

Approved

Minutes of **Executive Management** meeting held June 13, 2007, at 10:00 a.m. Conference Room A - Administrative Office, St. John's.

Present:

George Tilley, Chief Executive Officer
 George Butt, Vice President
 Beverley Clarke, Chief Operating Officer
 Pat Coish-Snow, Chief Operating Officer – via conference call
 Stephen Dodge, Vice President
 Dr. Oscar Howell, Vice President
 Louise Jones, Chief Operating Officer
 Fay Matthews, Chief Operating Officer
 Wayne Miller, Senior Director

Attending:

Susan Bonnell, Director Strategic Communications
 Mary Haynes, Executive Assistant

Regrets:

Alice Kennedy, Chief Operating Officer
 Pat Pilgrim, Chief Operating Officer

Presentation:

At 9:30 a.m. prior to the meeting, select members of Executive Team (George Tilley, George Butt, Oscar Howell and Louise Jones) received a presentation on Capital Equipment Funding from Dr. George Fox, Division Head, Respiriology.

		Action	Motion	Time Frame
1.	Approval of Minutes May 30, 2007			
	The minutes were reviewed. Amendments are to be forwarded to Mary Haynes.	Haynes		
1.1	Review of Deferred Items <ul style="list-style-type: none"> Approach to Respond to Provincial Strategies (WM) <p>This issue refers to how the organization responds to provincial strategies and responsibility for same. Specific reference was made to a chronic disease framework. Ms. Lisa Browne is working on this initiative, and Mr. Miller will follow up on the status.</p> 	Miller		

Approved
Executive Management
June 13, 2007

4

		Action	Motion	Time Frame
	<ul style="list-style-type: none"> The need to begin preparation work for a comprehensive analysis of the results of the review, as well as assignment of responsibility for the process and development of a communication plan was raised. Mr. Miller, Ms. Pam Elliott, Mr. Roger Chafe, Mr. Shawn Thomas, and Ms. Debbie Perry will meet to begin the process. Mr. Dodge will contact the Information Management and Technology Department to determine what support they can provide. 	<p>Miller</p> <p>Dodge</p>		
	<ul style="list-style-type: none"> Communication Plan – Mr. Dodge will follow up with Ms. Coish-Snow and Dr. Howell to confirm the next steps with respect to communication on this issue. As well, a process for written communication with the community physicians to advise them of the process is also required. It is important that this be a multimedia approach. Mr. Dodge will follow up with Ms. Jeanette O'Keefe, Strategic Communications. 	Dodge		
1.5	Communication with Senior Management and Clinical Chiefs			
	<p>There was a general discussion on the ripple effect of the extensive media coverage of both the ER/PR and Burin radiologist issues on the morale and confidence of Directors and Clinical Chiefs and the potential negative impact on accountability and decision-making within the organization. It is critical that senior managers understand the issues and the approach taken by Executive Team.</p> <p>It was agreed that a meeting will be scheduled of Executive Team, Directors and Clinical Chiefs to discuss these key issues.</p>	Haynes		
1.6	CEO Meeting with Minister and Deputy Minister			
	<p>The CEO is scheduled to meet with the Deputy Minister of Health and Community Services, Board Chairs and CEOs on June 14, 2007, and requested input on key messages:</p> <ul style="list-style-type: none"> Education to distinguish between errors versus variation in medical treatment Move to a just culture Potential negative impact on leadership, accountability and decision making as a result of intense media interest HIROC's concern with full disclosure and the impact on insurability Implications for recruitment in an atmosphere of blame Difference between patient disclosure and public disclosure Need for highly skilled human resources to accompany major capital equipment investments in rural areas 			

Approved
Executive Management
June 13, 2007

5

		Action	Motion	Time Frame
	<ul style="list-style-type: none"> Location of services Increase in potential liability issues as a result of politicization 			
2.	Items for Input/Decision			
2.1	Draft Healthy Workplace Strategy Proposal (SD)			
	<p>Executive Team endorsed the draft Healthy Workplace Strategy Proposal. With respect to specific recommendations:</p> <ul style="list-style-type: none"> Mr. Dodge was designated as the Executive Team member to champion the Healthy Workplace Progressive Excellence Program COO representative on Steering Committee – Ms. Clarke agreed to represent the COOs on the Steering Committee. 	<p>Dodge</p> <p>Clarke</p>		
2.2	CRC Vans – Transportation (LJ)			
	<p>The CRC vans require a scheduled replacement at a cost of \$170,000. Before automatically replacing the vans, a decision is required on whether to continue providing this service, as well as the most cost-effective approach. Historically, the CRC vans have transported clients of the Children's Rehabilitation Service to and from clinical appointments, as well as some recreational activities. The cost of the service is \$150,000, and the volume has been decreasing.</p> <p>Issues for consideration:</p> <ul style="list-style-type: none"> Impact on clients potential public issue one part-time employee 			
	<p>Executive Team agreed to explore the options to providing this service and recommended that parents be included in the process. Contracting the service is one option, i.e. taxi service, and it was noted that we have experience with contracted services within other parts of our organization for pediatric clients.</p>	Jones		
2.3	Response from DM re Pandemic Influenza Planning (WM)			
	<p>The letter from the Deputy Minister dated May 28, 2007, in response to the CEO's letter of April 23, 2007, regarding pandemic influenza planning was reviewed.</p>			
	<p>One outstanding issue is a decision on the N95 respiratory masks. The</p>			