



North Eastman Health Association Inc.

Association de santé du Nord-Est inc.

Board of Directors Meeting – MINUTES

Meeting Number 10.2009.05.11

NEHA Corporate Office – Board Room

May 11th, 2009

Board Members Present: M. Mills (Chair), R. Carmichael, T. Conroy, S. Day, D. Franklin, I. Goodall-George, O. Johnston, K. Kost, B. Kramble, V. Mathews, B. Sabanski H. Slaby, F. Thompson

Regrets: F. Barker, D. MacDonald

Staff present: Jim Hayes, Chief Executive Officer
Judy Coleman, VP - Programs & Services
Donna DeMarco, VP - Finance & Support Services

Recorder: Gisele Wilson, Executive Assistant – CEO

1. Call to Order and Adoption of Agenda

The Chair called the meeting to order at 6:22 p.m. The agenda was adopted with the following addition:

- 2.3 Governance Team Action Plan (M. Mills)
- 2.4 Pine Falls Role Statement (F. Thompson)
- 3.2 Chronic Disease Prevention Initiative (B. Carmichael)
- 3.3 Lac du Bonnet District Health Foundation Donation (V. Mathews)
- 3.4 Article in Beausejour Review (B. Carmichael)

Motion by H. Slaby, seconded by O. Johnston.

BE IT RESOLVED THAT:

The agenda be adopted as amended.

MOTION CARRIED: 10.2009.1.0

2. Adoption of Minutes

The minutes of the April 27th, 2009 meeting were adopted as presented.

Motion by B. Kramble, seconded by D. Franklin.

BE IT RESOLVED THAT:

The minutes of the April 27th, 2009 meeting be adopted as presented.

MOTION CARRIED: 10.2009.2.0

BUSINESS ARISING

2.1 Board Policy GP. 2 – Board Job Description

Further to the April 27th meeting and the notice of motion, the Board reviewed and discussed the recommended revision to Board Policy GP. 2. The amended Policy was accepted and copies of the revised policy were distributed for insertion into the Board Policy Binder.

Note: The Board Policy Manual dated December 31, 2008 binder was distributed to the Board at the beginning of the meeting.

Motion by I. Goodall-George, seconded by F. Thompson.

BE IT RESOLVED THAT:

The NEHA Board of Directors approves the recommended revisions to Board Policy G.2 – Board Job Description to include, under the role of the Board, “*approve the Regional Health Plan, including the Strategic Plan for submission to Manitoba Health & Healthy Living*”.

MOTION CARRIED: 10.2009.2.1

2.2 RHAM/WRHA Ethics Proposal

Further to discussion at the last Board meeting, J. Hayes indicated that RHAM approached the WRHA in relation to contracting for this service. One of the benefits would be that RHAs would be able to have access to Ethics education events. J. Hayes noted that an example of this is that Sheila Toews, WRHA Ethics Services, will be providing and facilitating a workshop to approximately 50 Regional and Site Managers on Ethics in Healthcare Management. This is on a cost recovery basis and if we tried to secure this service with a consultant, we would likely have to pay in the range of \$15,000. Discussion ensued. J. Hayes will get further clarification and will also confirm if all other RHAs have agreed to this proposal. It was also noted that Appendix C, D, and E are not included with the proposal. Copies of these Appendices will be provided to the Board. This item will be included on the next agenda under Business arising.

2.3 Governance Team Action Plan

In follow up to the April 27th meeting and review of the Governance Team Action Plan, M. Mills asked if copies of the revised Action Plan would be sent out to the Board of Directors. J. Hayes advised that B. Frith was making arrangements with G. Wilson to email the revised Action Plan to the Board Members.

2.4 Pine Falls Role Statement

The Pine Falls Role Statement was reviewed at the last Board meeting and the Board provided some feedback and suggested changes. Will the Board receive a copy of the revised Role Statement? J. Hayes indicated that the Planning Committee met this morning and took the Board's suggested changes as well as those from the community consultation process and a copy of the updated Role Statement will sent to the Board and used as a working document with Manitoba Health & Healthy Living.

3. New Business

3.1 Draft Operating Budget (2009/10)

D. DeMarco and J. Hayes met earlier today with the Finance, Capital Planning & Audit Committee and reviewed in detail the draft budget that had been prepared by the staff. J. Hayes also briefly reviewed the letters that had been sent to the Board Chair and Chief Executive Officer. He noted that the budget process is slightly different this year. Manitoba Health & Healthy Living issued an initial budget which is meant as a guideline only, as the final allocations will not be determined and approved for several weeks. J. Hayes and the staff will work with MHHL to review the cost of North Eastman Health Association's operating requirements with the goal of achieving a balanced budget for subsequent review with the Board. Discussion followed. D. DeMarco noted that the Board of Directors budget is also

included for the Board's information. She will bring copies of the District Health Advisory Council Budget sheet to the next Board meeting.

D. DeMarco also distributed the descriptions of the line items on the financial statements.

3.2 Chronic Disease Prevention Initiative

B. Carmichael noted that he was able to attend the Chronic Disease Prevention Initiative CDPI Conference in Beausejour on April 29th. He said the day was very good with good participation. The speakers were very interesting and the displays were good. It was also nice to see about 10 to 20 high school students taking part in the discussions.

3.3 Lac du Bonnet District Health Foundation Donation

V. Mathews reported that the Lac du Bonnet Personal Care Home received a donation of \$6,500 from the Lac du Bonnet District Health Foundation which was used to purchase a Stereo Cabinet and 6 Dining Room Tables.

3.4 Article in the Beausejour Review

B. Carmichael noted the article in the Beausejour Review entitled "NEHA facing strike action" came as a surprise to him. J. Hayes indicated that North Eastman Health Association was served with a Notice of Strike Action on April 30th. Negotiations continued to try and reach an agreement as well as to finalize the essential services agreement in case that was needed if a withdrawal of service occurred. J. Hayes was pleased to advise the Board that late Friday, May 8th, we were advised that a settlement was reached. J. Hayes noted that the only outstanding issue is the language in the contract that relates to the provision of vacation benefits for part-time staff. It was agreed that this issue will be settled through arbitration.

4. Board Governance

4.1 Chair's Report

Lac du Bonnet Town Hall Meeting: M. Mills noted that she and J. Hayes met with the Lac du Bonnet Medical Health Care Committee last Thursday and it was a good meeting. She noted that the Committee wants to work in collaboration with NEHA. They indicated they would fax the agenda to J. Hayes/M. Mills prior to the Town Hall meeting on May 21st, 2009. They also asked M. Mills to contact the Minister of Health to ask if she would be attending the meeting. M. Mills noted that the Minister is not able to attend but will let us know who will be her representative.

M. Mills reiterated that this is a public meeting and anyone can attend. They are expecting 500 to 600 people with lots of local and provincial media coverage.

Accreditation Week: The Surveyors have indicated that they wish to meet with the Governance Team on Sunday, June 7th from 2:00 to 4:00 p.m. There will be more detailed information forthcoming. M. Mills noted that the regular Board meeting scheduled for Monday, June 8th is cancelled.

The Council of Chairs meeting for May has been cancelled. The next meeting is scheduled for June 11th, 2009.

4.2 Finance, Capital Planning & Audit Committee

F. Thompson noted that the minutes from the Finance, Capital Planning & Audit Committee meeting of April 14th are included in the Board package for information. The Committee met earlier today and reviewed the 2009/10 Operating budget in detail. The Committee recommends the draft 2009/10 operating budget as an interim draft budget subject to final budget allocations approved by Manitoba Health & Healthy Living.

Motion by D. Franklin, seconded by H. Slaby.

BE IT RESOLVED THAT:

The North Eastman Health Association Inc. Board of Directors hereby recommends the draft 2009/2010 Operating Budget for North Eastman Health Association as an initial draft budget subject to final budget allocation approved by Manitoba Health & Healthy Living.

MOTION CARRIED: 10.2009.4.2

5. CEO / Operational Items

5.1 CEO Report

H1N1 Influenza A: J. Hayes noted that we have been extremely busy working with Manitoba Health & Healthy Living in regards to pandemic preparedness. This brought about the activation of our Incident Command Centre. He also noted that the detailed Pandemic Plan which was developed last year was referred to extensively in our planning and found to be very useful. We utilized the plan as a reference and also in terms of communication. He indicated that there have been daily telephone conference calls/meetings in regards to the H1N1 Influenza A with various groups which led to our Incident Command Centre to have daily conference calls/meetings to share and communicate information.

J. Hayes indicated that we have been advised that in the next few days the province will be distributing Tamiflu antiviral to each region. Fit-testing for N95 masks for all applicable staff continues to be done until it is completed in the near future.

J. Hayes and J. Ferens, Director of EMS attended the Lac du Bonnet Regional Airport Authority meeting last Wednesday. This was a good meeting and they were pleased to hear about our plans for maintaining and enhancing EMS services in the future.

J. Hayes noted the Minutes from the Regional Ethics Committee will be circulated at the next meeting. H. Slaby requested that the minutes be circulated to the Policy Committee prior to their meeting at 3:30 on May 25th.

5.2 VP - Programs & Services Report

No report.

5.3 VP - Finance & Support Services Report

Pine Falls Capital Project Primary Health care Centre / Aboriginal Traditional Healing:

- Role Statement – Thank you to the Board for the input. The suggested changes have been incorporated. The revised Role Statement will be forwarded to Manitoba Health & Healthy Living (MHHL) and once we have the final copy, we will provide copies to the Board.
- Functional Plan – We have been working with MHHL and our staff in terms of putting together a Functional Plan for identifying workspaces for the various functions of the services that will be provided at the new Primary Health Care Centre.

- Site Visits – There will be some site visitation in the next 2 or 3 months that will include Health Centres and Traditional Healing Centres. MHHL has suggested, for example, a location in Saskatchewan that we are looking into for the Traditional component, and an Access Centre in Winnipeg for the Primary Health component.

6. Correspondence

- Listing of Management Team as of April 2009
- Listing of Board of Directors as of May 2009
- May & June Board Calendar
 - Add: May 25th Policy Committee meeting at 3:30
 - Add: June 7th 2:00 – 4:00 p.m. Surveyors meeting with Governance Team
 - Delete: June 8th Board meeting – cancelled
 - Add: June 22nd Finance, Capital Planning & Audit Committee meeting at 3:30

A reminder that the Annual Retirement & Long Service Dinner is tomorrow evening, May 12th at Rembrandts Bistro.

7. Adjournment

The meeting ended at 8:24 p.m.

Motion by H. Slaby, seconded by D. Franklin.

BE IT RESOLVED THAT:

The meeting be adjourned at 8:24 p.m.

MOTION CARRIED: 10.2009.7.0

NEXT MEETING:

**Monday, May 25th, 2009 – Corporate Office Boardroom
5:30 Supper / 6:00 pm Meeting**