual monitoring:

	Executive Limitations	Rating
10.1	<u>EL17 Staff Credentials & Licensing</u> The Board reviewed the Executive Limitation.	Full Compliance
10.2	<u>EL18 – Client Centeredness</u> Deferred	_____

The board received and reviewed a status update for progress on the following Ends Policies as part of its annual monitoring:

	Ends Policy	Rating:
10.3	<u>E5-2 Effective and Appropriate Care</u> The Board reviewed the Ends Policy *The RHA needs to measure the success programs such as the Diabetes Education Program? *attracting and retaining staff is a challenge which causes difficulties in all service areas.	Reasonable Progress

The board received and reviewed a status update for process on the following Board-CEO Relationship Policies as part of its annual monitoring:

	BC Policy	Rating:
10.4	<u>BC-1 Delegation to the CEO</u> The board reviewed the BC Policy.	Full Compliance
10.5	<u>BC-2 CEO Job Description</u> The board reviewed the BC Policy.	Full Compliance

11. INFORMATION REQUESTED BY THE BOARD

11.1 Finance Committee Report

The Acting Committee Chair provided a verbal report on the following:

- Financial Projection for the year ending March 31, 2012
- Approved Safety and Security Projects
- Capital Project Status Report

MOTION 11-042: Showdra/Hanson

That a risk management component be included as a regular part of board meeting to provide evidence for the accreditation process.

CARRIED

The next Finance Committee meeting will take place on September 26, 2011 at 10:00 am in Crane River.

11.2 Program and Planning Committee Report

The Committee Chair provided a verbal report on the following:

- Maria Capozzi is invited to attend Dauphin on September 27th in Dauphin.

11.3 Community Relations Committee Report

The Committee Chair provided a written report. The board received the report and it is attached to the minutes.

MOTION 11-043 Shewchuk/Grimaldi

That the following people get awards:

North District-	Maxine Zamzow and Joan Nemetchek- Swan River
East District-	Simone Worrall- Ste. Rose
West District-	Dale Yeo- Roblin
Central District-	Barb Durston Dauphin and Loretta Fleming Winnipegosis
Group Award-	Swan Valley Food Bank

CARRIED

11.4 Chair Report

The Chair provided a written report on the following:

- August 17th cheque presentation to the Almost New Store
- No September Council of Chairs meeting; rescheduled to October.
- RHAM AGM in October

The board received the report and it is attached to the minutes.

MOTION 11-044: Grimaldi/Delaurier

THAT Rowena be the voting member at the RHAM AGM in October.

CARRIED

11.5 Executive Committee Report

The Chair provided a verbal report on the following:

- Met August 10 for CEO Performance Appraisal.

11.6 REGIONAL MEDICAL ADVISORY COMMITTEE

The board co-liaison provided a verbal report on the following:

- Meeting on June 23rd.
- Paul Penner, DSM, attended by teleconference.

11.7 Executive Management Committee Report

The CEO provided a written report which was circulated to all members prior to the meeting on the following topics:

- Organization Re-Design
- Financial Position
- Dauphin Functional Study
- Physician Resources
- Capital Approvals
- Dental Surgery
- Cataract Surgery
- Dauphin Waste Collection
- McCreary/Winnipegosis Community Meetings
- Organization Logo
- Greivance Status
- Suspensions
- Primary Health Care Bus

- Grandview Public Meeting September 8th regarding physician challenges
- Respiratory outbreak at Swan Valley PCH

MOTION 11-045 Grimaldi/Powell

That the PRHA send a letter to the City of Dauphin to request an extension of one year on the cancellation of Waste Disposal Services.

CARRIED

12. SELF EVALUATION

12.1 Monthly Evaluation Form

Board members were reminded to fill out and submit the monthly evaluation form.

12.2 Round Table

MOTION 11-046 Showra/Powell

That John Tichon be excused from the September 26, 2011 board meeting.

CARRIED

Board members provided comments on board related items.

13. UPCOMING MEETINGS

13.1 September 15, 2011 – Annual Staff Banquet - Roblin

13.2 September 26, 2011 – Regular Board Meeting – Crane River

13.3 September 27, 2011 – Board Education Day - Dauphin

13.4 October 25, 2011- Rural & Northern Healthcare Day – Winnipeg

13.5 October 26, 2011 - Provincial Health Leadership Forum - Winnipeg

14. STIPEND AMOUNT FOR MEETINGS

Full day today and full day tomorrow

Executive Meeting – 3 hours

CRC – 1 hour

15. IN-CAMERA ITEMS

MOTION 11-047 Delaurier/Hanson

That the meeting resolve into Committee of the Whole In-Camera with Board Members present.

CARRIED

15.1 In-Camera Minutes June 20, 2011

15.2 Organization Re-Design

15.3 CI Learning Summaries

15.4 Health Plan New Initiatives

15.5 CEO Performance Appraisal

MOTION 11-048 Laquette/Grimaldi

That the meeting rise from Committee of the Whole In-Camera.

CARRIED

MOTION 11-049 Laquette/Grimaldi

That the In-Camera minutes of the June 20, 2011 meeting be adopted as amended.

CARRIED

16. ADJOURNMENT

MOTION 11-050 Black/Hanson

That the meeting be adjourned at 4:05pm

CARRIED

Mary Hudyma, Chairperson

Kevin McKnight, Secretary

Community Relations Committee

Meeting of August 12, 2011

DRAFT Minutes

Present: Sharon, Pat, Gerald, Mary, Andy, Blaine, Maggie C.

Regrets:

New Business-

3.1- Annual Report-

Blaine provided an update regarding the compilation and development of the 2010/2011 Annual Report. The Annual Report would once again feature much of the same reporting areas most which are mandated through Manitoba Health and Healthy Living. The Report was 40 pages long and final edits are being done through Senior Leadership and Executive Management. The draft report was also sent to all Board members with a deadline date for comments of August 18th.

Barring any printing and production snags, the Report will be ready for the Annual General Meeting in Swan River on August 29th.

3.1. 2 Annual General Meeting

Blaine provided an update regarding the agenda for this year's AGM in Swan River (at the high school). The format will be similar to last year. Mary and Kevin will do front end presentations to recap the year. Duc will present the financial statements. Blaine and Mary will go through the Volunteer Awards. In terms of highlighting successful programs or initiatives during the presentation itself, the Community Relations Committee went through a list of suggestions and felt it may be most appropriate to speak about the Aboriginal HR Office/Program based out of Swan River as well as an update on the Insight Mentoring Program. The Committee felt a presentation length of around 10 minutes would be appropriate. Blaine will discuss with Executive Team and work into the final slide show presentation.

3.1. 2 Advisory Councils

Maggie Campbell, Director of Program and Planning, joined the meeting to provide an update on Advisory Council reports and next steps. Draft reports from the assigned topic: *Develop an Integrated Sustainable Network of Hospitals and Health Services (Barriers, Opportunities)*, would soon be sent to the two Council Chairs for their review. Advisory Councils would reconvene in the fall (October 19th suggested) and go through final report. The Report would be delivered to the Board after that.

Discussion ensued on next steps, membership, and future processes. The CRC will be reviewing the Terms of Reference for Advisory Councils at an upcoming meeting. A key focus will be on membership selection and terms, as well as a review of the "Advisory Council Process visual document".

Blaine will draft a letter that goes to all Advisory Council members, advising of the Fall Meeting (October 19th). The letter will also inquire as to whether the member wishes to continue sitting on the Council. Once confirmations are received, the CRC will undertake another review of the membership.

3.1. 3 Volunteer Service Awards-

Committee members were provided with a run down of all nominations received for this year's Volunteer Service Awards. There were eight received in total, including three for the Group award. Following discussion, the CRC recommends the following to the Board for this year's awards.

North District-	Maxine Zamzow and Joan Nemetchek- Swan River
East District-	Simone Worrall- Ste. Rose
West District-	Dale Yeo- Roblin
Central District-	Barb Durston Dauphin and Loretta Fleming Winnipegosis
Group Award-	Swan Valley Food Bank

Blaine is working on plaques, certificates and confirmation with recipients.
It was agreed that due to timing and other factors, a supper with recipients would not occur this year.

3.1. 4 Next meeting

The next meeting of the Community Relations Committee would be in September and established at a later date.