



# Red Lake Margaret Cochenour Memorial Hospital

## Board of Governors MINUTES

**DATE:** Thursday, March 5, 2009  
**TIME:** 5:30 p.m.  
**PLACE:** Hospital Board Room

**PRESENT:** Ms. Alana Procyk Chair  
Ms. Tammy Cameron  
Ms. Ursula DeKeyser via video teleconference  
Mr. Ed Everley  
Mr. Loye Halteman  
Ms. Cathy Kaczmarek  
Ms. Annwyl Shewchuk Professional Practice Co-ordinator  
Ms. Janice Mullin Chief Executive Officer  
Ms. Eleanor Vachon Vice Chair  
Ms. Marion Whitton  
Mr. Duncan Wilson  
Dr. Diane Zielke President, Medical Staff  
Ms. Karen Dodic Recording Secretary

**GUESTS:** Ms. Candace Herbert

**REGRETS:** Dr. Vic Aniol  
Ms. Lori Kowalchuk  
Mr. Peter Koch  
Ms. Debbie Larson Chief Nursing Officer  
Ms. Deikel Orocu  
Ms. Tracey Simon

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### 1. CALL TO ORDER

The meeting was called to order by Ms. Procyk, Board Chair at 5:32 p.m.  
Ms. Procyk welcomed the public in attendance.

### 1.2 ACCEPTANCE OF AGENDA

**MOTION NO.: 09-03** Moved: M. Whitton Seconded: C. Kaczmarek

*That the agenda be accepted as amended (distributed).*

*Additions:*

**VOTE FOR MOTION 09-03; Carried**

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### 1.3 DECLARATION OF CONFLICT OF INTEREST

There was no declaration of conflict of interest declared

## 2. CONSENT AGENDA

### 2.1 Adoption of Minutes

The following motion was brought forward:

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**MOTION NO.: 09-04** Moved: D. Wilson Seconded: E. Everley

*That the Minutes of the Board of Governors Meeting held January 8, 2009 be accepted as presented.*

**VOTE FOR MOTION 09-04; Carried**

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## 3. NEW BUSINESS

### 3.1 M-SAA

Ms. Mullin (along with Marcia Scarrow's assistance) reviewed the 2009/2011 Multi-Sectoral Service Accountability Agreement s (M-SAA) for mental health services funding. This is the first time that the Hospital has participated in signage with community Mental Health Programs. The Agreements have to be signed by the Hospital and North West LHIN by March 31, 2009 in order to ensure there are no funding delays.

The following motions were brought forward:

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**MOTION NO.: 09-05** Moved: M. Whitton Seconded: C. Kaczmarek

*That RLMCMH Board of Governors sign the Service Accountability Agreement effective April 1, 2009 – March 31, 2011, for Community Mental Health & Addictions Services Program as presented.*

**VOTE FOR MOTION 09-05; Carried**

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**MOTION NO.: 09-06** Moved: L. Halteman Seconded: C. Kaczmarek

*That RLMCMH Board of Governors sign the Service Accountability Agreement effective April 1, 2009 – March 31, 2011, for Crisis Response Services Program, in partnership with Riverside Health Centre/Dryden Regional Health Centre, as presented.*

**VOTE FOR MOTION 09-06; Carried**

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For Crisis Response Services, the Board has asked for quarterly reports.

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**MOTION NO.: 09-07** Moved: M. Whitton Seconded: L. Halteman

*That RLMCMH Board of Governors sign the Service Accountability Agreement effective April 1, 2009 – March 31, 2011, for Northern Lights Case Management Services Program, in partnership with Dryden Regional Health Centre as presented.*

**VOTE FOR MOTION 09-07; Carried**

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### 3.2 Strategic Plan

Ms. Mullin outlined the past meetings and sessions that the Hospital has been involved with in the development of the Hospital's Strategic Plan. The Leadership Team gathered for a strategic planning session February 19, 2009 where the Mission, Vision, Values and objectives were reviewed and revised accordingly. Ms. Mullin stressed the importance of having obtainable and achievable goals.

Draft copies were distributed to the Board for review. The next step is to have a Board Strategic Planning session which will be held in the Fall; optimistic that Ms. Corbett will facilitate the session.

#### 4. CRQI

##### 4.1 OH&S Infection Control Report

The RLMCMH OHS/Infection Control report, September 2008 – January 2009 was included. The committee met November 21, 2008 and January 30, 2009 and highlighted the following:

- ✓ Hospital wide inspections
- ✓ Monthly department inspections
- ✓ Fire drills
- ✓ Smoking cessation program
- ✓ Fitness equipment purchase plan
- ✓ “wellness” ideas
- ✓ OHS week – May 3-9

##### 4.2 Quality Improvement

- ✓ 100% of active professional staff have submitted copies of 2009 licenses
- ✓ Food & Nutrition department has revised their training process; now incorporates standardized checklists; track employee’s progress.
- ✓ Incident report has been designed specifically for kitchen staff
- ✓ Compliance with Northwood Lodge – pureed foods have been outsourced
- ✓ Food warmer has been purchased for the kitchen; streamlining processes
- ✓ Nursing staff have been educated re: collection of blood specimens
- ✓ Letter sent to Meno Ya Win Health Centre advising that due to our physician shortage we are unable to accept obstetrical patients.
- ✓ Received a thank you letter from Chukuni Cheer Board for donations from the Hospital Christmas party.
- ✓ Patient safety incident reporting information circulated

#### 5. GOVERNANCE COMMITTEE

##### 5.1 Governance update

February 10, 2009 draft minutes were included for information. Letters have been mailed to all appointed organizations looking for representatives for the upcoming year.

Ms. Swanwick has agreed to let her name stand for election at the Annual General Meeting.

##### 5.2 Accreditation

Accreditation’s Sustainable Governance package was distributed. The Board is encouraged to review and have an overall understanding of the processes the Board is involved with. Ms. Shewchuk noted that as a whole the Board has done well thus far.

#### 6. FINANCE COMMITTEE

##### 6.1 Draft January Financial Statements

Financial statements ending January 31, 2009 were presented by Ms. Mullin highlighting:

- ✓ Revenue year to date - \$5,894,270
- ✓ MOH base allocation is on budget
- ✓ Expenses: year to date - \$5,677,413
- ✓ Salaries and sick time are still over budget
- ✓ Vacancies still in X-ray, Physio
- ✓ Overtime/sicktime - \$70,000 over budget

- ✓ Fuel is over budget; increased costs in fuel combined with the weather
- ✓ Year to date surplus of \$160,000
- ✓ Board travel and education - \$22,867
- ✓ Professional development for staff – utilized \$20,019
- ✓ Other votes (Community Counselling) – surplus of \$54,389
- ✓ Diabetes has a surplus of \$24,351
- ✓ Job Connect has a surplus of \$19,714 (any unspent monies will need to be returned)
- ✓ Projected year end is a balanced budget

The following motion was brought forward:

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**MOTION NO.: 09-08** Moved: T. Cameron Seconded:L. Halteman  
*That the Financials statements ending January 31 2009 be accepted, as presented.*  
**VOTE FOR MOTION 09-08; Carried**

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### 6.2 Draft January 29, 2009 Minutes

The Hospital's Pre-employment Policy was discussed at the Finance committee. The policy is broken down into a first year package, second year package and commitment conditions. It was recommended by the Leadership team to the Finance committee that a lump sum payment be given to new staff (may utilize towards relocation, accommodations, etc.) The Finance committee agreed to this revision.

The following motion was brought forward:

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**MOTION NO.: 09-09** Moved: D. Wilson Seconded:T. Cameron  
*That the Hospital's Pre-employment Policy be revised to accommodate a "lump sum payment", \$7,500 for the first year, \$1,500 for the second year, as presented.*  
**VOTE FOR MOTION 09-09; Carried**

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### 6.3 Draft February 26, 2009 Minutes

Draft minutes were distributed. Ms. Mullin spoke about the Laundry department (as per minutes).

The following motion was brought forward:

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**MOTION NO.: 09-10** Moved:D. Wilson Seconded: E. Vachon  
*That the purchase of a new washer and dryer for the Laundry department, up to a maximum of \$50,000 be approved as presented.*  
**VOTE FOR MOTION 09-10; Carried**

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Risk Management Pro software was discussed as well by the committee (as per minutes) and recommended to the Board the purchase of this software. Funding was applied for through the LHIN, but we were declined.

The following motion was brought forward:

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**MOTION NO.: 09-11** Moved:T. Cameron Seconded: D. Wilson  
*That the purchase of Risk Manager Pro Software (approximate cost for implementation of the program - \$15,000) be approved as presented.*  
**VOTE FOR MOTION 09-11; Carried**

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**7. STRATEGIC PLANNING COMMITTEE**

A meeting was held January 29, 2009.

Leadership team met to devise a new Mission, Vision, Values.

**8. MEDICAL ADVISORY COMMITTEE**

8.1 There has not been a MAC meeting.

**9. REPORTS**

- ✓ Ms. Whitton noted that the Foundation Valentine's Day diamond ring draw was won by Gary Mullin.

**10. NEXT MEETING**

April 9, 2009

**11. ADJOURNMENT**

The meeting adjourned at 7:00 p.m for an In Camera session.



Alana Procyk  
Chair



Janice Mullin  
Secretary