

**MINUTES of the Southern Health-Santé Sud
Governing Board Meeting held
Wednesday April 29, 2015
Regional Office - Southport**

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Present:	Board:	Staff:	Guests:
	Guy Lévesque, Board Chair Bronwen Bugden Paul Cenerini Guy Gagnon Susan Hart-Kulbaba Debbie Iverson Don Kuhl Line Leclerc Cheryl McKitrick Daren Van Den Bussche Leo Van Den Bussche	Kathy McPhail, CEO Dr. Shelley Buchan Jane Curtis Paulette Goossen Cheryl Harrison Ken Klassen Claudette Lahaie Martin Montanti Greg Reid Marianne Woods <i>Jane Saunders, Recording Secretary</i>	Kathleen Messner, Manitoba Health Liaison
Regrets:	Roy Enns		

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. Cheryl McKitrick began the April 29, 2015 Board meeting day by sharing the following thoughts:

“Sacred Moment” is a time where health professionals and patients/clients bond before diving into the often complicated care process. An uninterrupted opportunity for professional, patient/client and Board to share with one another. A true example of this process is our Patient Experience Group work.

Sometimes it is helpful to take a step back and glance over our day-to-day routine, to see if there are areas where we can improve and do things differently.

To be an efficient caring Board, we need to take “Sacred Moments” to reflect on our work and governance, so that the healthcare in Southern Health-Santé Sud is the best it can be!

		Action
1.	Call to Order The Chair called the meeting to order at 1:00 p.m. and welcomed everyone to 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: Bronwen Bugden SECONDED BY: Line Leclerc	CARRIED

3. Approval of Minutes of Board Meeting
The Board approved the minutes of the meeting held April 7, 2015 as amended – *typo*
- MOTION:
THAT the Southern Health-Santé Sud Board of Directors approves the minutes of the meeting held April 7, 2015 as amended.
- MOVED BY: Cheryl McKitrick
SECONDED BY: Line Leclerc CARRIED
4. In-Camera - Report No Report.
5. Board Committees
- 5.1. Finance Committee of the Whole – Report
Mr. Ryan Green, Acting Chief Finance Officer, provided an interim financial report for the 12 month period to March 31, 2015, forecasting a small yearend surplus as previously predicted.
The audit process has begun and a report will be presented to the Board at its June Board meeting.
- 5.2. Quality & Patient Safety Committee of the Whole – Report
No report.
6. Board Education
- 6.1. Personal Health Information Act (PHIA) – June 18, 2015
Board Members each received registration information for the 7th Annual PHIA Day being hosted by Southern Health-Santé Sud Staff Development Team.
- 6.2. Healthy Communities Conference: May 29, 2015
Board Members each received registration information for the 17th Annual Healthy Communities Conference, being held in Dominion City.
The Board acknowledged the work of the planning group following the cancellation of the first date.
- 7.
- 7.1. 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.
At the time of writing, no formal notice of Board member re-appointments has been received; therefore, the Board agreed to continue its business under the assumption that both Mr. Daren Van Den Bussche and Mr. Leo Van Den Bussche have been re-appointed for a further three year term.
Board Vice-Chair:
Further to Mr. Guy Gagnon expressing an interest in this position, he subsequently withdrew his interest in support of Ms. Cheryl McKitrick's

nomination.

MOTION

THAT Ms. Cheryl McKitrick be nominated for the position of Board Vice-Chair.

MOVED BY: Line Leclerc
SECONDED BY: Guy Gagnon CARRIED

Ms. Cheryl McKitrick thanked the Board and accepted the nomination. There being no other nominees, Ms. McKitrick was appointed to the position of Vice Chair.

Secretary/Treasurer:

MOTION

THAT the CEO be appointed to the position of Secretary/Treasurer for a three (3) year term: 2015-2016; 2016-2017; 2017-2018.

MOVED BY: Debbie Iverson
SECONDED BY: Leo Van Den Bussche CARRIED

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; Mr. Martin Montanti.

MOTION

THAT the Southern Health-Santé Sud Board of Directors accepts the CEO's designated signing authorities as: Mr. Ken Klassen and Mr. Martin Montanti

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

7.2. Committee Membership

The Board continues to meet as a Committee of the Whole for the following three (3) committees: Executive Committee; Finance Committee and Quality and Patient Safety Committee.

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. Leo Van Den Bussche; Mr. Paul Cenerini.

MOVED BY: Line Leclerc

SECONDED BY: Don Kuhl

Friendly amendment to Motion: Add Ms. Susan Hart-Kulbaba

CARRIED

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. Debbie Iverson; Mr. Don Kuhl; 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. Cheryl McKitrick; Ms. Debbie Iverson; Mr. Daren Van Den Bussche.

MOVED BY: Leo Van Den Bussche

SECONDED BY: Susan Hart-Kulbaba

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: Guy Gagnon

SECONDED BY: Debbie Iverson

CARRIED

Canadian Healthcare Association (CHA) 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 (CHA) Governing for Quality and Patient Safety on-line course each year. There being no expression of interest received this year, Board Members agreed to consider for a future time.

Policy Manual & Governance Handbook - Update

Board Members each received a pack of revised policies and reminded to update their Policy Manual.

8. Board Monitoring

8.1. Summary of Board Meeting Self-Assessment – Report

Ms. Cheryl McKitrick provided a review of the monthly Board Meeting Self-

Assessment summary for April 7, 2015, noting that it was an excellent meeting and Board Members appreciated the Annual Budget presentation.

8.2. Board-CEO Linkage (BC-1) Global Governance – Management Connection, CEO Position Profile

Ms. Cheryl McKitrick provided a review of the monitoring report for Board-CEO Linkage (BC-1) Global Governance – Management Connection, CEO Position Profile and reported that the Board was in compliance.

8.3. Board-CEO Linkage (BC-2) Unity of Control

Ms. Cheryl McKitrick provided a review of the monitoring report for Board-CEO Linkage (BC-2) Unity of Control and reported that the Board was in compliance.

8.4. Governance Process (GP-9) Board Agenda Planning: Annual Governance Plan

Board Members each received a copy of the Annual Governance Plan for 2015-2016 for information.

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

Ms. Claudette Lahaie led the Board in reflecting on the past year and captured Board Members' individual thoughts and ideas for the Annual Report: Theme: Every Moment of Every Day – focusing on things that we do recognizing that our organization is at work 24/7/365.

- Aboriginal Adult Health Internship Program and Graduation: the commitment of staff to head in a direction not embarked upon before. The Board witnessed firsthand the positive impact of that action to staff, the students participating and to the students' respective communities. This initiative is building an organizational culture that the Board is able to witness.
- Mock Interview for Accreditation: the ability of Board Members to speak freely around the table. The Board recognizes the strength of the Board and staff working as one team – validation of the relationship.
- Board meetings: the demonstration of respect and care by Board members and staff - multiple cultures working so well together.
- Board and staff treatment of critical incident process: the passion and determination of staff to improve client care. The Board heard the challenges created by pressure ulcers and appreciated the responding Pressure Ulcer Prevention Strategy presentation. The organization also continues to develop and support a culture of non-blaming.
- Board and staff working very well together: the resolve of staff to improve processes and make every dollar count. The Board values reports that indicate Southern Health-Santé Sud leads the way e.g. budget process.
- Years of Service Awards: the reliability of staff and the number of hours of service put in. The Board recognizes the attentiveness of staff to go over and above the call of duty - Quality Service Awards (Annual Public Meeting).

- Community Engagement Planning Committee work with Patient Experience group: the empowerment of patients to join in making our healthcare system better so that others don't have to go through something they went through.
- Planning for the Future: the Board and staff working together, facing challenges and fighting everyday to do the maximum we can with the minimal resources we have available. The Board analyzes the future, looks for what's coming down the pipeline; plans and seeks efficiencies and is always working to get the system and organization functioning as efficiently and effectively as it can to help our clients.
- Commitment to health equity and equality throughout the organization: the Mobile Clinic represents a success that is meaningful for people who have not had access to these services and its impact is only just beginning. The Board is proud to have taken the time and prioritized expenses and staff time to make it happen; this is huge and very much appreciated.
- Accreditation: the external Survey Team not only confirmed that Southern Health-Santé Sud is meeting standards, but also confirmed that our staff are second to none. The Board witnessed firsthand the excitement of staff at the debriefing session and celebrates the 'one' region: Southern Health-Santé Sud.
- Board working as a team! *There is someone smarter than us and that's all of us!* Michael Noland (English magistrate)

The Board noted that these combined thoughts express the organization's Core Values using different words!

The CEO shared that Southern Health-Santé Sud's staff are an incredible group of people and it is due to their passion and commitment that all these 'ideas' are put into action.

8.6. Executive Limitation (EL-1) Global Executive Limitation & Risk Management: Accreditation Report – Governance Standards

The Board received and reviewed a copy of the Accreditation Report and noted that the organization had achieved much in its short 3 year history.

8.7. Executive Limitation (EL-4) Planning & Budgeting: Insightful Discussion: Board Objectives/Development

The Board validated its objectives and development for the Annual Health Plan based on the recommendations from the Accreditation Report.

9. Information

9.1. Chair's Report

Mr. Guy Lévesque provided a written report and shared that he had attended the Aboriginal Health Adult Internship Program Graduation.

Diary Dates:

- Spring Board Workshop: May 1, 2015
- Manitoba Institute for Patient Safety, Annual General Meeting: June 3, 2015

9.2. Leadership Report

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

- Notre Dame sod-turning: May 11, 2015 at 10:00 a.m.
- Tabor Home sod-turning: May 21, 2015 at 10:00 a.m.
- Supply Chain Management Award: Martin Montanti; also recognized: Mr. Matt Wilkinson, Regional Manager.
- Healthy Communities Conference: May 29, 2015, Dominion City
- Pembina Manitou Health Centre resident has received a Veteran's award.
- Prairie View Lodge celebrating 50 year anniversary: September 10, 2015.
- Villa Youville celebrating 50 year anniversary September 12, 2015.
- Services to Seniors Conference planned for early June 2015.
- Potential for Teen Clinic to be set up in Steinbach, staff are currently working with the Hanover School Board.
- Gladstone Stakeholder Group have requested that the name of Seven Regions Health Centre change to Gladstone Health Centre; consider name of new build in Notre Dame.
- Staff encouraged a resident of the Red River Valley Lodge to submit a piece of her poetry for a National Creative Writing contest from the Poetry Institute of Canada – the resident won 2nd prize: \$50 and a copy of the book in which her poem was published!
- A donation from the Bethesda Foundation has been put towards minor furnishings, a TV and art work for the Bethesda Emergency Department (ED) Quiet Room.
- Aboriginal Health High School Internship Program – graduation: August 24, 2015.
- DSM imaging required a Radiologist for the position of Medical Director for Bethesda Regional Health Centre, Ste. Anne Hospital, DeSalaberry District Health Centre and Vita & District Health Centre. Dr. Rob Lloyd has taken on this role.
- Preparations are well underway for the staff Years of Service Awards events, which are scheduled for May 6 (north), 7 (east), 13 (mid) and 20 (west), 2015.
- The Boundary Trails Health Centre Foundation is providing funding for an inpatient Palliative Care Nurse. It is hoped this individual will assist in making care from hospital to community to hospital as seamless as possible.
- Enhanced service and dollar savings have been achieved through a change in the Physical Inventory Count i.e. reduced warehouse space has resulted in a reduction of minimum inventory levels.
- Mental Health program pamphlet has been developed (copy shared with the Board).
- Steinbach Home Care Treatment Clinic is now fully operational and seeing an increase in client appointments for a variety of ambulatory care services including: injections, central line care, wound care, intravenous (IV) antibiotics.
- Mobile Clinic agreement has been signed with St. Ambrose and site preparations are now underway.
- Replacement of the Radiology Suite in Ste. Anne Hospital has been

approved by Manitoba Health. The plan has been developed and is anticipated for the Spring of 2015.

- An on-line staff survey, launched on Feb 27, has received almost 800 responses, which is seen as very positive. Results from the staff survey and Patient Experience Group will be incorporated into the Strategic Plan and shared as part of the Spring Board Workshop.

Tree of Lights campaign: Recognizing that cleaning up after each campaign continues well into the spring and takes staff away from their everyday duties, the Board suggests that an alternative site be identified in the community.

MOTION:

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

MOVED BY: Cheryl McKittrick

SECONDED BY: Line Leclerc

CARRIED

9.3. Staff Newsletter #26 & 27

A copy of the two staff newsletters #26 & 27 was shared for information.

10. Information Requested by the Board

10.1. Aboriginal Health High School Internship Program – A Success Story

The Board was apprised of what some of the graduating students are doing today:

- As of 2014, 100 students have participated in the program.
- 85 students completed both phase one (55 volunteer hours) and phase two (summer work placement)
- 90 per cent of students have expressed interest in the Bachelor of Nursing Program.
- Over 70 per cent of students attending the program are still in school or have graduated from Grade 12.
- Southern Health-Santé Sud has hired seven (7) of the students since 2009.
- More than 10 students are already enrolled in various post-secondary training programs to pursue health care careers.

Of the 10 adult students who recently graduated from the Adult Internship Program, three (3) have been hired, one (1) is taking a course and one (1) is actively seeking employment with the RHA.

11. Board Self-Assessment

Board members each completed a Board Meeting Evaluation Form.

12. Correspondence

No report.

13. Date/Location of Next Meeting:

Date/Location of next meeting: Wednesday May 27, 2015 – Boundary Trails Health Centre.

14. Adjournment

MOTION:

THAT the Southern Health-Santé Sud Board of Directors meeting be adjourned at 3:55 p.m.

MOVED BY: Leo Van Den Bussche

SECONDED BY: Debbie Iverson CARRIED

Chairperson