

# MINUTES

Regular Meeting of the Board of Directors of the Parkland Regional Health Authority was held at the Ste. Rose Catholic Parish Hall in Ste. Rose du Lac, Manitoba on Monday, March 28, 2011.

Present: Mary Hudyma, Chair Sharon Basaraba Monica Black  
John Tichon Pat Delaurier Harry Showdra  
Gerald Shewchuk Anne Laquette Robert Hanson  
Alex Grimaldi Paul Overgaard

Guests: Cheryl Osborne,  
Liaison, MB Health

Staff: Kevin McKnight Duc Le Mavis Wood  
Excused: Rowena Powell Blaine Kraushaar (Recorder)

Absent: Bev Clearsky

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## 1. CALL TO ORDER

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

## 2. ADOPTION OF AGENDA

The Board Chair asked to add the following items to the agenda:

- 16.2 Accreditation Report
- 16.3 Critical Incident Report
- 16.4 Roblin Health Centre
- 16.5 DRHC Master Plan.

**MOTION 10-189 Tichon/Delaurier**  
That the Agenda be adopted as amended.

**CARRIED**

## 3. MINUTES

### 3.1 Adoption – Regular Meeting February 28, 2011

**MOTION 10-190 Shewchuk/Basaraba**

That the Minutes of the February 28, 2011 Regular Board meeting be adopted with the following changes:  
-Note that Paul Overgaard gave the Finance Committee Report.  
-Note that under Advisory Council Membership on Page 3, there was a typo with the word “mental”.

**CARRIED**

### 3.2 Business Arising From Minutes

#### 3.2.1 Update on Ethelbert EMS

Mavis Wood, VP Facilities indicated that a meeting with stakeholders like the RM and Village of Ethelbert was planned in the near future. The Director of Emergency Medical Services would be providing an update on the status of (ambulance) services for the Ethelbert area.

#### 3.2.2 PRHA Smoke Free Grounds

Discussion ensued on the Region's Smoke Free Policy Implementation Framework (dated March 24, 2011). The Region's Workplace Wellness Committee has begun an approach to implementation on the Board's approval (on January 31, 2011) of a Smoke Free Grounds initiative. The proposed timelines, approved by the Region's Executive Management Committee, are as follows:

- A budget will be presented to the Board with the intent of submitting the initiative within the PRHA Health Plan (2011-2012).
- All work sites within the PRHA will have smoke free grounds by April 1, 2012.
- Affiliate organizations will be requested to develop site specific smoke-free grounds plans for implementation by April 1, 2012.

After further discussion regarding the timelines involved, and challenges associated with some of the framework (i.e. Home Care Services), the Board introduced the following motion.

#### **MOTION 10-191 Grimaldi/Showdra**

That the PRHA Board endorse the PRHA's Smoke Free Policy Implementation Framework, dated March 24, 2011.

**CARRIED**

## 5. ITEMS FOR DECISION

E-1 Vision and Mission.

Adds updated statement of "person-centered" to the mission.

#### **MOTION 10-192 Overgaard/Delaurier**

That the Board approve of the revisions to E-1 Board Vision and Mission.

**CARRIED**

## 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 February 28, 2011 meeting.

### 6.2 GP-9 Board Committee Expenses

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

#### **MOTION 10-193 Overgaard/Tichon**

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

**CARRIED**

### 6.3 GP- 4 Board Job Descriptions

The Chair reviewed GP-4 Board Job Descriptions with the Board.

**Rating: Reasonable Progress**

\* More work to do.

### 6.4 GP-5 Chairperson Job Description

The Chair reviewed GP-5 Chairperson Job Description with the Board.

**Rating: Reasonable Progress**

### 6.5 GP 8 Board Committee Structure

The Chair reviewed GP-8 Board Committee Structure with the Board.

**Rating: Full Compliance**

## **7. PRESENTATIONS**

None

## **8. Board Education:**

### **8.1 Aboriginal Human Resources Initiative**

Shawn Charlebois, PRHA Aboriginal HR Coordinator, provided a presentation on the Aboriginal Human Resources Initiative. The main objectives of the initiative are.

1. To increase the percentage of self-reported First Nation and Métis employees at all levels of the organization to be representative of the Parkland population over time;
2. To create a welcoming and supportive workplace environment where First Nations and Métis employees can develop and prosper;
3. To provide improved services to First Nation and Métis people through a workforce that demonstrates cultural awareness and responsiveness and through increased representation of Parkland's First Nation and Métis population;
4. Development of an Advisory Council; and a
5. Balanced budget.

The presentation also highlighted information on the Region's self-identification survey, statistics on office visits, the Aboriginal-based cultural sensitivity workshops, the proposed membership structure of the Aboriginal HR Advisory Council and future program goals.

Board members were very pleased with the progress of the initiative in such a short time-frame. They were especially pleased with the partnerships that have been forged and the willingness of stakeholder groups to participate and contribute to current and future program goals.

### 9.1 Medical Credentialing

There was no medical credentialing to be approved at this meeting.

## 10. MONITORING

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

|             | <b>Executive Limitations</b>   |                           |
|-------------|--|---------------------------|
| <b>10.1</b> | <u>EL6 Treatment of Clients – Patient Safety Report (Near Misses)</u><br><br>The Board reviewed the Patient Safety Report.                   | <b>No Rating</b>          |
| <b>10.2</b> | <u>EL10 – Executive Succession</u><br><br>The Board reviewed the Executive Limitation.   | <b>Full Compliance</b>    |
| <b>10.3</b> | <u>EL11 – Public Image</u><br><br>The Board reviewed the Executive Limitation.<br><br>* Always ongoing work in public image & communications | <b>Partial Compliance</b> |
| <b>10.4</b> | <u>EL 15 – Funded Program Relations</u><br><br>The board reviewed the Executive Limitation.  | <b>Full Compliance</b>    |

## 11. INFORMATION REQUESTED BY THE BOARD

### 11.1 Finance Committee Report

Committee Chair Paul Overgaard provided a verbal report on the following:

- Financial Projection for the year ending March 31, 2011
- Various Parkland Capital Projects

Further discussion took place regarding the specific capital project on 25 Industrial Road in Dauphin. The Board passed an original motion dealing with the project which specified proceeding subject to approval from MB Health. The ministerial approval letter provided further clarification.

#### **MOTION 10-194                      Overgaard/Grimaldi**

In compliance with the MB Health Letter of June 2010, that the PRHA's purchase of the building and property described as '25 Industrial Road' in the City of Dauphin be sourced from funds other than a Manitoba Health provision.

#### **CARRIED**

The next Finance Committee meeting will take place on April 26, 2011 at 9:30 am in Tootinaowaziibeeng First Nation.

### 11.2 Program and Planning Committee Report

The Board Chair provided a verbal report on the following:

- A list of possible education topics was reviewed.
- A Board Education Day is planned for August 30<sup>th</sup>.

- Orientation for new Board members is tentatively set for April 29/30<sup>th</sup>.

### 11.3 Community Relations Committee Report

Committee Chair Sharon Basaraba provided a verbal report on the following:

- **Advisory Councils-** Two of the four meetings for the year have already taken place. Each Council is to meet again in April. Regular attendance by Council members continues to be a challenge.
- **CRC Terms of Reference-** A brief review of the Committee's Terms of Reference took place. There is a sense that the Board's overall Committee structure be reviewed soon in anticipation of a new Committee being proposed (Patient/Quality Safety).
- **Community Consultation meetings-** A plan was proposed to begin the Board's Community Consultation meetings by district. The first meeting is in April in Tootinaowaziibeeng First Nation. A brief presentation will highlight the meetings followed by an informal question and answer period.

### 11.4 Chair Report

The Chair provided a written report on the following:

- New Chairs were elected for Council of Chairs at the March 10<sup>th</sup> meeting.
- Provincial documents for Board Orientation are being developed.
- A presentation on Quality/Patient Safety took place in Winnipeg.
- A Quality and Patient Safety Committee of the Board is recommended.
- Please review Board Committee structure prior to next meeting. Further discussion is needed.
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The board received the report and it is attached to the minutes.

### 11.5 Executive Committee Report

No meeting so report deferred.

### 11.6 Regional Medical Advisory Committee

No meeting so report deferred.

### 11.7 Executive Management Committee Report

CEO Kevin McKnight provided a written report on the following topics:

- Organization redesign was proceeding. Risk action plans are continuing as part of change management process.
- Recruitment for VP Medical position continues. Further options are being explored.
- Estimated deficit position for the year (2010/2011) is estimated at around \$2.28 million.
- Accreditation focused visit occurred March 24/25<sup>th</sup>.
- Pursuing Excellence Training for quality improvement techniques took place March 22-23.
- Approvals have been received for job descriptions for two Physician Assistant positions in the Region.

## 12. **INFORMATION**

The Chair referred to the "Nice" to Know Items/Information Requested by the Board.

### 12.1 Media Clippings

All board members were emailed information throughout the month.

## 13. **SELF EVALUATION**

### 13.1 Monthly Evaluation Form

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

**13.2** Round Table

Board members provided comments on board related items.

**MOTION 10-195** **Basaraba/Hanson**

That Harry Showdra be excused from the April 26, 2011 Board Meeting in Tootinaowaziibeeng.

**CARRIED**

**14. UPCOMING MEETINGS**

**14.1** April 26, 2011 – Regular Board Meeting – Tootinaowaziibeeng First Nation

**14.2** April 29/30 (tentative dates) - Regional Board Orientation - Dauphin

**15. STIPEND AMOUNT FOR MEETINGS**

Today's meeting - Full Day.

**16. IN-CAMERA ITEMS**

**MOTION 10-196** **Hanson/Tichon**

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

**CARRIED**

**16.1** Organization Re-Design

**16.2** Accreditation Report

**16.3** Critical Incident Report

**16.4** Roblin Health Centre

**16.5** DRHC Master Plan

**MOTION 10-197** **Overgaard/Basaraba**

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

**CARRIED**

**MOTION 10-198** **Grimaldi/Showdra**

That the board reply to the complainant as per the draft letter provided.

**CARRIED**

**15. ADJOURNMENT**

**MOTION 10-199** **Basaraba/Laquette**

That the meeting be adjourned at 3:45 p.m.

**CARRIED**

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Mary Hudyma, Chairperson

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Kevin McKnight, Secretary

Chair Report  
March 28, 2011

The Board received a letter of appreciation from St. Paul's Home for our visit and tour at our February meeting.

At the March 10 Council of Chairs meeting, Jim Rodger of Interlake RHA was elected Chair and Margaret MacDonald of the Brandon RHA was elected vice-chair and representative to CHA. It was announced that documents for board orientation would be sent to all RHAs, but there is still hope for a provincial orientation.

The March 10-11 conference on Governance for Quality and Patient Safety was attended by six board members, Kevin, Mavis and Maggie. It was intensive training, with the expectation that Boards will take definite steps to be more directly involved in monitoring quality and patient safety. Board chairs will be contacted in six months to see what changes have been made. This is also an expectation of Accreditation Canada. One suggestion is to have a Quality and Patient Safety Committee of the board. Please review our board committees and their mandates so that we can have a discussion on our Board committee structure and any suggested changes either at our April meeting or at our orientation for new Board members. The Minister has said that Board appointments should be made by April 1.

Kevin, Tracie and I drove to Swan River March 18 for the announcement on cataract surgery. Harry, Monica and Robert were also in attendance. The soft foldable lens will also be available when surgery begins in Swan River. We welcome the addition of this service to the PRHA.

Respectfully submitted,



Mary Hudyma