



# North Eastman Health Association Inc.

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

### Board of Directors Meeting – MINUTES

Meeting Number 19.2009.11.23

East Gate Lodge, Beausejour

November 23<sup>rd</sup>, 2009

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

**Regrets:** F. Barker, D. Franklin

**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**

The Chair called the meeting to order at 4:00 p.m. The agenda was adopted with the addition of:

- 4.2 Leave of Absence (H. Slaby)
- 4.3 Lac du Bonnet H1N1 Flu Clinic (V. Mathews)
- 4.4 DHAC Meeting Report (T. Conroy)
- 5.3 HR Committee Draft Minutes (B. Sabanski)
- 7.1 In Camera (M. Mills)

Some discussion ensued with regards to recognizing individuals by name in the Board Minutes. It was agreed that this is acceptable as recognizing individuals also reflects on the entire staff.

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

**BE IT RESOLVED THAT:**

**The agenda be adopted as amended.**

**MOTION CARRIED: 19.2009.1.0**

#### **2. Presentation**

##### **Risk Management Indicator Analysis Report**

B. Frith, VP - Quality & Organizational Development presented the Risk Management Indicator Analysis ending December 31<sup>st</sup>, 2008. The Report illustrates and provides analysis of key components of our Integrated Risk Management Strategy which includes Occurrence Reporting, Infection Control, Emergency Preparedness, Preventative Maintenance, and Workplace Safety and Health.

B. Frith reviewed with the Board each component, analysis and action plan in the Report answering any questions along the way. She noted that the Board should take the Report and read it through and if they had any further questions, please do not hesitate to follow up through J. Hayes.

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

The minutes from the November 9<sup>th</sup>, 2009 meeting were reviewed and adopted with the addition of the following under 6.1, "Pine Falls Capital Project: Jim indicated that Manitoba Health & Healthy Living has recommended that we have an Expression of Interest and Request for Qualification process for selection of the Architect for the Project. This process will occur in November and December with MHHL's assistance and involvement."

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

**BE IT RESOLVED THAT:**

**The minutes from the November 9<sup>th</sup>, 2009 meeting be adopted as amended.**

**MOTION CARRIED: 19.2009.3.0**

### **BUSINESS ARISING**

#### **3.1 EMS presentation to RM of Reynolds**

J. Hayes reported that he, J. Coleman and J. Ferens met with representatives from Manitoba Health & Healthy Living to discuss planning in detail, which would be helpful when we meet with the Councils of Reynolds and Whitemouth.

J. Hayes spoke to the Reeve of Reynolds and they will try to arrange a date to meet with MHHL representation. Some possible dates were November 30, December 1 or 10. J. Hayes will keep the Board apprised.

### **4. New Business**

#### **4.1 Report/Comments on Tour of East Gate Lodge & Stony Plains**

All who attended the tour of East Gate Lodge and Stony Plains stated that it was excellent. Cindy Bialek and Grace Honke were excellent tour guides and they showed such passion for what they do. Also very impressive was the maintenance and cleanliness of facilities. The facilities are bright and have a very homelike feel to them. Staff should be commended. M. Mills noted that she will be sending a thank you letter to Cindy and Grace on behalf of the Board.

#### **4.2 Leave of Absence**

H. Slaby requests the Board's approval for a Leave of Absence from January 8<sup>th</sup>, 2010 through to April 16<sup>th</sup>, 2010 inclusive.

**Motion by H. Slaby, seconded by K. Kost.**

**BE IT RESOLVED THAT:**

**The Board of Directors authorizes a Leave of Absence from January 8<sup>th</sup>, 2010 to April 16<sup>th</sup>, 2010 inclusive for H. Slaby.**

**MOTION CARRIED: 19.2009.4.2**

The Chair called a break at 5:00 pm  
The meeting reconvened at 5:30 pm

### **4.3 Lac du Bonnet H1N1 Flu Clinic**

V. Mathews noted that the H1N1 Flu Clinic held in Lac du Bonnet last week was well organized and the volunteers did an excellent job. Board members who attended other H1N1 Flu Clinics throughout the Region agreed that they were also well organized noting that the process from start to finish went fairly quickly.

### **4.4 DHAC Meeting Report**

T. Conroy reported that the District Health Advisory Council had a meeting on November 17<sup>th</sup>, 2009. The meeting was well attended. They were apprised that the DHAC membership listing will be included in our external newsletter. It was noted that the District Health Advisory Council are also listed on our Website along with the application for membership process. Minutes from their meeting will be included in a Board package for information. The next DHAC meeting is scheduled for March 16<sup>th</sup>, 2010. It was also noted that Board members are welcomed to attend the DHAC meetings but that they should let G. Wilson know ahead of time. J. Hayes noted that in March, the DHACs will be asked for their input/feedback regarding the renewal of our Strategic Plan 2011-2016.

## **5. Board Governance**

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

Minutes from the Council of Chairs meeting on September 10<sup>th</sup>, 2009 are included in the Board package for information.

M. Mills reported on the Council of Chairs meeting held on Thursday, November 19<sup>th</sup>, 2009. There was discussion regarding Medical outsourcing. She circulated the handout from the meeting and noted that copies will be made if wanted.

Feedback from the Provincial Leadership Forum was reported as positive. M. Mills noted that the Board of Directors who attended did not get the electronic survey. J. Hayes will be meeting with the Planning Committee and will advise them.

Positive evaluations from the New Board Member education day were received. She noted that there will be an opportunity for all Board members to attend an education day sometime in April or May.

The In Motion Challenge of 2500 kilometers (Churchill to the Legislature) has been reached.

Canadian College of Health Service Executives will be having an Innovators Breakfast Series with the next one being on December 10<sup>th</sup>.

The Council of Chairs received a very good and extensive presentation regarding EMS and the Medical Transportation Coordination Centre (MTCC).

The next Council of Chairs meeting is scheduled for December 10<sup>th</sup>, 2009.

M. Mills circulated the CancerCare Manitoba 2008-2009 Annual Report.

Christmas Plants – As in the past, Christmas Poinsettia plants will be sent to all NEHA facilities on behalf of the Board of Directors.

Health Innovations Conference – November 25 & 26: M. Mills noted that reservations for supper for the Board have been made at Boston Pizza for Wednesday, November 25<sup>th</sup> at 5:30 pm.

## **5.2 Policy Committee**

H. Slaby noted that at the last Board meeting the amended GP 16 Board Self-Evaluation Questionnaire – page 31 was distributed for the Board's review. He would like to request at this time the Board's approval.

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

**BE IT RESOLVED THAT:**

**The NEHA Board of Directors approve the recommended revisions to Board Policy GP. 16 Board Self-Evaluation Questionnaire (Page 31) as recommended by the Policy Committee.**

**MOTION CARRIED: 19.2009.5.2**

## **5.3 Human Resources Committee**

B. Sabanski noted that the draft Human Resources Committee Minutes of November 4<sup>th</sup>, 2009 are included in the Board package for information.

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

### **6.1 CEO Report**

J. Hayes noted that he will provide a written report at the first meeting of the month.

H1N1 Flu Shot Clinics – The clinics are now open to all residents of North Eastman who wish to receive the H1N1 vaccine. J. Hayes indicated that our supply of vaccine is increasing. He also noted that NEHA is past the 50% of uptake for the Priority Group 1. NEHA is hoping to complete the vaccination process by Christmas or early January.

Powerview-Pine Falls Capital Project: J. Hayes noted that approximately 12 inquiries have been received with regards to our request for Expression of Interest and Request for Qualifications for the selection of the Architect for the Project. We will report further in January.

Pine Falls Bed Reduction – J. Hayes indicated that as soon as we are in a position to increase bed capacity we will do this. He noted that we have been successful in recruiting two additional RNs who will be arriving in January/February 2010.

T. Conroy asked if a replacement is being recruited for the Nurse Practitioner in Whitemouth who is leaving shortly. J. Hayes responded that he is in discussion with J. Coleman as well as Dr. Garth Campbell and Dr. Spence in this regard. We are concurrently recruiting a Nurse Practitioner and also a second physician in Whitemouth. We will be exploring the utilization of Nurse Practitioners in long term care to work at East Gate Lodge and Whitemouth Personal Care Home as well as to do primary care work.

J. Hayes noted that NEHA is also pursuing funding for Physician Assistants who could work in the ERs of rural hospitals.

EMS – Staffing continues to be a challenge and costs are over budget due to increased shifts, overtime and geoposting.

Springfield Supportive Housing – J. Hayes noted that the subdivision application for the parcel of land being provided needs to be approved and then go for land title transfer. Hopefully construction could begin in the Spring 2010.

Renovations to Whitemouth EMS Station – At this time, D. MacDonald declared a conflict of interest and left the meeting. J. Hayes noted that renovations will be made to the Whitemouth EMS Station. Requests for quotes were sent out for the framing to create an office for the EMS Coordinator and on-call crew accommodations. J. Hayes noted that two quotes were received and we are going with the lowest one. As the amount is over the executive limitation, we are requesting Board approval.

**Motion by H. Slaby, seconded by S. Day.**

**BE IT RESOLVED THAT:**

**The NEHA Board of Directors approves acceptance of the Boryskiewicz proposal in the amount of \$18,000 plus applicable taxes for framing of the renovations of the Whitemouth EMS Station to provide for an office for the EMS Coordinator and crew accommodations.**

**MOTION CARRIED: 19.2009.4.2**

D. MacDonald re-joined the meeting.

Lac du Bonnet Healthcare Committee meeting with the Minister has been postponed to the new year. J. Hayes will keep the Board apprised.

Christmas Events: NEHA's Annual Staff Children's Christmas Party will be held on December 12<sup>th</sup> at East Gate Lodge from 1:00 to 3:00 pm in Beausejour.

J. Hayes reported that there will not be a Staff Christmas Dinner and Dance this year due to a lack of Volunteers coming forward to the Organizing Committee. We will also take a year off from the Decorating Challenge based on feedback received from the staff. The many site based events will continue to be held.

A question was posed in regards to how the Pine Falls Health Complex staff are dealing with the pressures of the Tembec situation. J. Hayes indicated there is serious concern in relation to staff anxiety and NEHA is monitoring the situation.

## **7. Correspondence**

- December 2009 and January 2010 Board Calendar  
Note: Change to January 2010 Calendar – Finance Committee Meeting will be on January 11<sup>th</sup> at 2:00 pm.

At this time, staff left the meeting and the Board went In-Camera.

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

**BE IT RESOLVED THAT:**

**The meeting move in-camera at 7:05 pm.**

**MOTION CARRIED: 19.2009.7.0A**

**Motion by K. Kost, seconded by V. Mathews.  
BE IT RESOLVED THAT:  
The meeting move out of-camera at 7:15 pm.  
MOTION CARRIED: 19.2009.7.0B**

**8. Adjournment**

**Motion by B. Carmichael, seconded by I. Goodall-George.  
BE IT RESOLVED THAT:  
The meeting be adjourned at 7:17 p.m.  
MOTION CARRIED: 19.2009.8.0**

**NEXT BOARD MEETING:**

**Monday, December 14<sup>th</sup>, 2009**

**Monday, January 11<sup>th</sup>, 2010**