



# North Eastman Health Association Inc.

## *Association de santé du Nord-Est inc.*

**Board of Directors Meeting – MINUTES**  
**Meeting Number 01.2009.01.12**  
**NEHA Corporate Office – Board Room**  
**January 12<sup>th</sup>, 2009**

**Board Members Present:** T. Conroy (A/Chair), F. Barker, D. Boznianin, R. Carmichael, S. Day, O. Johnston, K. Kost, D. MacDonald, V. Mathews, B. Sabanski, H. Slaby, F. Thompson

**Regrets:** D. Franklin, B. Kramble, M. Mills

**Staff present:** Jim Hayes, Chief Executive Officer  
Judy Coleman, VP - Programs & Services  
Donna DeMarco, VP - Finance & Support Services  
Bonnie Frith, VP - Quality & Organizational Development

**Recorder:** Gisele Wilson, Executive Assistant – CEO

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### **1. Call to Order and Adoption of Agenda**

T. Conroy called the meeting to order at 4:00 p.m. The agenda was adopted with the following additions:

- 4.1 Leave of Absence (T. Conroy)
- 4.2 Winnipeg River Recreation District (V. Mathews)
- 4.3 Telehealth Presentation (B. Sabanski)

**Motion by H. Slaby, seconded by B. Carmichael.**

**BE IT RESOLVED THAT:**

**The agenda be adopted as amended.**

**MOTION CARRIED: 01.2009.1.0**

### **2. Presentation**

- Overview of Qmentum Process

J. Hayes noted that B. Frith has led North Eastman Health Association through the Accreditation Process since 2000 and has been invaluable. We are in very good hands. B. Frith noted that our Accreditation Survey week will be from June 7<sup>th</sup> to June 12<sup>th</sup>, 2009. Bonnie reviewed the Qmentum Accreditation Process with the Board. This year, the Board of Directors is required to conduct their own self-assessment. In the past, governance was combined with leadership.

B. Frith noted that the Board of Directors should review the 2006 Leadership & Partnership self-assessment (as a base-line of information) and the 2009 Governance Standards. These two documents are included in the handout received tonight. The Board should make notes as to their opinion on strengths and areas for improvement and come prepared for discussion on Saturday, January 24<sup>th</sup>, 2009.

B. Frith also noted that the two Survey Instruments and the Self Assessment tool will be completed on hard copy and not on-line as previously stated. It is hoped that these can be completed on Saturday. Once completed, G. Wilson will enter into the system.

Specifics for Saturday meeting:

Saturday, January 24<sup>th</sup>, 2009  
9:00 to 4:00  
Corporate Office  
Lunch provided

Regrets received from Karen Kost, Margaret Mills, and Boyd Kramble.

The A/Chair called a supper break at 5:35 p.m. / The meeting reconvened at 6:02 p.m.

At this time the A/Chair requested that the Board meeting move "in-camera" to discuss the letter to Board Chairs from Arlene Wilgosh received this afternoon.

**Motion by H. Slaby, seconded by B. Carmichael.**

**BE IT RESOLVED THAT:**

**The meeting move "in-camera" at 6:03 p.m.**

**MOTION CARRIED: 01.2009.2.0A**

**Motion by K. Kost, seconded by B. Sabanski.**

**BE IT RESOLVED THAT:**

**The meeting move "out-of-camera" at 6:36 p.m.**

**MOTION CARRIED: 01.2009.2.0B**

### **3. Adoption of Minutes**

The minutes of the December 8<sup>th</sup>, 2008 meeting were reviewed and adopted as circulated.

**Motion by S. Day, seconded by B. Carmichael.**

**BE IT RESOLVED THAT:**

**The minutes of the December 8<sup>th</sup>, 2008 meeting be adopted as circulated.**

**MOTION CARRIED: 01.2009.3.0**

### **4. New Business**

#### **4.1 Leave of Absence**

T. Conroy noted that M. Mills has sent regrets for this meeting and the next meeting and would like to request a leave of absence for medical reasons from February 8<sup>th</sup>, 2009 to March 11<sup>th</sup>, 2009.

V. Mathews is also requesting a leave of absence from January 31<sup>st</sup>, 2009 to March 15<sup>th</sup>, 2009 inclusive.

**Motion by F. Thompson, seconded by H. Slaby.**

**BE IT RESOLVED THAT:**

**The NEHA Board of Directors hereby grant Margaret Mills a leave of absence for medical reasons from February 8<sup>th</sup>, 2009 to March 11<sup>th</sup>, 2009.**

**MOTION CARRIED: 01.2009.4.1A**

**Motion by K. Kost, seconded by D. MacDonald.**

**BE IT RESOLVED THAT:**

**The NEHA Board of Directors hereby grant Virginia Mathews a leave of absence from January 31<sup>st</sup>, 2009 to March 15<sup>th</sup>, 2009 inclusive.**

**MOTION CARRIED: 01.2009.4.1B**

## 4.2 Winnipeg River Recreation District

V. Mathews noted that the Winnipeg River Recreation District sent out a pamphlet and she noticed that on the back, it lists Caroline McIntosh, NEHA as member at large. She noted that Board Policy GP. 20 states that Board approval is required to represent North Eastman Health Association. J. Coleman noted that the Wellness Facilitators participate on community wellness boards, etc. and this is part of their job. We have many staff members who participate on community boards/committees as part of their job and to build community partnerships. Discussion ensued. It was agreed that Senior Management would review GP. 20 as it relates to maintaining community partnerships and draw a distinction between sharing expertise and representing North Eastman Health Association. This issue will be added to the next Board Agenda.

## 4.3 Telehealth Presentation

B. Sabanski noted that the December 10<sup>th</sup> Telehealth presentation at the Pinawa Hospital was very good. There were 14 community members in attendance. Everyone was very impressed with the equipment. B. Carmichael was also in attendance and he concurred.

## 5. Board Governance

### 5.1 Chair's Report

T. Conroy noted that a copy of the WRHA Board Governance Report is included in the Board package for the Board's information.

The minutes from the December 11<sup>th</sup>, 2008 Council of Chairs meeting are also included in the Board package for information.

### 5.2 Finance, Capital Planning & Audit Committee

F. Thompson reported that the Minutes from the November 10<sup>th</sup>, 2008 meeting are included in the Board package for information.

The Finance, Capital Planning & Audit Committee met earlier today and reviewed the October 31<sup>st</sup>, 2008 and November 30<sup>th</sup>, 2008 Financial Statements. With respect to the 2008/09 Small Projects – EMS Computer Mapping Upgrade, the Committee is recommending that the Board of Directors authorize the borrowing of \$76,258 for this project as per Manitoba Health's letter.

**Motion by H. Slaby, seconded by V. Mathews.**

**BE IT RESOLVED THAT:**

**The NEHA Board of Directors authorizes the borrowing of \$76,258 for the Small Projects Fund – EMS Computer Mapping Upgrade, as indicated in the December 17<sup>th</sup>, 2008 attached letter(s) from Manitoba Health, the principal and interest payments will be fully funded by Manitoba Health.**

**MOTION CARRIED: 01.2009.5.2**

### 5.3 Policy Committee

V. Mathews reported that the November 24<sup>th</sup>, 2008 Policy Committee minutes are included in the Board package for information. Also included in the package is a Draft copy of the Board Policy Manual. D. Boznianin would like the Board to go through the manual and bring any corrections/ suggestions to the next Board meeting for discussion and resolution. The Preamble page briefly covers what changes have been made and further recommendations.

The Policy Committee is looking to have the Board Policy Manual approved in its entirety effective (with a new date) and therefore it would replace the old manual dated March 2006. The Committee is also giving 28 days notice of intent for Board approval.

Because Board members would be going through the Draft Board Policy Manual on their own time, should they be compensated for their time? It was also suggested that perhaps Board members individually decide whether they would like to bill extra time. Discussion ensued. It was agreed that the Board would wait until the next meeting and have further discussion regarding time spent on the Draft Policy Manual.

## **6. CEO / Operational Items**

### **6.1 CEO Report**

NEHA Annual Report 2007/2008: A final copy of our Annual Report is included for information in the Board package. J. Hayes expressed appreciation to Bonnie Frith and Gisele Wilson in particular for the preparation of this fine document.

A question was posed asking where Dr. Pettinger and Dr. Zeiler are taking their colonoscopy training. J. Hayes responded saying that the training is predominantly done at the Selkirk General Hospital.

D. Boznianin stated that she has received a few complaints saying that the Doctors in Lac du Bonnet including Dr. Kadirsahib are not taking on new patients. J. Hayes will follow up.

### **6.2 VP - Programs & Services Report**

Long Term Care – Manitoba Health Standards Reviews: J. Coleman report that we have received the final reports regarding the LTC Standards review conducted in October. In follow up to the reports, an action plan is to be prepared and submitted within 50 days. In summary, the reports reflect the excellent care that is provided in our five PCHs.

Supportive Housing Initiatives: We continue to meet with Manitoba Health and Healthy Living (MHHL) and Manitoba Housing Renewal Corporation (MHRC) regarding the two projects that are approved for our Region. A location has been identified in Dugald for the Springfield project and we are waiting to hear back from MHRC in regards to next steps. The community group in Pinawa is also continuing to meet with MHRC regarding their project.

Acute Care continues to be very busy at all three sites. Staffing challenges continue due to sick calls and some vacancies. We are actively working with two nurses from India who have applied to work for us and we have issued them job offers pending registration in Manitoba. There are several other new graduates that we have sponsored on a return of service agreement that will be starting work with us throughout 2009.

French Language Services: NEHA is a designated FLS Region. J. Coleman noted that we created a position that combines Wellness Facilitator with French Language Coordinator. We are pleased to report that we have hired a candidate. She will begin part time next week and then in February will become a full-time employee.

### **6.3 VP - Finance & Support Services Report**

D. DeMarco noted that further to her last report to the Board regarding Manitoba Health's Personal Care Home Appeal Board membership, the following is further information as requested.

How does one become on the panel board? Any member of the public interested in being on various boards can put their name forward. The Lieutenant Governor's office appoints the individual to go on the board, but it is usually on recommendation from the Minister of Health.

What are their skill sets? A variety of skill sets but it is typically one with an accounting background or healthcare background, i.e. nurses or people who work or have worked in the home care field.

## **7. Financial Statements**

D. DeMarco reviewed the Financial Statements ending October 31<sup>st</sup>, 2008 and November 30<sup>th</sup>, 2008 Financial Statements. At this time we are projecting a balanced budget.

## **8. Correspondence**

- Annual Calendar of Presentations to the Board of Directors – 2009/10  
For the Board's information.
- 2009 January and February Board Calendar  
The Board was reminded that they do not have to come early or stay late at the January 26<sup>th</sup> Board Meeting to enter on-line surveys. As previously discussed, the survey instruments and self assessment tool will be done hard copy and it is hoped that it will be completed on Saturday, January 24<sup>th</sup>.

The Finance, Capital Planning & Audit Committee meeting scheduled for February 9<sup>th</sup> has been re-scheduled to February 23<sup>rd</sup>, 2009.

## **9. Adjournment**

The meeting ended at 7:53 p.m.

**Motion by D. Boznianin, seconded by B. Carmichael.**

**BE IT RESOLVED THAT:**

**The meeting be adjourned at 7:53 p.m.**

**MOTION CARRIED: 01.2009.9.0**