

**MINUTES of the Southern Health-Santé Sud
Governing Board Meeting held
Wednesday December 16, 2015
La Broquerie Regional Office, La Broquerie, MB**

Present:	Board:	Staff:	Guests:
	Guy Lévesque, Board Chair Bronwen Bugden Roy Enns Guy Gagnon Susan Hart-Kulbaba (by phone) Diane Heather Debbie Iverson (by phone) Ted Klassen Don Kuhl (by phone) Line Leclerc Cheryl McKitrick Daren Van Den Bussche (by phone) Leo Van Den Bussche	Kathy McPhail, CEO Jane Curtis Ken Klassen Marie Lacey Claudette Lahaie (by phone) Martin Montanti <i>Jane Saunders, Recording Secretary</i>	
Regrets:	Paul Cenerini Elin Czeranko		

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.

Mr. Guy Gagnon, shared thoughts about what is most precious in life: the true 'Wonders of the World'. Encompassed by the body, the human spirit and the soul, the wonders that are our sense of touch, taste, sight, hearing and smell; compassion; laughter and love, are often overlooked or taken for granted because they are simple and ordinary. As we consider the overall health of our residents, clients, family members and ourselves, it is these wonders, which money cannot buy, that are the real and the most precious in life.

Action

1. Call to Order Due to exceptionally inclement weather, the Chair called the meeting to order at 12:35 p.m. rather than the scheduled time of 1:00 p.m. and welcomed everyone to the table both in person and on the phone.

2. Approval of proposed Agenda The agenda was approved as amended:
Add 8.2 Nomination for HIROC Board of Directors

MOTION:

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

MOVED BY: Cheryl McKitrick

SECONDED BY: Leo Van Den Bussche

CARRIED

3. Approval of Minutes of Board Meeting
- The Board approved the minutes of the meeting held November 25, 2015 as presented.

MOTION:

THAT the Southern Health-Santé Sud Board of Directors approves the minutes of the meeting held November 25, 2015 as presented.

MOVED BY: Diane Heather

SECONDED BY: Line Leclerc CARRIED

4. In-Camera - Report

MOTION:

THAT the Southern Health-Santé Sud Board of Directors approves a letter, be sent to the Minister of Health, in accordance with *The Regional Health Authorities Act, Section 6*, requesting approval to purchase building and land as per discussion.

MOVED BY: Cheryl McKittrick

SECONDED BY: Ted Klassen CARRIED

5. Board Committees

5.1. Finance Committee of the Whole – Report

MOTION:

THAT the Southern Health-Santé Sud Board of Directors approves the report of Statement of Operations and Financial Position, as presented by the Southern Health-Santé Sud CEO/Vice President Finance & Capital Planning, for the period to November 30, 2015, which indicates a Year-to-Date Operating Funding deficit of \$187,954.

MOVED BY: Roy Enns

SECONDED BY: Diane Heather CARRIED

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

A member of the Patient Experience Group shared their experience of health services in Manitoba. As a keen proponent of patient safety the member commended the Province for producing the [Manitoba Patient Safety Framework](#) – “this is my Christmas present! This tells me that families and patients will not experience what I have experienced and healthcare providers do not have to be afraid to admit mistakes and improve.”

Southern Health-Santé Sud recognizes the importance of keeping in touch with families following a critical incident and in providing them with realistic timeframes and expectations. As well, Southern Health-Santé Sud recognizes that it is not about identifying an individual who made an error as much as identifying what can be learned from the experience.

The Patient Safety Co-ordinators were commended for their consideration and care when speaking with clients and family members after a critical incident.

Resources:

- Manitoba Institute for Patient Safety (MIPS) has developed tools for patients & families and healthcare providers: <http://mips.ca/resources---tips.html>

- Emergency Response Information Kit (ERIK): clients are encouraged to have these completed and kept up-to-date.

The Board and staff expressed thanks to the member for sharing his story and for providing valuable insight into the area of patient safety through the eyes of a close family member.

5.3. Community Engagement Planning Committee

The Board received a copy of the minutes of meeting held October 15, 2015 for information.

Ms. Line Leclerc shared that the committee had met on Thursday December 10, 2015 in St. Adolphe.

Annual Public Meeting Date: Wednesday October 5, 2016 – looking into the possibility of holding this meeting using electronic technology.

Local Health Involvement Groups: to enable work to be on preparing a Declaration of Patient Values, requesting change of discussion topic from 'Health Promotion' (move to fall 2016) to 'Declaration of Patient Values'.

MOTION:

THAT the Southern Health-Santé Sud Board of Directors approves the change of the next Local Health Involvement Groups discussion topic from 'Health Promotion' (move to fall 2016) to 'Declaration of Patient Values'.

MOVED BY: Line Leclerc
 SECONDED BY: Cheryl McKittrick CARRIED

Evaluation results from the 2015 Annual Public Meeting will be shared with the Board at the January 27, 2016 Board meeting.

5.4. Policy Review Committee

The Board received a copy of the minutes of meeting held September 4, 2015 for information.

Mr. Guy Gagnon shared that further to meeting on December 11, 2015 in Southport, the following revised Board policies are presented for approval:

- Governance Process (GP-12) Board Committee Structure
- Governance Process (GP-18) Board Expenses
- Executive Limitation (EL-2) Treatment of Clients
- Executive Limitation (EL-6) Emergency CEO Succession
- Executive Limitation (EL-7) Corporate Risk
- Executive Limitation (EL-9) Communication & Support to the Board
- Executive Limitation (EL-10) Public Relations
- Executive Limitation (EL-11) CEO Leadership Competency
- Board-CEO Linkage (BC-5) Monitoring CEO Performance & CEO Performance Appraisal

MOTION

THAT the Southern Health-Santé Sud Board of Directors approves Governance Process (GP-12) Board Committee Structure, revised

December 11, 2015, as presented.

MOVED BY: Guy Gagnon
SECONDED BY: Cheryl McKittrick CARRIED

It was clarified that the additions to GP-12 were in response to feedback from Manitoba Health's Accountability Monitoring process.

MOTION

THAT the Southern Health-Santé Sud Board of Directors approves Governance Process (GP-18) Board Expenses, revised December 11, 2015, as presented.

MOVED BY: Guy Gagnon
SECONDED BY: Leo Van Den Bussche CARRIED

It was clarified that the additions to GP-18 were in response to feedback from Manitoba Health's Accountability Monitoring process.

MOTION

THAT the Southern Health-Santé Sud Board of Directors approves Executive Limitation (EL-2) Treatment of Clients, revised December 11, 2015, as presented.

MOVED BY: Guy Gagnon
SECONDED BY: Line Leclerc CARRIED

MOTION

THAT the Southern Health-Santé Sud Board of Directors approves Executive Limitation (EL-6) Emergency CEO Succession, revised December 11, 2015, as presented.

MOVED BY: Guy Gagnon
SECONDED BY: Ted Klassen CARRIED

MOTION

THAT the Southern Health-Santé Sud Board of Directors approves Executive Limitation (EL-7) Corporate Risk, revised December 11, 2015, as presented.

MOVED BY: Guy Gagnon
SECONDED BY: Line Leclerc CARRIED

MOTION

THAT the Southern Health-Santé Sud Board of Directors approves Executive Limitation (EL-9) Communication & Support to the Board, revised December 11, 2015, with the following additional amendment: *include Board END Reference: Sustainable, accountable and responsive health organization.*

MOVED BY: Guy Gagnon
SECONDED BY: Cheryl McKittrick CARRIED

MOTION

THAT the Southern Health-Santé Sud Board of Directors approves Executive Limitation (EL-10) Public Relations, revised December 11, 2015, as presented.

MOVED BY: Guy Gagnon
SECONDED BY: Leo Van Den Bussche CARRIED

MOTION

THAT the Southern Health-Santé Sud Board of Directors approves Executive Limitation (EL-11) CEO Leadership Competency, revised December 11, 2015, as presented.

MOVED BY: Guy Gagnon
SECONDED BY: Diane Heather CARRIED

MOTION

THAT the Southern Health-Santé Sud Board of Directors approves Board-CEO Linkage (BC-5) Monitoring CEO Performance & CEO Performance Appraisal, revised December 11, 2015, as presented.

MOVED BY: Guy Gagnon
SECONDED BY: Line Leclerc CARRIED

It was clarified that the additions to BC-5) were in response to feedback from Manitoba Health's Accountability Monitoring process.

Board Members each received a copy of the Governance Handbook, issued to the new Board Members at orientation, with the request that they provide feedback prior to the end of March 2016.

6. Board Education

6.1. Fall Board Workshop - Evaluation

The Board received a copy of the compiled Fall Board Workshop evaluations for information.

6.2. Healthy Communities Conference – Thursday April 14, 2016

The Board received a program for the 2016 Healthy Communities Conference, which is being held at the Austin Community Hall, Austin, Manitoba.

For more information: <http://www.southernhealth.ca/news.php?id=223>

7. Board Monitoring

7.1. Summary of Board Meeting Evaluation – Report

Mr. Guy Gagnon provided a review of the monthly Board Meeting Evaluation summary for November 25, 2015 and noted that many positive comments had been expressed regarding the Aboriginal presentation; in light of the Truth and Reconciliation Commission's final report having been made public on Tuesday December 15, 2015, this presentation to the Board was most timely.

The Board appreciated the very informative session on Finance provided by Mr Ryan Green, Chief Financial Officer at the start of the November Board

meeting day.

7.2. Governance Process (GP-4) Board Job Description

Mr. Guy Gagnon provided a review of the monitoring report for Governance Process (GP-4) Board Job Description and noted that the Board is in compliance.

Correction to report: year of appointment to the Board was 2012 not 2013.

7.3. Executive Limitation (EL-6) CEO Succession Planning &
Executive Limitation (EL-10) Public Relations

The CEO provided a monitoring report illustrating her compliance with the following two policies:

Executive Limitation (EL-6) CEO Succession Planning
Executive Limitation (EL-10) Public Relations.

MOTION

THAT the Southern Health-Santé Sud Board of Directors accepts the CEO's Monitoring Report for Executive Limitation (EL-6) CEO Succession Planning and Executive Limitation (EL-10) Public Relations, as being compliant.

MOVED BY: Cheryl McKittrick

SECONDED BY: Line Leclerc CARRIED

Ms. Claudette Lahaie, Executive Director Communications and French Language Services apprised the Board of her decision to retire effective June 30, 2016.

Ms. Lahaie thanked the Board for providing strong governance for the organization.

The Board expressed its sincere thanks to Ms. Lahaie for her wisdom and gentle guidance both in regards to Board Governance processes and French Language Services.

8. Other Board Work 8.1. December 2016 Board Meeting Date

MOTION

THAT the Southern Health-Santé Sud Board of Directors approves to hold its December 2016 meeting day on Wednesday December 14, 2016.

MOVED BY: Line Leclerc

SECONDED BY: Cheryl McKittrick CARRIED

Note: As December 14, 2016 falls two weeks after November 30, 2016, it may not be possible to prepare some information in time for the Board meeting. Where this proves to be the case, this information will either be sent out via email sometime during January 2017 or it will be held for the January 2017 meeting.

- Consider having additional education at the December 2016 meeting.

8.2. Nomination to the HIROC Board of Directors

MOTION

THAT the Southern Health-Santé Sud Board of Directors approves the nomination of Ms. Kristine Hannah to the HIROC Board of Directors.

MOVED BY: Guy Gagnon
SECONDED BY: Line Leclerc CARRIED

9. Information

9.1. Chair's Report

Mr. Guy Lévesque provided a written report and shared the funeral card for Dr. Frances Patrick Doyle.

9.2. Leadership Report

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

- *Blurring the Lines*: collaboration; Aboriginal Health Services resources distributed to communities.
- *Mobile Clinic*: meeting with Sandy Bay Ojibwe First Nation leadership to discuss the possibility of adding the community to the Mobile Clinic's route.
- *Electronic Document Management System*: Southern Health-Santé Sud, Winnipeg Regional Health Authority and Interlake-Eastern RHA have decided to move forward with Salumatics as the vendor of choice for the Electronic Document Management System (EDMS).
- *Trauma Training*: *Planning is underway for regional vicarious trauma training*, this to support the health and retention of staff.
- *Team Spirit / Wellness Activity*: event held by Lorne Memorial Hospital to "Remember Our Veterans"; staff put their name on a green handprint and posted it on the staff room wall and with that put a donation towards the Local Legion Auxiliary. The green hands formed a memorial wreath.
- *Media Scan*: Dr. Judith Kulig's presentation to the Board attracted much media attention.

MOTION

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

MOVED BY: Line Leclerc
SECONDED BY: Ted Klassen CARRIED

The CEO shared that she will be on vacation during January 2016; therefore, for the January Board meeting Mr. Martin Montanti is the designated Senior Leader who is on-call and will be acting at the Board meeting.

9.2.1. Staff Newsletter #33

The Staff Newsletter #33 was unavailable and therefore will be included with the January Board package.

9.2.2. Manitoba Centre for Health Policy Summary Report: Chronic Kidney Disease in Manitoba: *Can We Change The Future?*

A copy of the Manitoba Centre for Health Policy Summary Report: Chronic Kidney Disease in Manitoba: *Can We Change The Future?* was shared for

information.

A copy of both the summary and full report can be found at:

http://umanitoba.ca/faculties/health_sciences/medicine/units/community_health_sciences/departamental_units/mchp/ckd.html

- 10. Information Requested by the Board No report.
- 11. Board Monthly Meeting Evaluation 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 January 27, 2016, Southport Regional Office
- 14. Adjournment MOTION:
THAT the Southern Health-Santé Sud Board of Directors meeting be adjourned at 3:15 p.m.
MOVED BY: Cheryl McKittrick
SECONDED BY: Ted Klassen CARRIED

Chairperson

