



North Eastman Health Association Inc. *Association de santé du Nord-Est inc.*

Board of Directors Meeting – MINUTES

Meeting Number 13.2011.06.27

Corporate Office, Pinawa

June 27th, 2011

Board Members Present: T. Conroy (Vice Chair), R. Carmichael, S. Day, D. Franklin, I. Goodall-George, O. Johnston, D. Kelly, K. Kost, D. MacDonald, D. Owen, B. Sabanski, M. Simard, H. Slaby, U. Wendt

Regrets: M. Mills, Chair

Staff present: Ron Van Denakker, Chief Executive Officer
Judy Coleman, VP – Programs & Services
Donna DeMarco, VP – Finance & Support Services
Dr. Harold Nyhof, VP – Medical Services

Recorder: Gisele Wilson, Executive Assistant

1. Call to Order and Adoption of Agenda

T. Conroy called the meeting to order at 6:02 p.m. The Agenda was adopted with the following addition:

Business Arising: Graduation Ceremonies

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

BE IT RESOLVED THAT:

The agenda be adopted as amended.

MOTION CARRIED: 13.2011.1.0

2. Delegation: MNP, Auditors

Mr. Wayne Lusk and Mr. Tyler Seman from MNP were introduced and welcomed. Copies of the draft 2010/11 Audited Financial Statements were distributed to the Board and it was noted that the statements were presented and reviewed in detail with the Finance, Capital Planning and Audit Committee earlier today.

Mr. Lusk and Mr. Seman briefly reviewed the draft 2010/11 Audited Financial Statements with the Board and answered any questions they had. They expressed their appreciation for the excellent cooperation received from NEHA management and staff they had worked with.

For year ending March 31, 2011 the total revenue was \$62,328,305, which includes Manitoba Health income, non-insured income, offset and other income, amortization of deferred contributions and ancillary income. The total amount of expenses was \$62,398,934 therefore, leaving North Eastman Health Association with a \$70,629 deficit for the year ending March 31, 2011.

The Board thanked Mr. Lusk and Mr. Seman for their presentation of the draft 2010/11 Audited Financial Statements. At this time the Finance, Capital Planning & Audit Committee recommends Board acceptance of the 2010/11 Audited Financial Statements.

Motion by S. Day, seconded by D. Kelly.

BE IT RESOLVED THAT:

**The North Eastman Health Association Board of Directors hereby accept the 2010/2011 year-end audited financial statements as presented to the Board of Directors on June 27th, 2011 by MNP.
MOTION CARRIED: 13.2010.2.0**

An original copy of the financial statements was signed by the Board Treasurer, S. Day and Vice Chair, T. Conroy.

3. Adoption of Minutes

The minutes from the June 13th, 2011 meeting were reviewed and adopted with a correction on page 2, 2nd paragraph, last sentence, to read: "After some discussion, all agreed to this."

**Motion by S. Day, seconded by O. Johnston.
BE IT RESOLVED THAT:
The minutes from the June 13th, 2011 meeting be adopted as amended.
MOTION CARRIED: 13.2011.3.0**

BUSINESS ARISING

◆ Volunteer & Staff Appreciation Events

The last two Volunteer and Staff Appreciation BBQs were held on June 15th at the Pinawa Hospital and June 16th at East Gate Lodge. D. Owen brought greetings from the Board in Pinawa and D. Franklin brought greetings from the Board at East Gate Lodge. They both reported the events were well attended and well received.

◆ Graduation Ceremonies

Board members who attended the 2011 Graduation Ceremonies to present the NEHA Scholarship provided a brief report emphasizing how well done they were.

H. Slaby attended the Lac du Bonnet Senior School graduation on June 24th and the Powerview School graduation on June 25th. T. Conroy attended the Whitemouth School graduation on June 24th.

The successful recipients of the 2011 NEHA Scholarship were:

Malindi Stogran	Lac du Bonnet Senior School
Jill Watling	Powerview School
Ainsley Gesel	Whitemouth School

The Springfield Collegiate, Edward Schreyer School and Pinawa Secondary School graduations are being held on June 28th and June 29th. D. MacDonald, S. Day and B. Sabanski will provide reports at the next Board meeting.

4. New Business - None

5. Board Governance

5.1 Chair's Report

Mark your calendar, October 26th, 2011, for the Provincial Health Leadership Forum, *How Leaders Lead*. Speakers include John Abbott, CEO, Health Council of Canada, Dr. Patricia

Martens, Manitoba Centre for Health Policy, Stephanie Forsyth, President and CEO of Red River College and Maura Davies, President and CEO of Saskatoon Health Region.

T. Conroy attended the Manitoba Institute for Patient Safety Annual General Meeting on Thursday, June 16th, 2011 on behalf of M. Mills.

T. Conroy noted that M. Mills requested the Board discuss the approval of an additional week vacation in lieu of an increase for senior staff, to be taken in this fiscal year. D. MacDonald asked what the dollar value is for this extra week vacation. D. DeMarco responded to this question. Discussion followed and the resolution was put forth. It should be noted that the motion was carried although the vote was not unanimous.

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

BE IT RESOLVED THAT:

The NEHA Board of Directors approve an additional week of vacation in lieu of an increase for the Senior Staff (4 VPs and the Director of Human Resources) to be taken this fiscal year. If this extra week is not taken in this fiscal year, it will not be paid out.

MOTION CARRIED: 13.2011.5.1

The minutes from the June 9th, 2011 Council of Chairs meeting are included in the Board package for information. It was noted that M. Mills did attend the Council of Chairs meeting although she is not listed in the attendance listing.

Health e-Plan, a new online health and wellness assessment tool launched by Manitoba Healthy Living Youth and Seniors. I. Goodall George noted that he attended a demonstration of the online assessment tool and thought it was fabulous. A handout / fact sheet was provided at the session and he distributed copies to the Board. Information is also provided in the CEO report.

5.2 Finance, Capital Planning & Audit Committee

S. Day noted that copies of the Finance, Capital Planning & Audit Committee meeting minutes of May 9th, 2011 were included in the Board package of May 24th, 2011. He noted a correction to those minutes; the meeting was called to order at 3:45 and not 4:15 pm.

The Finance, Capital Planning & Audit Committee met earlier today. The draft 2010/11 Audited Financial Statements were presented and reviewed in detail. The April financial statements were reviewed and a copy is included in the Board package for information.

S. Day noted that the Committee also had discussion regarding the proposal for replacements of windows at East Gate Lodge and the purchase of TVs for the Pine Falls Health Complex Dialysis Unit. He asked D. DeMarco to provide some background information.

Motion by O. Johnston, seconded by D. Franklin.

BE IT RESOLVED THAT:

The NEHA Board of Directors approves the acceptance of the RPM Rad & Glass proposal for the replacement of 10 windows at East Gate Lodge in the amount of \$18,615.00 (\$17,000 + \$1,190 PST + \$425 net GST) to be funded from the PCH Reserve fund.

MOTION CARRIED: 13.2011.5.2A

Discussion ensued in regards to the costs to purchase 3 TV's including wall mounts and cabling from Advance Pro for the Dialysis Unit at the Pine Falls Health Complex in the

amount of \$5,200.16. The Board thought the cost was a little high and would like to see a couple of other quotes regarding this. D. DeMarco will get further information and bring back to the next meeting.

6. Operational Items

6.1 Chief Executive Officer Report

WCB Research & Workplace Innovation Program 2011 Update

- Proposal due on June 30, 2011.

Regional Health Plan Update

- Senior Management presented the Regional Health Plan to Manitoba Health on June 22nd, 2011. Presentation was well received and it was noted that we are well aligned with Manitoba Health priorities. Manitoba Health encouraged continued emphasis on efficiencies and innovations.

Regional Health Authority Performance Indicator Portal (PIP) Project

- This project is intended to enhance the RHA's ability to report, share and present performance indicators in a secure and defined approach within the region, across regions and to Manitoba Health.

Chief Provincial Public Health Officer Report (CPPHO) – Final

- Report titled, *Priorities for Prevention: Everyone, Every Place, Every Day*, has been tabled in Legislature and all recommendations accepted by Manitoba Health. Manitoba Health will advise on next steps.

Health e-Plan

- Province launched on-line health and wellness assessment.
Website: www.manitoba.ca/healthplan
- RHA's are asked to promote within their region.

Lac du Bonnet PCH Beds

- Community Meeting scheduled for July 6, 2011 at Corporate Office. Manitoba Health Capital Planning will participate.

VP Programs & Services

Berens River Renal Health Program

- We are hopeful that we will have a signed Service Purchase Agreement in the next month or so.
- Recruitment for nursing staff has commenced.
- Housing continues to be an unresolved issue at this time. Options include Manitoba Health pre-built units or renovations of nearby structures. Regardless of solution, temporary housing will likely be required.
- The next Operations meeting is June 28, 2011.

Supportive Housing Update

- Ironwood Supportive Housing in Pinawa – by the end of June 2011, 11 of the 12 suites will be occupied.
- Springfield Supportive Housing project – R. Van Denakker and J. Coleman met with the Reeve, Jim McCarthy, on June 20, 2011 and shared information regarding the history of the project to date and our concerns related to the proposed location and ability to

occupy suites based on market analysis. The Reeve shared information in relation to the on-going development in Dugald and also the enthusiasm and commitment of the Springfield Seniors Housing Committee. NEHA has asked the Reeve to reconsider serviced land options in Oakbank for this project and he has agreed to look at options.

- Meeting with Manitoba Housing – June 21 to discuss options. NEHA is also requesting a meeting with Manitoba Health for their input. We have shared with the Reeve, Manitoba Housing and also Manitoba Health that NEHA is not prepared to take on the service package provision or the management and intake of the Supportive Housing component of this project due to the lessons learned at Ironwood.

Further discussion followed. The market analysis indicates that it would be a challenge to occupy the supportive housing suites if located in the Dugald area. The preferred location is in Oakbank. A question was posed as to who conducted the market analysis? R. Van Denakker responded that Home Care staff posed the questions to their clients; people on the current waiting lists, etc. It was also noted that Manitoba Housing would not support the location of Dugald without assurances.

R. Van Denakker indicated that the move forward strategy will be to have a discussion with the Springfield Seniors Housing Group, RM of Springfield Reeve, Manitoba Housing, Manitoba Health, to present the data collected and the reasons we feel it is risky, i.e, lessons learned through Ironwood. We will look to have this meeting within the next couple of days.

Primary Care Network – Call For Proposals

- We are very excited to announce that NEHA's application was approved on June 24th, 2011. Manitoba Health formally announced on June 27th. Next steps will be to meet with Manitoba Health staff in August.

Mobile Primary Health Care Bus – Call for Proposals

- Submitted joint proposal with IRHA for a mobile PHC service model.
- NEHA / IRHA proposal was not successful.

Acute Care Program

- Medical Device Reprocessing (formerly known as Central Sterilization Room CSR) – The program was audited by an external reviewer in May 2011. Though we have not yet received the written report on the review, verbal feedback from the surveyor indicated that the program was performing best practice. There will be some recommendations mostly related to future replacement of equipment that is aging. Some of these items have already been included in our capital equipment replacement program.
- Occupancy Issues – both Beausejour Hospital and Pine Falls Hospital have been running at full capacity for several weeks now and this is impacting on our ability to keep the ERs open for full service in some instances. The issues relate to the number of clients that are paneled for PCH placement and are waiting in hospital due to care needs. Planning meetings are occurring and we are looking at ways to distribute the placement of these clients more evenly in the region so that each of our three acute care sites has capacity for acute care clients. This will require teamwork and cooperation with our physicians across the region and also good communication with families. Both Home Care and Long Term Care are involved in discussions to problem solve the issues.

Occurrence Reporting System

- We have recently revised our Occurrence Reporting system to reflect feedback from interviews conducted with the Regional Management team members in relation to Patient Safety/Culture of Safety. The new system will have a greater emphasis on capturing

Near Misses, conducting Root Cause Analysis on an occurrence when indicated and also providing feedback to the front-line staff on actions taken as a result of reporting. The new policy will be in effect over the next month. The revised procedure has been trialed in several programs prior to finalizing.

VP Quality and Organizational Development - Capital Projects

Lac du Bonnet EMS Facility

- Concrete base has been poured.

Springfield EMS Facility

- NEHA has been informed by Springfield Planning that Manitoba Highways has signed off on the project. There are a number of steps required to complete transfer of title.

Powerview-Pine Falls EMS Facility

- The drywall has been installed and taped, strapping for the interior metal siding almost done, in-floor piping for Geothermal tied into manifold and the interior doors and frames will be installed today.

Pinawa Lab Renovations and Kitchen Upgrade

- The project is substantially completed with the exception of a couple of minor deficiencies. Inspection completed by consultants and engineers on June 17th.

VP Finance & Support Services Report - Capital Projects

Powerview-Pine Falls Primary Health Care & Aboriginal Healing Centre

- Received a letter of approval from Manitoba Health Capital Planning to proceed to the end of design development. A small internal group will establish an agenda for upcoming meeting with community.

Finance Update

Year End 2010/11

- Year end audit work with our new auditors MNP has gone very well. The auditors met with R. Van Denakker, D. DeMarco and K. Hanna to review the statements, prior to their presentation of the audited financial statements to the Finance, Capital Planning and Audit Committee and subsequently to the Board of Directors on June 27, 2011.
- Operating deficit for 2010/11 is \$70,629.

Provincial Waste Management – Brandon Incinerator

- Earlier this year Brandon RHA was approved to send out an RFP process for the development of a Functional Program for the new Incinerator. Stericycle was recently awarded the tender. In order to complete the Functional Program, the regions were asked to complete an audit of volumes, current incinerator processes, existing incinerators, etc. Manitoba Health is not able to provide a time frame as to the anticipated construction date.

Service Purchase Agreements (SPA):

- A Service Purchase Agreement listing was provided to the Board. All SPAs have gone through legal review. It was noted that any contracts / agreements over \$15,000 are approved by the Board of Directors.
- The monitoring and review of SPAs is completed by each of the respective program or service.
- After further dialogue, an updated listing will be provided to the Board.

VP Medical Services

E-Chart

- eChart successfully implemented in our Beausejour site on June 21st. Providers can now access medication and immunization records as well as some laboratory data on any patient in Manitoba. Preliminary feedback has been very positive. In the near future the support staff will be trained and they will be able to access the Manitoba client registry database. In the next few months new features will be added to the eChart, including information regarding allergies, and also from in and outpatient encounters at St. Boniface Hospital.

EMR:

- By this week we will have signatures from all the physicians and NP's in the region to allow NEHA to receive their funding allocation for the EMR. Subsequently, the agreements between NEHA and the EMR vendor and also with Manitoba eHealth can be signed. We are in the process of seeking a term Contract Project Manager to facilitate our regional implementation of the EMR (funding for this position is a part of the amount we receive from eHealth).

Delegation of Function for STI Testing and Treatment

- Draft policy will be reviewed at the Public Health Network meeting in September. Once comments and suggestions are received and considered, we will be able to finalize and implement this policy.

Delegation of Function for Treatment of Anaphylaxis by Home Care Nurses

- Currently in the process of reviewing a policy with K. Stevens-Chambers, Director of Home Care Services, for our Home Care Nurses to be able to carry anaphylaxis kits and be trained to administer treatment for anaphylaxis for any patients seen at home.

7. Correspondence

- 2011 July and August Calendar – for information
- News Release: June 27, 2011 – Province Moves Forward With Improving Access to Family Doctors and Primary Care – for information
- Information Systems Services Presentation Handout – will be presented at the July 11th Board Meeting

8. In-Camera Session

The Chair called a break at 8:25 pm and at this time J. Coleman, D. DeMarco, Dr. H. Nyhof and G. Wilson left the meeting. R. Van Denakker remained for the in-camera session.

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

BE IT RESOLVED THAT:

The meeting move “in-camera” at 8:35 p.m.

MOTION CARRIED: 13.2011.8.0A

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

BE IT RESOLVED THAT:

The meeting move “out-of-camera” at 8:58 p.m.

MOTION CARRIED: 13.2011.8.0B

9. Adjournment

Motion by O. Johnston, seconded by D. McDonald.

BE IT RESOLVED THAT:

The meeting be adjourned at 8:59 p.m.

MOTION CARRIED: 13.2011.9.0

Next Meeting:

Monday, July 11th, 2011

Corporate Office Boardroom