

**MINUTES of the Southern Health-Santé Sud
Governing Board Meeting held
Wednesday April 27, 2016
La Broquerie Regional Office, La Broquerie, MB**

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Present:	Board:	Staff:	Guests:
	Guy Lévesque, Board Chair Bronwen Bugden Paul Cenerini Elin Czeranko Keith Doerksen Guy Gagnon Susan Hart-Kulbaba Diane Heather Debbie Iverson Ted Klassen Line Leclerc Cheryl McKitrick Leo Van Den Bussche	Kathy McPhail, CEO Trish Braun Jane Curtis Ryan Green Ken Klassen Claudette Lahaie Martin Montanti Marie Lacey René Ouellette Marianne Woods <i>Jane Saunders, Recording Secretary</i>	
Regrets:	Roy Enns Daren Van Den Bussche		

Sacred Moment: *At a Board workshop on People Centeredness, it was decided that, at the start of each regular day of Board meetings, the Board would take a moment to pause and reflect on its mission and on the people it serves throughout the region - to stop and look at the consequences whenever changes or decisions are made about services or programs, and be aware of how it affects the people whom that service or program was made for in the first place.*

Ms. Line Leclerc shared thoughts on the following: Quote by Helen Keller: *"I long to accomplish a great and noble task, but it is my chief duty to accomplish humble tasks as though they were great and noble. The world is moved along, not only by the mighty shoves of its heroes, but also by the aggregate of the tiny pushes of each honest worker."* Success is almost impossible to chart. No one person can claim recognition. It depends on "an aggregate of tiny pushes of each honest worker". These individuals, those who "do small things with great love" are also the heroes in health care.

Action

1. Call to Order The Chair called the meeting to order at 12:45 p.m. and welcomed everyone to the table. In particular, newly appointed Board Member Mr. Keith Doerksen was welcomed as introductions were made around the table.

2. Approval of proposed Agenda The agenda was approved as presented.

MOTION:
THAT the Southern Health-Santé Sud Board of Directors approves the agenda as presented.

MOVED BY: Cheryl McKitrick
SECONDED BY: Diane Heather CARRIED

3. Approval of Minutes of Board Meeting The Board approved the minutes of the meeting held April 6, 2016 as amended – typos.

MOTION:

THAT the Southern Health-Santé Sud Board of Directors approves the minutes of the meeting held April 6, 2016 as amended.

MOVED BY: Susan Hart-Kulbaba

SECONDED BY: Ted Klassen CARRIED

4. In-Camera - Report No report.

5. Board Committees 5.1. Audit Committee of the Whole - Report

MOTION

THAT the Southern Health-Santé Sud Board of Directors approve the Audit Service Plan as presented by the auditors Deloitte.

MOVED BY: Cheryl McKitrick

SECONDED BY: Diane Heather CARRIED

5.2. Community Engagement Planning Committee

As per the process approved at its April 6, 2016 meeting, the Board received reports from both the Local Health Involvement Group and the Patient Experience Group.

The Board reviewed and amended its draft response to the Local Health Involvement Group report.

MOTION

THAT the Southern Health-Santé Sud Board of Directors approves the report back to the Local Health Involvement Group as amended.

MOVED BY: Cheryl McKitrick

SECONDED BY: Diane Heather CARRIED

5.3. Finance Committee of the Whole – Report

MOTION:

THAT the Southern Health-Santé Sud Board of Directors Finance Committee of the Whole approves the CEO to purchase the following equipment: ATP2-320 and InspectRx24 and associated equipment for a cost up to \$600,000.

MOVED BY: Paul Cenerini

SECONDED BY: Ted Klassen CARRIED

5.4. Quality & Patient Safety Committee of the Whole – Report

No report.

5.5. Policy Review Committee

No report.

6. Other Board Work

6.1. Election of Officers

In accordance with By Law No. 1 Section 28 (b); (c) (e) and (g) the Board of Directors elected officers to the following positions: Vice-Chair (unless this position has been appointed by the Minister of Health); Secretary/Treasurer and Signing Authority.

Board Vice-Chair: Ms. Cheryl McKitrick accepted the nomination for the position of Vice-Chair.

MOTION

THAT Ms. Cheryl McKitrick be elected to the position of Board Vice-Chair for the year 2016-2017.

MOVED BY: Guy Gagnon

SECONDED BY: Bronwen Bugden

CARRIED

Secretary/Treasurer: At its meeting held April 29, 2015 the Board approved the appointment of the CEO to the position of Secretary/Treasurer for a three (3) year term: 2015-2016; 2016-2017; 2017-2018. As such, there was no election for the position of Secretary/Treasurer this year.

Signing Authority: In accordance with Board-CEO Linkage (BC-4) Delegation to the CEO and Executive Limitation (EL-5) Financial Conditions & Activities, the Chief Executive Officer has signing authority for any single purchases or commitments up to \$500,000.00. For the following exceptions, any contract, document, or instrument with a value of five hundred thousand dollars (\$500,000.00) or greater may be signed by two designated senior staff:

- remittances to meet statutory requirements,
- transfers to meet payroll requirements,
- payment of invoices for the general acquisition of goods, supplies, and services relevant for the purposes of day-to-day operations, and
- the execution of Independent Physician Contracts for the provision of medical services as funded by Manitoba Health

The Board was apprised that the following two Senior Leaders are the CEO's designated signing authorities: Mr. Ken Klassen and Mr. Martin Montanti.

6.2. Board Committee Membership

At its July 19, 2012 meeting, the Board agreed to meet as 'Committee of the Whole' for the following three (3) committees: Executive Committee; Finance Committee and Quality and Patient Safety Committee, until such time as the Board deemed it appropriate to strike a separate committee(s).

MOTION

THAT WHEREAS in accordance with By-Laws Section 43, (a) and Board Policy: Governance Process (GP-12) Committee Structure, the Board Chair, Vice-Chair and Treasurer are automatically included in the Audit Committee membership, the Southern Health-Santé Sud Board of Directors appoints the following members to its Audit Committee: Mr. Roy Enns (Committee

Chair); Mr. Paul Cenerini; Ms. Susan Hart-Kulbaba; Ms. Diane Heather; Mr. Ted Klassen; Mr. Leo Van Den Bussche;.

MOVED BY: Ted Klassen
SECONDED BY: Susan Hart-Kulbaba

MOTION

THAT the Southern Health-Santé Sud Board of Directors appoints the following members to its Community Engagement Planning Committee: Ms. Line Leclerc (Committee Chair); Ms. Elin Czeranko; Mr. Keith Doerksen; Ms. Cheryl McKitrick.

MOVED BY: Susan Hart-Kulbaba
SECONDED BY: Guy Gagnon CARRIED

MOTION

THAT the Southern Health-Santé Sud Board of Directors appoints the following members to its Policy Review Committee: Mr. Guy Gagnon (Committee Chair); Ms. Bronwen Bugden; Ms. Debbie Iverson; Ms. Cheryl McKitrick; Mr. Daren Van Den Bussche.

MOVED BY: Leo Van Den Bussche
SECONDED BY: Line Leclerc CARRIED

Region Medical Advisory Committee (RMAC): The Board requested that after each RMAC meeting the Board representative provide a report to the Board.

Recognizing that some items may be of a confidential nature, the Board representative and the Board Chair to determine whether this report will be 'in-camera' or in the 'public' meeting.

MOTION

THAT the Southern Health-Santé Sud Board of Directors representative attending Regional Medical Advisory Committee meetings, will provide a report to the Board after each Regional Medical Advisory Committee meeting. The representative and the Board Chair to determine whether this report will be brought 'in-camera' or in the 'public' meeting.

MOVED BY: Guy Gagnon
SECONDED BY: Line Leclerc CARRIED

MOTION

THAT the Southern Health-Santé Sud Board of Directors appoints Mr. Paul Cenerini as its non-voting representative on the Regional Medical Advisory Committee.

MOVED BY: Leo Van Den Bussche
SECONDED BY: Cheryl McKitrick CARRIED

6.3. Canadian Healthcare Association: Governing for Quality and Patient Safety - Registration

Given its commitment to education and to patient safety and quality of care, the Board agreed, at its February 26, 2014 meeting, to support two (2)

Board Members to register for the Canadian Healthcare Association (now known as 'HealthCareCAN') Governing for Quality and Patient Safety on-line course each year.

2016 registrations for the following two Board Members has been supported by Regional Health Authorities Manitoba (RHAM): Ms. Bronwen Bugden; Ms. Debbie Iverson.

- Board Members to advise the Recording Secretary of their interest in registering for the HealthCareCAN Governing for Quality and Patient Safety on-line course. Board Members

7. Board Monitoring

7.1. Governance Process (GP-9) Board Agenda Planning: Annual Governance Plan 2016-2017

Board Members each received a copy the 2016 – 2017 Annual Governance Plan. It was noted that the document is dynamic and as such should be updated whenever items are added or ammended.

7.2. Summary of Board Meeting Evaluation – Report

Ms. Line Leclerc provided a review of the monthly Board Meeting Evaluation summary for April 6, 2016 noting that high scores continue to be reported. Board Members were also encouraged to continue sharing their views on the many topics that are regularly discussed.

7.3. Governance Process (GP-8) Board Meetings

Ms. Line Leclerc provided a review of the monitoring report for Governance Process (GP-8) Board Meetings and reported compliance.

7.4. Governance Process (GP-3) Board Governance Accountability: Annual Report Preparation

Board Members shared their thoughts for inclusion in 2015 Annual Report.

7.5. Governance Dashboard

Ms. Jane Curtis presented the Governance Dashboard pertaining to: Manitoba Health Objective: Access; Board END A; Executive Limitation (EL-3) Treatment of Staff. It was noted that, although staffing remains a challenge, the number of vacancies for Physicans and Nurses has decreased.

MOTION

THAT the Southern Health-Santé Sud Board of Directors approves the Governance Dashboard report as presented.

MOVED BY: Guy Gagnon

SECONDED BY: Debbie Iverson CARRIED

7.6. Board Annual Self-Assessment: Insightful Discussion (GP-16 Board Education & Self Evaluation)

Further to the Board completing its Annual Self Assessment document, Ms. Claudette Lahaie lead the Board in considering the results of the compiled document.

The Board was reminded that the document is based on the Accreditation Canada documentation and as such is not totally reflective of Board's role within our current structure of regionalization.

8. Board Education

8.1. Healthy Communities Conference - Report

The Board Members who attended the Healthy Communities Conference shared their thoughts and agreed that it had been an excellent event. Having an opportunity to walk in the shoes of others i.e. those for whom various systems of assistance are in place, highlighted the fact that, despite best intentions and efforts, many barriers actually exist and prevent those very people from accessing/benefitting from that much needed help.

8.2. Spring Board Workshop – May 6, 2016

An agenda for the Spring Board Workshop was shared for information.

9. Information

9.1. Chair's Report

Mr. Guy Lévesque provided a written report highlighting the events/activities he had taken part in during the past month.

9.2. Leadership Report

The CEO highlighted the following items from the CEO's Leadership Report including:

- *Respectful Workplace Policy*: staff education is continuing throughout the region.
- *My Health Team*: an operating agreement for Mon équipe santé has been signed by all partners: Notre Dame de Lourdes, St. Claude & Ste. Anne. The Steering Committee is now in the process of developing job descriptions.
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- *Altona*: one Physician has submitted their resignation.
- *Rural Week May 23-27 (Office of Rural & Northern Health)*: first year medical students unrolled in the University of Manitoba, Faculty of Medicine, are given the learning experience of working and living in a rural community. 36 students will be experiencing life within Southern Health-Santé Sud during this week.
- Staff Years of Service Awards: four events have been planned across the region.
- Staff Appreciation: events are underway at sites across the region
- Bethesda Foundation 23rd Annual Drive for Excellence Golf Tournament – fundraiser: June 17, 2016 at Steinbach Fly-In Golf Course.
- Vita & District Personal Care Home is celebrating its 40 year anniversary on September 29, 2016
- Morden/Winkler Community Group has been struck to review current space/program requirements at Boundary Trails Health Centre.
- Following the unexpected vacancy of the Pharmacist at the Manitoba Developmental Centre, Portage la Prairie, Southern Health-Santé Sud, has been able to assist with providing services through an interim agreement.

- During the current government transition phase and in accordance with government directive, the issuing of tenders is temporarily on hold.
- *Health Equity*: Public Health-Healthy Living has completed its work with communities to identify projects/initiatives to receive Healthy Living grant support totalling approx. \$180,000 – it is great work that small amounts of \$s can support.
- Southern Health-Santé Sud is continuing to work with MMF.

MOTION

THAT the Southern Health-Santé Sud Board of Directors accepts the CEO's Leadership Report as presented.

MOVED BY: Bronwen Bugden
 SECONDED BY: Cheryl McKitrick CARRIED

9.2.1. Staff Newsletter #37

Board Members each received a copy of Staff Newsletter #37.

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| 10. Information Requested by the Board | No report. |
| 11. Board Monthly Meeting Evaluation | Board members each completed a Board Meeting Evaluation Form. |
| 12. Correspondence | Manitoba Institute for Patient Safety (MIPS) Annual General Meeting: June 8, 2016, Winnipeg. |
| 13. Date/Location of Next Meeting: | Wednesday May 25, 2016, Southport Regional Office. |
| 14. Adjournment | MOTION:
THAT the Southern Health-Santé Sud Board of Directors meeting be adjourned at 4:05 p.m.
MOVED BY: Ted Klassen
SECONDED BY: Elin Czeranko CARRIED |

Chairperson