



MINUTES

Meeting Title:	MIPS BOARD MEETING		
Date:	March 31, 2017	Time:	0800 hrs – 1200 hrs
Location:	MIPS Boardroom		
Present:	Jan Currie Susan Lessard Friesen Helga Bryant Brie DeMone Laurie Thompson - staff	Adam Chrobak Deb Elias – until 1130 Gary McPherson Connie Gretsinger	
Regrets:	Luis Oppenheimer, Judy Storjord, Anna Maria Magnifico		
Guest:	Shelagh Polischuk, Public Health Nurse – Board Education		
Agenda Item:			
1.0 Adoption of Minutes/Agenda			
	1.1	<p>Moved that the minutes of January 5, 2017 be approved as circulated.</p> <p>Moved: Helga Bryant Seconded: Gary McPherson Carried</p>	
	1.2	<p>Approval of agenda of March 31, 2017</p> <ul style="list-style-type: none"> - Add 6.47 signing authority. - Operational plan 8.1 move up after Executive Committee report. - Finance 6.4 move up after Operational Plan. 	
2.0 Board Education			
	2.1	Shelagh Polischuk - WRHA Quality Award Winner "Take Home Naloxone Program"	
3.0 Directors- Declaration of Conflict of Interest, Comments, Suggestions			
	3.1	<p>Declaration, Conflict of Interest, agenda items</p> <p>No conflict of interest declared.</p>	
	3.2	<p>Director Comments/Updates</p> <p>Susan Lessard Friesen will forward letter regarding proposed changes in U.S. legislation that will allow U.S. citizens to access Canadian approved drugs – to determine if MIPS can support that this legislation be blocked for reasons of risk to patients.</p>	
	3.3	<p>Board Appointments and Elections– status</p> <p>We have not had an update from government regarding appointments. We have three vacancies for elected positions</p>	



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		for the June 2017 AGM.
4.0 Executive Director Report – Laurie Thompson		
	4.1	Reviewed for information.
5.0 In-camera Session		
6.0 Committee Reports		
6.1 Executive Committee		
	6.11	Minutes of February 2, 2017 Circulated for information.
	6.12	DM/Minister meeting – status No meetings scheduled. We will require bridge funding depending on date of confirmation of our budget. Jan has corresponded with Deputy Minister Herd.
	6.13	ED Performance Appraisal Participants and timelines were circulated. Tools and guidelines were emailed to directors and hard copy sent to directors who receive hard copy package. Deadline is April 30, 2017 to Adam Chrobak.
6.2 Operational Plan 2017-2018		Draft: Operational Plan 2017-2018 Moved to accept the 2017-2018 operational plan as presented. Moved: Deb Elias Seconded: Helga Bryant Carried
6.3 Finance Committee		
	6.31	Notification: Bookkeeper/Accounting Services RH Black starting April 1, 2017.
	6.32	2016-2017 Quarter 4 Projections Moved that the Quarter 4 projections be approved as presented. Moved: Helga Bryant Seconded: Connie Gretsinger Carried



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	6.33	<p>2017 – 2018 Budget</p> <p>Moved that the board go in-camera. Moved: Connie Gretsinger Seconded: Helga Bryant Carried</p> <p>Moved that the board go out of in-camera. Moved: Connie Gretsinger Seconded: Helga Bryant Carried</p> <p>Moved that the board approve the working budget as presented.</p> <p>Moved: Adam Chrobak Seconded: Brie DeMone Carried</p>
	6.34	<p>2017 – 2018 Funding Request – government</p> <p>Moved that MIPS send in a funding request based on 2017-2018 working budget - \$617,600.</p> <p>Moved: Adam Chrobak Seconded: Brie DeMone Carried</p>
	6.35	<p>2017-2018 Reimbursement Rates</p> <p>Agreed that rates will remain at the 2016-2017 level.</p>
	6.36	<p>Risk Registry – Outcome of Work on Risk ‘Financial’</p> <p>Deferred to May 2017.</p>
	6.37	<p>Cheque Signing Approval</p> <p>Moved to approve the following for cheque signing authority: -Laurie Thompson -Adam Chrobak -Susan Lessard-Friesen -Jordan Blahnik – Limited Authority, up to and including \$3000</p> <p>Moved: Brie DeMone Second: Connie Gretsinger Carried</p>



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6.4 Membership Committee		
	6.41	Status of Renewals as of March 15, 2017 For information: -35 organizations as of March 31, 2017 have renewed (4 Sponsors and 31 Partners) -Four new members – Rural/Northern RHAs -Three members not renewing
	6.42	Member Commitments Reviewed for information.
	6.43	Member Fee Schedule Reviewed by-law, pro-rating of fees, and renewal deadline. Fees will be pro-rated according to when the board approves membership. The deadline for renewal is March 1, 2017.
	6.44	Other – Membership Strategy The Membership Committee is initiating a membership strategy to review organizations who can be approved to join MIPS as a member organization.
6.4 Patient Safety Initiatives Committee		
	6.41	Announcement: Dr. John Wade Patient Safety Initiatives Grant recipients and 2018 Funding Enhancing Medication Safety in the WRHA Home Care Program, Rachel Ganaden, WRHA Home Care Mobility Clinic Pearl Buhler, HavenGroup
	6.42	Patient Safety Champion Award Committee to meet April 3 rd to review and decide upon submissions.
	6.43	Patient Safety Initiatives Committee Succession Committee requires a minimum of two new members; one external and one board member. For action by committee to identify external member and board for identification of new director member.
7.0 Business Arising – Jan Currie		
	7.1	January 2017 Board performance Evaluation – collated results Results for 2017 will be reviewed by the Board Development



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		Committee to identify potential areas for action.
8.0 New Business – Jan Currie		
	8.1	<p>Policies Scheduled for Review: B-ED-1 – Delegation of Authority to the Executive Director</p> <p>Moved that the board reviewed B-ED-1 and agree to continue to operate with B-ED-1 with no changes to policy.</p> <p>Moved: Brie DeMone Seconded: Deb Elias Carried</p>
	8.2	<p>CI Committee – Reporting Structure</p> <p>The board is aware that the committee has been established and is open to supporting the work and will review terms of reference when the committee is ready to bring this forward.</p>
	8.3	<p>Volunteer Program</p> <p>The board agreed to invite the volunteers to attend the September 7, 2017 board meeting at 1100 hrs for one hour of discussion and to have lunch following the board meeting. The board will cover meeting expenditures.</p>
	8.4	<p>Annual General Meeting – Preliminary Planning</p> <p>The board agreed to invite volunteers to introduce themselves and articulate why they are a volunteer.</p> <p>The Minister of Health, Active Living and Seniors will be invited to attend in the capacity of a Class A Member.</p>
9.0 Events		
		WRHA/MIPS Provincial Patient Safety Conference , April 25, 2017 – Location: Canad Inn, Theme: <i>Communication</i>
		MIPS Annual General Meeting – Wednesday, June 7 th Registration: 4:00pm, Meeting & Guest Speakers: 4:30pm–6:00pm, Reception to Follow. Location: Alt Hotel, 310 Donald St.
10.0 Next Meetings		<p>May 4, 2017 June 29, 2017 Rescheduled to July 6, 2017 September 7, 2017</p>