



# North Eastman Health Association Inc.

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

### **Board of Directors Meeting – MINUTES**

**Meeting Number 02.2009.01.26**

**NEHA Corporate Office – Board Room**

**January 26<sup>th</sup>, 2009**

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

**Regrets:** F. Barker, R. Carmichael, B. Kramble, M. Mills

**Staff present:** Jim Hayes, Chief Executive Officer  
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 4:15p.m. The agenda was adopted with the following additions:

- 4.1 Performance Appraisals (T. Conroy)
- 4.2 Leave of Absence (H. Slaby)
- 4.3 Pinawa Hospital Auxiliary (B. Sabanski)

**Motion by K. Kost, seconded by V. Mathews.**

**BE IT RESOLVED THAT:**

**The agenda be adopted as amended.**

**MOTION CARRIED: 02.2009.1.0**

#### **2. Presentation – None**

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

The minutes of the January 12<sup>th</sup>, 2009 meeting were reviewed and adopted with the following changes:

Page 4, section 5.3, first sentence should read, “V. Mathews reported that ... **Policy Committee** minutes...” Page 5, section 7, sentence should read, “D. DeMarco reviewed the ... ending October 31<sup>st</sup>, **2008** and...”

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

**BE IT RESOLVED THAT:**

**The minutes of the January 12<sup>th</sup>, 2009 meeting be adopted as amended.**

**MOTION CARRIED: 02.2009.3.0**

J. Hayes noted that D. DeMarco was excused from this meeting as the Board would be spending most of the meeting time reviewing the Draft Policy Manual and she was not due to give a report. Also, J. Coleman is absent from this meeting as she is attending another evening meeting in Beausejour.

J. Hayes noted that the Board Accreditation session held on Saturday was very good. The Board was able to get through the entire 16 standards. All those in attendance concurred that the day was done in such a way that it was also a very good learning experience. B. Frith did a fabulous job in facilitating the day. The Board wished to express their thanks to Bonnie.

## **BUSINESS ARISING**

### **3.1 DRAFT Board Policy Manual**

V. Mathews began the process by going through her comments/suggestions for the Draft Policy Manual. The agreed upon changes were to be marked directly in everyone's individual copy.

There was some discussion regarding the word "stakeholder". It was agreed that it should be included in the definitions in General Information. V. Mathews read the definition she had taken from the Internet. All agreed the definition was good and will be included.

*Stakeholder: a person, group, organization, or system who affects or can be affected by an organization's actions.*

In regards to GP.2 Board Job Description and as a result of some discussion at Saturday's meeting, J. Hayes was asked to draft a section for this policy that summarizes part of the RHA Act referring to the Board of Directors responsibilities. Copies of the proposed revision of GP.2 were circulated to Board members. All agreed to include the newly revised policy GP. 2.

In discussions regarding GP. 22, it was agreed that there needs to be some effort put forth in recruiting representation from the northern communities.

The A/Chair called a supper break at 5:45 p.m.  
The meeting reconvened at 6:10 p.m.

S. Day provided his comments/suggestions. Due to the time, T. Conroy noted that the remainder of the draft Policy Manual review will be deferred to the next Board meeting. She noted that B. Carmichael has provided his comments in writing and copies were circulated to everyone.

Further to discussions at the last Board meeting regarding compensation for time spent reviewing the Draft Policy Manual, it was determined that this work would be included as board time.

### **3.2 Board Policy GP. 20 Board Linkages**

In regards to Board Policy GP. 20, J. Hayes noted that we have many staff members who participate on various community boards/committees. Participation on these community boards/communities is part of their jobs. J. Hayes noted that these linkages are also very important to the delivery of our programs and staff are aware that if policy issues come up that are not already established, they bring them through to their Directors, VPs, Chief Executive Officer and then if needed through to the Board.

## **4. New Business**

### **4.1 Performance Appraisals**

T. Conroy noted that the Board Self-Evaluation form along with the CEO Performance Appraisal by Board was distributed this evening. She noted that the draft forms are being used as a pilot and would welcome feedback. The completed forms are to be returned directly to T. Conroy by February 23<sup>rd</sup>, 2009. Senior Management has also been asked to complete BC. 7 Chief Executive Officer Performance Appraisal by Senior Management, and return it to T. Conroy by February 23<sup>rd</sup>, 2009.

## **4.2 Leave of Absence**

H. Slaby requested Board approval for a leave of absence from February 9<sup>th</sup>, 2009 to March 14<sup>th</sup>, 2009 inclusive.

**Motion by F. Thompson, seconded by K. Kost.**

**BE IT RESOLVED THAT:**

**The Board of Directors approves a leave of absence for Harold Slaby from February 9<sup>th</sup>, 2009 to March 14<sup>th</sup>, 2009 inclusive.**

**MOTION CARRIED: 02.2009.4.2**

## **4.3 Pinawa Hospital Health Auxiliary**

B. Sabanski noted that the Pinawa Hospital Health Auxiliary have donated \$10,000 to the Pinawa Hospital for the purchase of two wheelchairs, two walkers, and a counter top blanket warmer.

## **5. Board Governance**

### **5.1 Chair's Report**

The next Council of Chairs is tentatively scheduled for February 12<sup>th</sup>, 2009.

T. Conroy noted that Margaret is doing extremely well and has sent a Thank You card to the Board for the fruit basket. The card was circulated.

T. Conroy reported that she attended the Regional Ethics Committee on January 21<sup>st</sup>, 2009 and stated that we are fortunate to have Dr. Jim Read, Ethicist, as a member of our Committee.

L. Bueckert, Regional Spiritual Care Coordinator, reported on the Regional Ethics Education Day on September 29<sup>th</sup>. The next major education day will be in the Fall. There was some discussion in having Dr. Read provide the Board with education on allocation of resources, tentatively at the March 23<sup>rd</sup> Board meeting. T. Conroy discussed this with M. Mills and it was decided that it would be better to defer this to another meeting date. J. Hayes will follow up.

T. Conroy stated that she emailed all District Health Advisory Council members whose term expires at the end of March and requested that they advise her if they will be renewing their term.

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

### **6.1 CEO Report**

J. Hayes indicated that with regards to Ethics education and resource allocation, he would like to draft a policy ethics framework. He noted that we have one in the Administrative Policy Manual but that it may be helpful to also have one in the Board Policy Manual. It was agreed that J. Hayes will draft something for the Board's review later in February / March.

D. MacDonald noted that residents from Springfield were expressing their concern to her in regards to the supportive housing location for seniors with its limited access, safety concerns and its proximity to amenities. J. Hayes noted that various sites were considered by the Springfield Council and this location was seen as the most favourable location. He also noted that he, Judy Coleman, VP - Programs & Services, Karen Stevens-Chambers, Director, Home Care Services, Lorraine Dent-Prychun, Director, Long Term Care Services were in attendance at the meeting with the Springfield Council when the discussion occurred regarding location. J.

Hayes will take this under advisement and ask J. Coleman to report back to the Board at the next meeting.

O. Johnston asked J. Hayes to briefly update the Board in regards to the meeting held regarding the Pine Falls Capital project. J. Hayes indicated that a meeting was held on January 23, 2009 with some of the Aboriginal and Manitoba Health representatives to consult with them regarding the project. A Project Plan will be developed and shared with the Board in late February or early March. The development of the Role Statement will be the first priority. It will be based on the description of the project contained within the Health Plan. Discussion followed. J. Hayes noted that community consultations will also include representatives from Powerview-Pine Falls and the East Beaches area.

**7. Correspondence**

- 2009 February Board Calendar

**8. Adjournment**

The meeting ended at 7:40 p.m.

**Motion by D. Boznianin, seconded by F. Thompson.**

**BE IT RESOLVED THAT:**

**The meeting be adjourned at 7:40 p.m.**

**MOTION CARRIED: 02.2009.8.0**