



# Red Lake Margaret Cochenour Memorial Hospital

## Board of Governors MINUTES

**DATE:** Thursday, October 7, 2010  
**TIME:** 5:30 p.m.  
**PLACE:** Hospital Board Room

**PRESENT:**

Dr. Vic Aniol	Chief of Staff
Ms. Anne Billard	
Ms. Terry Bursey	
Ms. Tammy Cameron	
Ms. Leah Gentes	
Mr. Peter Koch	via teleconference
Ms. Lori Kowalchuk	
Ms. Alana Procyk	Past Chair
Ms. Arlene Swanwick	
Ms. Marion Whitton	
Mr. Dave Wilson	Joined at 5:40 pm
Ms. Eleanor Vachon	Chair
Ms. Deikel Orocu	IT/Finance Administrator
Ms. Debbie Larson	Chief Nursing Officer
Ms. Annwyl Shewchuk	Professional Practice Co-ordinator

**REGRETS:**

Ms. Cathy Kaczmarek	Vice Chair
Ms. Janice Mullin	Chief Executive Officer
Dr. Diane Zielke	President, Medical Staff

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### 1. CALL TO ORDER

The meeting was called to order by Ms. Vachon at 5:33 p.m.

#### 1.2 ACCEPTANCE OF AGENDA

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**MOTION NO.: 10-21** Moved: P. Koch Seconded: A. Billard

*That the agenda be accepted as presented.*

**VOTE FOR MOTION 10-16; Carried**

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#### 1.3 DECLARATION OF CONFLICT OF INTEREST

There was no conflict of interest declared.

## 2. CONSENT AGENDA

### 2.1 Adoption of Minutes

The following motion was brought forward:

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**MOTION NO.: 10-22** Moved: M. Whitton Seconded: L. Gentes

*That the Minutes of the Board of Governors Meeting held September 9, 2010 be accepted as presented.*

**VOTE FOR MOTION 10-22; Carried**

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## 3. BUSINESS ARISING

### 3.1 Strategic Plan

Ms. Larson noted that the Governance Committee will be following up with the Strategic Plan at each monthly meeting which will then be brought forth to the Board.

## 4. EDUCATION

### 4.1 Privacy & Board of Governors

An information package was included in packages for review. Ms. Shewchuk provided a brief PowerPoint presentation outlining: the background, privacy breeches and what Directors should do.

Ms. Shewchuk has received specific privacy training and receives updates on a regular basis.

## 5. NEW BUSINESS

### 5.1 Nursing Review Report

A review of the nursing department was conducted by a Monahan and Associates in May 2010. Ms. Larson reviewed a PowerPoint presentation noting what the objectives were, focus of care approach. A written report has been received with a list of recommendations (12 in total) which Ms. Larson reviewed.

A few questions followed.

### 5.2 Bill 46: Excellent Health Care for All

Ms. Shewchuk provided a PowerPoint presentation on Bill 46 which has been recently legislated. Ms. Shewchuk provided background information on the Act noting that the interpretation of the Act is very unclear and clarification is being sought by the MOH. A Quality Committee (of the Board) must be established by January 2011; duties of this committee were outlined.

A variety of surveys must be conducted to staff and patients, patient relation process implemented, Quality Improvement Plan developed, Declaration of Values developed, and Performance Based Compensation, are all tasks which must be implemented in the New Year. Ms. Shewchuk will keep the Board posted.

### 5.3 Board of Governors Travel Expense

A copy of the revised Board of Governors Travel Expense Policy was brought forward from the Finance Meeting. The Finance Committee reviewed the policy in depth and revised accordingly.

The following motion was brought forward:

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**MOTION NO.: 10-23** Moved: A. Billard Seconded: A. Swanwick

*That the revised Board of Governors Travel Expense Policy be accepted as presented.*

**VOTE FOR MOTION 10-23; Carried**

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#### 5.4 Board Policies

Policies ADM-ORG-III-16 to ADM-ORG-21 was reviewed at the Finance Committee. The Committee passed a motion to accept all polices, except #21 which we will be seeking clarification on.

The following motion was brought forward:

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**MOTION NO.: 10-24** Moved: T. Cameron    Seconded: A. Procyk  
*That Policies ADM-ORG-III-16 to ADM-ORG-20 be accepted as presented. Awaiting clarification on policy ADM-ORG-21.*  
**VOTE FOR MOTION 10-24; Carried**

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#### 5.5 Professional Development Fund

This item was discussed at the Finance Committee. Ms. Orocu provided background information on the Fund noting that it was a Board initiative approved in 2007, ending March 2010. Staffs have only utilized \$30,000 in total. A survey will be sent to staff on behalf of the Board inquiring why allotments may not have been utilized. The Finance Committee agreed to give staff the opportunity to utilize the remainder of the funds for training. This item will be brought forward to the Finance meeting.

### 6. CRQI

#### 6.1 Audits/Reports

Ms. Shewchuk provided a verbal report on the quality and patient safety throughout the Hospital and medication reconciliations. A copy of the reports was included in packages.

### 7. GOVERNANCE COMMITTEE

Ms. Swanwick noted that the committee met October 5<sup>th</sup>; first meeting since May 2010. Ms. Swanwick briefly noted what the committee is working on:

- ✓ Newsletter – quarterly
- ✓ A sub committee will be formed in order to review the By-laws
- ✓ Reviewed and revised the Terms of Reference
- ✓ Discussed meeting dates
- ✓ Will be reviewing the Strategic Plan and will bring forth to the Board

### 8. FINANCE COMMITTEE

#### 8.1 Financial statements ending August 31, 2010

Ms. Orocu provided a PowerPoint presentation outlining the financial statements:

- ✓ Total revenue is under budget
- ✓ Total expenses of \$2,873,000 – under budget
- ✓ Benefits are over budget
- ✓ Year to date surplus of \$40,712 after amortization
- ✓ Other votes surplus of \$36,112

The following motion was brought forward:

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**MOTION NO.: 10-25** Moved: D. Wilson Seconded: A. Procyk  
*That the financial statements ending July 31, 2010 and August 31, 2010 be accepted as presented.*  
**VOTE FOR MOTION 10-25; Carried**

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## 9. MEDICAL ADVISORY COMMITTEE

The committee met this morning. There was not anything to report on.

## 10. REPORTS

- ✓ Ms. Larson's report was included
- ✓ Ms. Billard noted that elections are upcoming.
- ✓ Ms. Whitton noted that Ivanka tickets are for sale: \$25 each, November 24<sup>th</sup> at 7:00 p.m. at the Legion.
- ✓ The Foundation has approved the purchase of the x-ray upgrade; proceeds all came from the ATV ticket sales (the ATV was donated). Ms. Larson thanked the Ms. Whitton for the Foundation's generous donation.
- ✓ Mr. Wilson noted that the new Ear Falls Municipality building construction is getting underway.
- ✓ The Auxiliary is purchasing another colonoscope for the Hospital. Three representatives will be attending HAAO's 100<sup>th</sup> year celebration in Toronto. The Auxiliary has three new members. Celebrity bagging will take place the month of December. Ms. Larson thanked Ms. Gentes for the Auxiliary's generous donation.

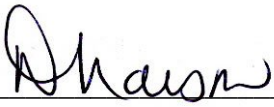
## 11. INFORMATION

There was not any additional information to share.

## 12. ADJOURNMENT

The meeting adjourned at 7:10 p.m. for an in camera session.

  
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Eleanor Vachon  
Chair

  
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Debbie Larson  
Acting Secretary