



**REGIONAL HEALTH AUTHORITY
CHURCHILL, MANITOBA R0B 0E0 CANADA**

**MINUTES
Board of Directors
Thursday, 30 January 2003
1600 hours – CRHA Board Room**

PRESENT: R. Penwarden, Chair
V. Flett, Board Member
D. Macri, Board Member
J. Massan, Board Member
C. Phelan, Board Member

TELECONFERENCE: J. Simailak, Board Member
J. Brown, MB Health Liaison

ALSO PRESENT: B. Langevin, Chief Executive Officer
N.L. Deslauriers, Director of Clinical Services
D. Forsythe, Human Resources Coordinator
D. Pomietlarz, Chief Financial Officer
Dr. W. Smith, NMU Program Coordinator

REGRETS: M. Fern, Director of Community Services

RECORDER: V. Brew, Executive Assistant

1.0 CALL TO ORDER AND OPENING PRAYER

R. Penwarden called the meeting to order at 1625 hours. J. Simailak presented the opening prayer.

2.0 ADDITIONS TO AGENDA

The following items were added under 13.0 New Business:

- 13.3 NPTP Monitoring Report
- 13.4 Probation Officer
- 13.5 Policy on Home Care Transportation
- 13.6 Information Session for Board Members

3.0 ACCEPTANCE OF AGENDA

Resolution 01/03: Moved by J. Massan, seconded by C. Phelan to accept the agenda as amended.

CARRIED

At this time R. Penwarden introduced Dr. Smith, Program Coordinator, NMU.

Dr. Smith reported that Dr. Grobbelaar has resigned from his position as Chief of Staff and that our other two physicians Dr. Patterson and Dr. Gerntholtz have shown interest in the position of Chief of Staff.

4.0 MINUTES OF THE PREVIOUS MEETING

4.1 Board of Director's Meeting – 19 December 2002

V. Flett pointed out typos in items 12.4 & 12.7.

Resolution 02/03: Moved J. Massan, seconded by C. Phelan to accept the minutes as amended.

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MEETING

5.1 CRHA Insurance Coverage

D. Pomietlarz consulted with MARSH insurance regarding coverage for the Churchill RHA. He has not received a response, but expects a response in the next week or so and added that he believes the CRHA is currently under insured by approximately \$5 million.

5.2 Dental Clinic

B. Langevin spoke with Dr. Brothwell, University of Manitoba, Faculty of Dentistry and requested his presence at a meeting scheduled for February 24th. The community will be invited to address concerns they have with the dental clinic.

ACTION: V. Brew will advertise the meeting on community channel, radio and place poster throughout the community.

6.0 COMMITTEE SUBMISSIONS

B. Langevin reported that CRHA Advisory Committee currently has no chairperson. It is the responsibility of the Board to appoint a chairperson.

ACTION: V. Brew will advertise in the community for anyone interested in chairing the CRHA Advisory Committee.

7.0 CEO MONITORING REPORTS

7.1 Communication & Counsel to Board – BP – B – 10

In reviewing the monitoring report, J. Massan inquired about the time frame of the policies. B. Langevin explained the policies are on a rotating schedule and each month one or more policies are monitored. The schedule is in the Quality Framework Binder.

D. Macri asked if Board minutes are available on the website.

ACTION: V. Brew will ensure that the approved board minutes are on the CRHA Website.

Resolution 03/03: Moved by D. Marci, seconded by J. Massan to approve the Chief Executive Officers monitoring report on policy BP – B-1- Communication & Counsel to Board.

CARRIED

7.2 Asset Protection – BP – B – 20

J. Massan asked the locations of the backup computer files. D. Pomietlarz replied that the daily back-up tapes are stored in a fireproof cabinet in HR office and at the Royal Bank in the safety deposit box.

D. Macri asked if the CRHA receives proof of licensing from professional staff. B. Langevin added that professional staff association's license forward a list of license renewals to the CRHA. N.L. Deslauriers stated that they ask for a photocopy of the license for the personnel file.

Resolution 04/03: Moved by J. Massan, seconded by D. Macri to approve the monitoring report on Asset Protection policy BP – B – 20.

CARRIED

At this time J. Simailak excused herself from the meeting.

7.3 Financial Condition – BP – B – 30

B. Langevin reported that Chief Financial Officer prepares the figures. D. Macri asked if the CFO would have an inservice for board members.

ACTION: D. Pomietlarz will have an inservice for board members and added that if any members had questions on finance to drop-in to his office any time.

Resolution 05/03: Moved by C. Phelan, seconded by D. Macri to approved the monitoring report Financial Condition policy BP – B – 30.

CARRIED

8.0 POLICY VIOLATIONS

8.1 Financial Condition Policy.

B. Langevin informed members that the CRHA is in violation of the financial condition policy. The CRHA spending has exceeded revenue and Manitoba Health is aware and is monitoring this situation.

R. Penwarden asked if the CRHA has received any other money. D. Pomietlarz replied that we received \$400,000, which is not shown in the statement. However, we did receive funding of \$50,000 that is part of the money we were to receive over a three-year period for housing furnishings.

9.0 BOARD SELF EVALUATION

9.1 Chairperson's Role – BP – C – 90

B. Langevin read the policy on the Chairperson's role. Board members agreed that the Board chair has complied with the policy.

9.2 Governing Style – BP – C- 20

B. Langevin reviewed the Governing Style policy with the Board members and they agree that they are complying with the policy.

10.0 POLICY CHANGES

There were no policy changes.

11.0 EDUCATION

There was no discussion at this time.

12.0 COMMUNICATION**12.1 Chairman's Report -R. Penwarden**

R. Penwarden reported that MB Telehealth evaluation report would be coming out in March. The two-year CHIP funding has ended and is unclear if further funding will be available.

J. Massan expressed that telehealth orientation went very well and staff seemed very impressed with it.

12.2 Nunavut Members' Update - C. Phelan

To be discussed in camera.

12.3 Chief Executive Officer's Report - B. Langevin

Dr. Martens will be doing a presentation on the update of stats from the "Need to Know" program scheduled on February 25, 2003.

The auditor's report was circulated for information.

A letter was received from The Town of Churchill requesting an update on the billing system in the dental clinic.

ACTION: B. Langevin will write a letter to The Town of Churchill on the procedures on billings in the dental clinic.

J. Massan asked what the term COO meant from the DSM report. B. Langevin replied it short for Chief Operating Officer.

At this time J. Massan excused herself from the meeting.

R. Penwarden asked if there were any questions regarding the Chief Executive Officer report. There were no questions raised.

12.4 Chief Financial Officer's Report -D. Pomietlarz

D. Pomietlarz explained the first handout sheet that states our financial position up to December 2002 is a \$130,000 deficit for the entire operation and a \$340,000 deficit on the Manitoba Health funded portion of our operation. This does not include the \$400,000 one-time funding adjustment that we

just receive. He added that he will be meeting will Kivalliq Air. D. Pomietlarz asked if there were any questions. There was no questioned raised.

12.4 Director of Community Services Report

No report submitted.

12.5 Chief of Staff's Report

No report submitted.

12.6 Director of Clinical Services -N. L. Deslauriers

N.L. Deslauriers announced that she was pleased to have R. Ermann on board as the new nursing supervisor.

C. Phelan asked about the Mental Health worker moving into the clinic and if the program would change. N.L. Deslauriers replied the program remains the same.

N.L. Deslauriers had nothing further to add to her report and asked if there were any questions. There were no further questions.

13.0 NEW BUSINESS

13.1 Letter Deputy Minister – Discretionary Expenditures - 20 December 2002.

B. Langevin commented that the letter on discretionary spending was received before Christmas and a letter of response was completed and attached.

13.2 Letter A/Deputy Minister – Performance Deliverables - 15 January 2003

R. Penwarden and B. Langevin participated in a teleconference with all the RHA CEO's and Board Chairs and discussed the performance deliverables. (See attached). A letter was sent to Dwight Barna, A/ Deputy Minister requesting to meet with him regarding the performance deliverables.

ACTION: This document will be brought to the planning workshop scheduled for January 31st.

13.3 NPTP Monitoring Report

D. Macri asked B. Langevin if a report could be submitted to the Board on the NPTP every three months.

ACTION: B.Langevin will submit a report to the Board in May.

13.4 Probation Officer

B. Langevin reported that the incumbent is ill and this job is posted as a temporary position. There has been no response to date. A Senior Probation Officer was in from Thompson and audited the files.

R. Penwarden stated this is a community concern. B. Langevin added the social worker could cover this position until someone was hired.

ACTION: The Board will be kept posted on this position.

13.5 Policy on Home Care Transportation

V. Flett advised that a staff member in Community Services was reprimanded for giving a home care client a ride home and asked if the policy has changed.

ACTION: B. Langevin will look at the policy and report back.

13.9 Information Session for Board Members

R. Penwarden reported on behalf of J. Simailak, that there is a lot of things that she doesn't understand and would like to sit down with the Chief Executive Officer to discuss.

B. Langevin added that Dr. Pat Martens would be here next month and the Board could all meet at this time.

ACTION: At the request of the Board, B. Langevin meet with Board members prior to the next Board meeting.

14.0 CORRESPONDENCE/INFORMATION

14.1 Letter P. Dubiensi, A/Deputy Minister – Appointment of Interim CEO - 21 January 2003

Circulated for information.

14.2 Letter Dr. B. Martin, NMU – Appended Note from Dr. K. Parker - 9 January 2003

Circulated for information.

14.3 Letter D. Aruthnott, MB Finance – Apartment Furnishings & Appliances - 7 January 2003

Circulated for information.

14.4 Letter M. Sussman, Deputy Minister - Financial Reports to the Board – 8 January 2003

Circulated for information.

14.5 Letter M. Sussman, Deputy Minister - One Time Funding Adjustment–2 January 2002/3

Circulated for information.

14.6 Letter NMU – GP Status Report – 2 January 2003

Circulated for information.

14.7 Letter Officer of the Auditor General – Performance Reporting In Annual Report – 17 December 2002

J. Brown commented that the auditor's report has specific requirement and that MB Health isn't as detailed.

14.8 Letter Family Services & Housing – The Fatality Inquires Amended Act - 6 January 2003

Circulated for information.

14.9 Board Leadership – John Carver Newsletter

Circulated for information.

14.10 Minutes Council of Chairs - 12 December 2002

R. Penwarden added that Minister would be sitting in at next Council of Chairs meeting.

15.0 CONSENT AGENDA

15.1 Medical Privileges

The College of Physicians and Surgeons of Manitoba recommended the privileges for Dr. Leonard Skead are in good standing.

Resolution 06/03: Moved by V. Flett, seconded by J. Massan to approve medical privileges for Dr. Leonard Skead, Anaesthesia

CARRIED

16.0 PUBLIC PARTICIPATION

There was no public participation in attendance.

17.0 DATE OF NEXT MEETING

The next Board meeting has been scheduled for Tuesday, February 25, 2003. R. Penwarden will be available via teleconference.

18.0 ADJOURNMENT

Resolution 07/03: Moved by V. Flett, seconded by C. Phelan to adjourn the meeting at 1755 hours.

CARRIED