

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT
AGENDA
THURSDAY, DECEMBER 15, 2016

SUPPLEMENTARY AGENDA

Receive

AGENDA – December 15, 2016

Approve

PAGE NO. MINUTES

ACTION

2-5 Stuart-Nechako Regional Hospital District
Meeting Minutes – November 24, 2016

Adopt

REPORTS

6-12 Roxanne Shepherd, Treasurer
- Draft 2017 Provisional Budget

Receive

CORRESPONDENCE

VERBAL REPORTS

RECEIPT OF VERBAL REPORTS

SUPPLEMENTARY AGENDA

NEW BUSINESS

ADJOURNMENT

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT**MEETING MINUTES****THURSDAY, NOVEMBER 24, 2016**

PRESENT: Chairperson Jerry Petersen

Directors Eileen Benedict
John Illes
Dwayne Lindstrom
Rob MacDougall
Bill Miller
Mark Parker
Gerry Thiessen

Directors Tom Greenaway, Electoral Area "C" (Fort St. James Rural)
Absent Thomas Liversidge, Village of Granisle

Alternate Directors Bob Hughes, Electoral "C" (Fort St. James Rural)
Linda McGuire, Village of Granisle

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Roxanne Shepherd, Treasurer
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Petersen called the meeting to order at 10:09 a.m.

AGENDAMoved by Director Parker
Seconded by Director Miller**SNRHD.2016-8-1**

"That the Stuart-Nechako Regional Hospital District Agenda of November 24, 2016 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Stuart-Nechako Regional
Hospital District Meeting
Minutes – September 22, 2016**Moved by Director Benedict
Seconded by Director MacDougall**SNRHD.2016-8-2**

"That the minutes of the Stuart-Nechako Regional Hospital District meeting of September 22, 2016 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**REPORTS****Meeting with Northern Health
October 17, 2016**Moved by Director Miller
Seconded by Alternate Director McGuire**SNRHD.2016-8-3**

"That the Stuart-Nechako Regional Hospital District Board of Directors receive the Treasurer's November 15, 2016 memo titled "Meeting with Northern Health October 17, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

Northern Health Capital
Spending Reports
September 30, 2016

Moved by Director MacDougall
Seconded by Director Illes

SNRHD.2016-8-4

"That the Stuart-Nechako Regional Hospital District Board of Directors receive the Treasurer's November 15, 2016 memo titled "Northern Health Capital Spending Reports, September 30, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Financial Statements
September 30, 2016

Moved by Director Parker
Seconded by Alternate Director McGuire

SNRHD.2016-8-5

"That the Stuart-Nechako Regional Hospital District Board of Directors receive the Treasurer's November 14, 2016 memo titled "Financial Statements - September 30, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Correspondence

Moved by Alternate Director McGuire
Seconded by Director Benedict

SNRHD.2016-8-6

"That the Stuart-Nechako Regional Hospital District Board of Directors receive the following correspondence:

-Ministry of Health – SNRHD Request for *Hospital District Act* to Reflect Recommendations from the 2003 Ministry of Health Review;

- Northern Health:

- NH Board & Regional Hospital District Planning Session;
- Northern Health One Step Closer to Magnetic Resonance Imaging (MRI) Services in Terrace and Fort St. John;
- Access to Health Services Across the Regions Highlighted at Northern Health Board Meeting;
- Notice of Public Meeting – Northern Health Board Meeting – December 6, 2016;
- Media Advisory – Countdown Event at Haida Gwaii Hospital and Health Centre."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS

Pharmacy and Community
Paramedic for Granisle

Alternate Director McGuire reported that Granisle has a Community Paramedic as part of the Province of B.C.'s Community Paramedicine program. The Village of Granisle has provided a furnished home for the individual and they will be in the community a minimum of three years. The service will augment BC Ambulance.

Alternate Director McGuire also mentioned that a property in Granisle has been recently purchased with the intent of building a Pharmacy for the community.

VERBAL REPORTS (CONT'D)

Village of Fraser Lake Losing a Doctor

Director Lindstrom commented that the Village of Fraser Lake is losing one of its rotating doctors on December 31, 2016. Northern Health has indicated they are working to replace the doctor that is leaving.

Challenges to Find an Ultrasound Technician for Vanderhoof

Director Thiessen noted that St. John's Hospital in Vanderhoof is struggling to find an Ultrasound Technician. There is a shortage across Canada and the District of Vanderhoof is looking for suggestions in regard to recruitment strategies. Director Thiessen mentioned that one of the key issues is that ultrasound technicians do not have training opportunities in northern B.C.

Primary Care Facility for Fort St. James

Director MacDougall mentioned that Fort St. James is completing a letter campaign to lobby for a primary care facility in Fort St. James. A meeting is scheduled for November 28, 2016 with Penny Anguish, Chief Operating Officer, Northern Interior, Northern Health and other representatives from Northern Health.

Northern Health has issued a tender process for a temporary primary health care facility for Fort St. James to meet the current critical needs of the community, its physicians and medical support staff.

Mills Memorial Hospital -Terrace, B.C.

Director MacDougall commented that Mills Memorial Hospital in Terrace, B.C. has received approval from the Province of B.C. to proceed with developing a business case. This is a first step toward either an extensive renovation or a new structure to replace the facility.

Air Ambulance Providers Landing at Community Airports

Director Miller spoke of attending the Burns Lake Airport Society's Annual General Meeting and discussion took place regarding the two Air Ambulance service providers that utilize the Burns Lake Airport. He noted that one of the service providers will not land if the runway has any sign of snow. Director Miller voiced concerns in regard to the inconsistency between service providers. He noted the pressures that are imposed on BC Ambulance and patients in having to transport patients via roadway if the Air Ambulance service will not land. Director Thiessen commented that Vanderhoof has had similar experiences.

Discussion took place regarding Air Ambulance service provider's policies and having Air Ambulance attend a future SNRHD meeting to provide information as to their criteria and policies for landing. Staff will invite Air Ambulance to a future SNRHD meeting.

Receipt of Verbal Reports

Moved by Director Lindstrom
Seconded by Director Miller

SNRHD.2016-8-7

"That the verbal reports of the various Stuart-Nechako Regional Hospital District Board of Directors be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

UBC Rural Health Chair

Director Parker mentioned that on November 15, 2016 the University of British Columbia (UBC) appointed Dr. Dave Snadden to be the founding Rural Doctors' UBC Chair in Rural Health. The new position is dedicated to improving rural health care. Director Parker suggested that an invitation be extended to Dr. Snadden to attend a future SNRHD meeting.

NEW BUSINESS (CONT'D)

Director Thiessen Meeting
with Auditor of Healthcare
in the North

Director Thiessen mentioned that he has a meeting scheduled next week with the Auditor of Healthcare in the North to discuss issues facing his community. Director Thiessen also brought forward concerns in regard to hospital privileges having the potential to be removed if a certain number are not performed in a year. He will provide a report at a future meeting.

ADJOURNMENT

Moved by Alternate Director McGuire
Seconded by Director Miller

SNRHD.2016-8-8

"That the meeting be adjourned at 10:29 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Jerry Petersen, Chairperson

Wendy Wainwright, Executive Assistant

Stuart-Nechako

Regional Hospital District

Memo

December 6, 2016

Board Agenda – December 15, 2016

To: Chair Petersen and the Board of Directors
From: Roxanne Shepherd, Treasurer
Regarding: Draft 2017 Provisional Budget

The *Hospital District Act* requires a Regional Hospital District Board to pass a provisional budget for the year no later than December 31st of the preceding year. Attached is a draft provisional budget for 2017 along with a copy of Northern Health's preliminary proposed capital expenditures and budget funding request for the SNRHD. Northern Health may request changes as it completes its budget process in the coming months. The following are the highlights of the draft provisional budget.

Building Integrity Expenditures

Northern Health is requesting that the budget for building integrity expenditures be kept the same as last year at \$24,000. This is 40% of the total projected 2017 expenditures.

Minor Equipment

For 2017, Northern Health has requested a budget of \$178,108, a 3% increase from last year's budget of \$172,920. This is approximately 40% of the \$445,613 minor equipment expenditures planned for 2017.

Burns Lake Hospital Replacement

The SNRHD funded 100% of the planning costs of \$2,413,187, enabling this portion of the project to proceed without having to wait for formal funding approval by the Province. Construction commenced in 2013 and is now complete. To date, in addition to the planning costs, the SNRHD has funded \$7,553,421 of construction costs with another claim of \$630,000 expected in December 2016. A final claim of approximately \$18,000 is expected prior to March 31, 2017. This will bring the total paid by the SNRHD up to \$10,676,608 out of total commitment of \$11,010,000 (20% of the total \$55,050,000 budgeted cost). The project came in under total budget by \$333,392, and under 2016 budget by \$144,370. The surplus of \$144,370 is being budgeted as a contribution to the capital reserve in 2017.

Fort St. James Primary Care

This project is not considered a capital project as it would be a facility lease. Therefore, it is not included on the Northern Health list of projects attached. Total project cost is estimated to be between \$1-2 million and the SNRHD has been asked to contribute 40% or \$400,000-\$800,000. The lower amount has been placed in the Provisional Budget and can be adjusted when cost updates are provided.

Fort St. James Sprinkler System

This project was budgeted in 2015 for \$400,000 (40% of the projected total cost of

SNRHD

2017 Provisional Budget

December 6, 2016

\$1 million). In 2016, Northern Health revised the estimate to \$340,000 (40% of \$850,000). The project was complete in 2016 and came in under budget at \$273,573. The surplus of \$66,427 is being budgeted as a contribution to the capital reserve in 2017.

Major Equipment

- Vanderhoof & Fort St. James Telephone Systems Upgrades – This is a carryforward from the 2015 budget. It was originally budgeted in 2015 at \$90,000 (40% of \$225,000). In 2016 the cost was expected to come in at \$91,440 (40% of 228,600). Due to human resource constraints, Northern Health was only able to replace the phone system at the Stuart Lake Hospital for \$24,112 (40% of \$60,281). St. John Hospital and Southside telephone system upgrades are scheduled for 2017 at \$105,200 (40% of \$263,000)
- Vanderhoof C-Arm – In 2016, Northern Health requested \$50,040 (40% of \$125,100) for a C-Arm Operating Room X-Ray system. Northern Health was able to transfer another unit to the hospital, so this replacement has been bumped out to 2018.
- Vanderhoof Post-Anaesthetic Recovery Patient Monitoring – This is a carryforward item from the 2016 amended budget for a 40% share of \$325,000 total project cost and should be complete by March 31, 2017.

Clinical Information Systems

Northern Health is requesting RHD funding for several clinical information technology projects to provide more efficient and more informed health services. All hospital districts contribute a total of 40% of total project cost and the SNRHD contributes a prorated amount, based on population, which totals 4.8% of the total project cost.

- Integrated Community Clinical Information System will enable a single record for each patient to support the traditionally separate records of Public Health, Home and Community Care, Mental Health and Addictions and others. This was planned to be a multi-year project costing approximately \$8.25 million. The SNRHD contributed \$123,468 in 2015 and \$71,224 in 2016. This project has evolved into the two projects for Community Health Records below and currently has three phases. Phase 1 has been complete and Phase 2 will begin in 2017.
- Community Health Record – Mental Health/ Home and Community Care, /Clinical Data Repository/Reporting. Northern Health is requesting contributions of \$45,548 in 2017, \$82,248 in 2018 and \$73,609 in 2019 for a total contribution of \$396,097 over five years.
- Community Health Record – Public Health, Regional Chronic Disease, Inter-Professional Teams. The SNRHD has been asked to contribute \$77,099 for this project in 2017.
- Emergency Department Information System will enable a single record per patient and a workflow tool to support efficient and effective care in emergency departments across the North. This system is in place in Prince George and Fort St. John but

requires extensive development and further deployment across the region. This is a multi-year \$2.2 million project and the SNRHD is requested to contribute \$153,872 over two years starting in 2019. The SNRHD had originally budgeted to start contributing in 2015, but the project has been deferred due to limited provincial funding.

- Health Link North is an integrated system that enables a single clinical record for acute care patients throughout Northern Health. The SNRHD has previously contributed to the development of this system. It now needs a software upgrade. This is a multi-year project costing approximately \$4.4 million. Northern Health is requesting the SNRHD to contribute \$213,395 over two years starting in 2017.
- Cardiology Information System – To improve cardiac diagnostic services and supporting care. This project also includes the replacement of ECG cart equipment. The SNRHD is requested to contribute \$59,694 in 2017.
- Medical Imaging/Radiology Echo PACS – To upgrade current PACs System including physical infrastructure, operating system and PACs application. The SNRHD is requested to contribute \$73,106 in 2017.

Pines Cafeteria Expansion

Although not requiring taxation in 2017, Northern Health has included a request for funding an expansion of the Pines cafeteria in 2018 at a cost of \$741,600 (40% of \$1.854 million). This has increased from the 2016 estimated project cost of \$1.3 million.

Withdrawal from Special Capital Reserve

A special reserve was established for the Burns Lake Hospital Healing Garden with funds raised from local donations. The Healing Garden was complete in 2016 for a cost of \$62,000. Due to interest earned, the balance in the reserve after project completion is \$1,540. The small remaining balance is budgeted to be contributed back to the capital reserve.

Contribution to Capital Reserve

The projected 2017 contribution to the capital reserve is \$1,184,716. This, when added to the current reserve balance of \$1,367,045, will result in a balance of \$2,551,761 plus interest in the capital reserve at the end of 2017.

Long Term Capital Projects

Northern Health's projections include several projects in the "outer years".

- Fort St. James Hospital Replacement – Preliminary projection of \$30 million (40% of \$75 million) with a preliminary target date starting sometime after 2019;
- Fraser Lake Health Centre Upgrades – Preliminary projection of \$6,000,000 (40% of \$15,000,000) with a preliminary target start date sometime after 2019;
- Fraser Lake Health Centre Carestream Quantum X-Ray machine – Projected cost of \$200,000 (40% of \$500,000) after 2019.

SNRHD

2017 Provisional Budget
December 6, 2016

Long term financial projections will be presented to the Board prior to consideration of the final 2017 budget.

Taxation

Taxation is currently projected to remain the same as 2016 at \$1,790,000, with the projected tax rate of \$0.56 per \$1,000, based on 2016 assessments. This is the same rate per \$1,000 as last year. Depending on the Completed Tax Roll released in January 2017, the tax rate may need to adjust in order to collect the required amount of tax revenue.

At this time, the Board is requested to consider approving the attached 2017 Provisional Budget, including any amendments that it deems appropriate.

I would be pleased to answer any questions.

R Shepherd

Recommendation:	(all/weighted/majority)
That the Board of Directors receive the Treasurer's memo dated December 6, 2016 titled "Draft 2017 Provisional Budget" and approve the attached 2017 Provisional Budget.	

**Stuart-Nechako R.H.D.
2017 Provisional Budget**

	2015 Budget	2015 Actual	2016 Final Budget - Amended - May 28, 2016	Oct 2016 YTD Actual	2016 Projected	2017 Provisional Budget
REVENUE:						
Surplus from prior year	44,245	44,245	535,510	535,510	535,510	541,703
Interest Income	6,500	12,341	5,000	5,428	5,928	5,000
Grants in lieu of taxes	10,000	6,220	8,000	6,373	7,923	7,900
Withdrawal from Capital Reserves	1,555,728	794,544				
Withdrawal from Special Capital Reserve	63,000		63,500	62,000	62,000	
Temporary Borrowing	373,590					
TAXATION:						
Conv. Hosp. Assmts. (2017 Estimated Roll) \$ 319,026,804 2017 Estimated Tax Rate 66 Cents per \$1,000	1,790,000	1,790,000	1,790,000	1,790,000	1,790,000	1,790,000
Conv. Hoop. Assmts. (2016 Revised Roll) \$ 319,026,804 2016 Estimated Tax Rate 66 Cents per \$1,000						
Conv. Hosp. Assmts. (2015 Revised Roll) \$ 330,790,830 2015 Estimated Tax Rate 64 Cents per \$1,000						
Conv. Hosp. Assmts. (2014 Revised Roll) \$ 321,634,494 2014 Estimated Tax Rate 64 Cents per \$1,000						
Total Revenue	3,843,063	2,647,380	2,402,010	2,399,309	2,401,369	2,344,603
EXPENDITURES:						
Annual Grants						
Building Integrity < \$100,000	24,000	24,000	24,000	24,000	24,000	24,000
Global Equipment Grant for Minor Capital <\$100,000	180,000	180,000	172,920	172,920	172,920	178,108
	204,000	204,000	196,920	196,920	196,920	202,108
Major Capital Projects						
Major Project - St. John Outpatient CFWD from 2008	794,545	794,544				
Major Project - FSJ Primary Care						400,000
Major Project - Burns Lake Hospital Planning						
Major Project - Burns Lake Hospital Construction	1,941,585	898,193	854,370		630,000	20,000
Major Project - Fraser Lake D&T Heating System (40%)	128,000	67,561				
	2,864,130	1,760,298	854,370	0	630,000	420,000
Building Integrity > \$100,000						
Fort St. James - Sprinkler System (40%)	400,000		340,000	273,573	273,573	
	400,000	0	340,000	273,573	273,573	-
Major Equipment						
Vanderhoof & Fort St. James Telephone System Upgrades	90,000		91,440		24,112	
Vanderhoof & Southside Telephone System Upgrades						105,200
Vanderhoof C-Arm Operating Room X-ray			50,040			
Vanderhoof Post-Anesthetic Recovery Patient Monitoring			130,000			130,000
	90,000	0	271,480	0	24,112	235,200
Information Technology Projects						
integrated Community Clinical Information System	131,413	123,468	71,224	71,224	71,224	
Community Health Record - Public Health, Regional Chronic Disease, InterProfessional Teams						77,099
Community Health Record - Mental Health/HCC/Clinical Data Repository/Reporting						45,548
Cardiology Information System						59,694
Medical Imaging/Radiology Echo PACS						73,106
Emergency Department Information system	65,020					
Health Link North - Corner Upgrade						19,132
	196,433	123,468	71,224	71,224	71,224	274,579
Administration & Other:						
Directors' Remuneration & Travel	10,000	7,044	10,000	3,402	5,811	10,000
Administration (staff time, audit & other)	15,500	17,030	17,000	12,500	17,000	18,000
	25,500	24,074	27,000	15,902	22,811	28,000
Burns Lake Hospital Heating Garden (100% donation funded)	83,000		62,000	62,000	62,000	
Contribution to Capital Reserve			579,016	579,016	579,016	1,184,716
Total Expenditures	3,843,063	2,111,840	2,402,010	1,198,635	1,859,655	2,344,603

**NORTHERN HEALTH AUTHORITY CAPITAL PLAN
STUART-NECHAKO REGIONAL HOSPITAL DISTRICT FUNDING REQUEST**

RHD Budget Year --		APPROVED 2016/17 2016	2017/18 2017	PLANNING 2018/19 2018	2019/20 2019	Outer Years	Comments
CAPITAL EXPENDITURES							
Major Projects							
Approved Projects:							
Proposed Projects (<\$5,000,000):							
PIN Cafeteria Expansion	Burns Lake	0	0	1,854,000	0	0	
Proposed Major Projects (>\$5,000,000):							
STH Stuart Lake Hospital Replacement	Fort St. James	0	0	0	0	75,000,000	
FLC Health Centre Upgrade	Fraser Lake	0	0	0	0	15,000,000	
Building Integrity <\$100,000							
		60,000	60,000	60,000	60,000		
Equipment & Projects <\$100,000							
		432,634	445,613	458,981	472,751		
Information Technology:							
Community Health Record - Primary Care & Business Requirements	Regional	517,000	0	0	0	0	project name changed
Community Health Record - Public Health, Regional Chronic Disease, InterProfessional Teams	Regional	1,515,000	1,345,000	0	0	0	
Community Health Record - Mental Health/HCC/Clinical Data Repository/Reporting	Regional	0	965,000	1,750,000	1,585,000	0	
Health Link North: Cerner Upgrade	Regional	0	405,000	4,116,000	0	0	
Cardiology Information System	Regional	0	1,220,000	0	0	0	
Medical Imaging/Radiology Echo PACS	Regional	0	3,436,000	0	0	0	
Emergency Department Information System	Regional	0	0	0	1,500,000	1,760,000	
Clinical Media Management	Regional	0	0	0	900,000	0	
Workforce Timekeeper	Regional	0	0	0	0	1,860,000	
Major Equipment >\$100,000							
SJH Post-Anaesthetic Recovery Patient Monitoring	Vanderhoof	325,000	0	0	0	0	
Phone Systems	Vanderhoof/Southside	0	283,000	0	0	0	
SJH C-Arm replacement	Vanderhoof	0	0	125,100	0	0	
Phone Systems	Fraser Lake/Granisle	0	0	0	0	100,000	
FLC Carestream Quantum	Fraser Lake	0	0	0	0	500,000	
Northern Health Medical Imaging Strategy	Various	0	0	0	0	0	Fundraising Campaign*
TOTAL CAPITAL EXPENDITURES		\$2,849,634	\$8,439,613	\$8,364,081	\$4,517,751		

DRAFT

**NORTHERN HEALTH AUTHORITY CAPITAL PLAN
STUART-NECHAKO REGIONAL HOSPITAL DISTRICT FUNDING REQUEST**

RHD Budget Year - -		APPROVED 2016/17 2016	2017/18 2017	PLANNING 2018/19 2018	2019/20 2019	Outer Years	Comments
RHD FUNDING REQUESTED							
Major Projects							
Approved Projects:							
Proposed Projects (<\$5,000,000):							
PIN Cafeteria Expansion	Burns Lake	0	0	741,600	0	0	
Proposed Major Projects (>\$5,000,000):							
STH Stuart Lake Hospital Replacement	Fort St. James	0	0	0	0	30,000,000	
FLC Health Centre Upgrade	Fraser Lake	0	0	0	0	6,000,000	
Building Integrity <\$100,000							
		24,000	24,000	24,000	24,000	0	
Equipment & Projects <\$100,000							
		172,920	178,108	183,451	188,954	0	
Information Technology:							
Community Health Record - Primary Care & Business Requirements	Regional	71,224	0	0	0	0	
Community Health Record - Public Health, Regional Chronic Disease, InterProfessional Teams	Regional	0	77,099	0	0	0	
Community Health Record - Mental Health/HCC/Clinical Data Repository/Reporting	Regional	0	45,548	82,248	73,609	0	
Health Link North: Cerner Upgrade	Regional	0	18,132	194,263	0	0	
Cardiology Information System	Regional	0	59,694	0	0	0	
Medical Imaging/Radiology Echo PACS	Regional	0	73,108	0	0	0	
Emergency Department Information System	Regional	0	0	0	70,800	83,072	
Clinical Media Management	Regional	0	0	0	42,480	0	
Workforce Timekeeper	Regional	0	0	0	0	87,792	
Major Equipment >\$100,000							
SJH Post-Anaesthetic Recovery Patient Monitoring	Vanderhoof	130,000	0	0	0	0	
Phone Systems	Vanderhoof/Southside	0	105,200	0	0	0	
SJH C-Arm replacement	Vanderhoof	0	0	50,040	0	0	
Phone Systems	Fraser Lake/Granisle	0	0	0	0	40,000	
FLC Carestream Quantum	Fraser Lake	0	0	0	0	200,000	
Northern Health Medical Imaging Strategy	Various	0	0	0	0	0	Fundraising Campaign*
TOTAL RHD FUNDING REQUESTED		\$398,144	\$581,887	\$1,275,602	\$399,843		

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