



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

**Board of Directors
Minutes
26 June 2003
1630 hours – CRHA Board Room**

PRESENT:	R. Penwarden, Chair J. Massan, Board Member
VIA TELECONFERENCE:	C. Phelan, Board Member J. Simailak, Board Member J. Brown, MB Health Liaison B. Langevin, Chief Executive Officer
ALSO PRESENT:	N.L. Deslauriers, Chief Operating Officer M. Fern, Director of Planning & Privacy Officer D. Pomietlarz, Chief Financial Officer
GUEST:	M. Verwey, Auditor BDO Dunwoody
REGRETS:	D. Macri, Board Member V. Flett, Board Member D. Forsythe, Human Resources Co-ordinator
RECORDER:	V. Brew, Executive Assistant

1.0 CALLED TO ORDER

R. Penwarden called the meeting to order at 1640 hours. J. Simailak presented the opening prayer.

R. Penwarden introduced M. Verwey, Auditor, BDO Dunwoody who presented the Churchill RHA Financial Statement Year Ending March 31, 2003. See new business 13.1.

2.0 ADDITIONS TO THE AGENDA

The following was added to the agenda under 13.0 New Business:

13.4 Operating Budget

J. Massan asked if in the future when new information is added to the agenda if it could be deferred to the next board meeting, as she feels there isn't enough time to review prior to the meeting.

R. Penwarden responded that if board members feel they need more time to review the material/information they can request it to be deferred to the next scheduled meeting.

3.0 ACCEPTANCE OF AGENDA

Resolution 31/03: Moved by C. Phelan seconded by J. Massan to accept the agenda as amended.

CARRIED

4.0 MINUTES OF THE PREVIOUS MEETING – 27 May 2003

J. Massan requested clarification on item 13.3 on the Economic Development (CED) and about Churchill RHA contributing \$10, 000 to CED.

R. Penwarden added that the previous CEO and Board were to contributing \$10,000 to Churchill Economic Development. However, due to financial constraint the CRHA would only be contributing \$2,000.

The minutes of the previous meeting were approved with no changes.

Resolution 32/03: Moved by J. Massan seconded by C. Phelan to approve the minutes from 27 May 2003.

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 CEO Evaluation

The Chief Executive Officer evaluation has been scheduled for August at which time the board members will meet in-camera.

6.0 COMMITTEE SUBMISSIONS

There were no committee minutes submitted.

7.0 CEO MONITORING REPORT

7.1 Treatment of the Public – BP – P- 90

Board members reviewed the monitoring report submitted by the CEO.

Resolution 33/03: Moved by J. Massan seconded by J. Simailak that the Chief Executive Officer is in compliance with policy BP – B –90, Treatment of the Public.

CARRIED

8.0 POLICY VIOLATIONS

8.1 Budgeting Policy BP – B – 40

B. Langevin reported that the Churchill RHA is in violation of the budgeting policy # BP – B – 40 and is operating in a deficit, spending more than MB Health has allowed.

9.0 BOARD SELF-EVALUATION

9.1 Board Member's Code of Ethics – BP – C – 80

N.L. Deslauriers read the policy on the Board Member's Code of Ethics.

- Accountability - Board members agreed they are in compliance
- Individual Authority – Board members are in compliance
- Confidentiality – Board agreed they are in compliance
- Acceptance of Gifts – Board agreed they are in compliance
- Training & Development - Board members agreed they are in compliance
- Special Privileges - Board members agreed they are in compliance
- Cultural Diversity - Board members agreed they are in compliance
- Violations of the Code of Ethics - Board members agreed they are in compliance
- Conflicts of Interest - Board members agreed they are in compliance

Resolution 34/03: Moved by C. Phelan, seconded by J. Massan that the Churchill RHA Board of Directors are in compliance with policy BP- C – 80, Board Member's Code of Ethics.

CARRIED

9.2 CEO Role – BP- D – 30

N.L. Deslauriers read the policy on the CEO Role – BP- D – 30. The board agreed that they comply with the CEO Role

Resolution 35/03: Moved by C. Phelan, seconded by J. Massan that the Churchill RHA Board of Directors are in compliance with policy BP- D – 30 CEO Role.

CARRIED

10.0 POLICY CHANGES

10.1 Ends Policy – BP – D – 20

B. Langevin suggested the monitoring report for the Ends policy be changed from June 2003 to January 2004.

Resolution 36/03: Moved by J. Massan seconded by C. Phelan to change the monitoring report for the Ends policy from June 2003 to January 2004.

CARRIED

11.0 EDUCATION

None

12.0 COMMUNICATION

12.1 Chairman's Report

R. Penwarden announced that Regent Construction is still working on A & B Blocks. He reported that the front steps are crumbling as a result of pouring the cement in the late fall.

D. Pomietlarz announced that Rob Hlady, Architect was in Churchill last week and was informed about the front steps crumbling, and will have to redone.

R. Penwarden asked about the Telehealth room. D. Pomietlarz reported that the architects spoke to the Ministry and they gave the architect approval to go ahead with the design. The work will be tendered and hopes it get started soon.

12.2 Nunavut Members' Report

J. Simailak announced the Inuit Centre in Winnipeg had their grand opening.

C. Phelan had nothing to report at this time.

12.3 Chief Executive Officer's Report

B. Langevin announced the Health Plan is included in the board package and D. Pomietlarz will explain further.

J. Massan requested clarification from the CEO regarding her report on an escort of an NPTP patient.

B. Langevin replied that the patient was a high-risk pregnancy, needing an elective c-section and physicians didn't feel this warranted an escort.

12.4 Chief Financial Officer's Report

D. Pomietlarz discussed the operating budget for 2003 and audited the financial statement 2003.

12.5 Director of Planning & Privacy Officer's Report

In addition to M. Fern's report, she asked board members if they would like a bound copy of the Manitoba RHA Indicators Atlas. She also circulated a picture of the Manitoba Centre for Health Policy's office done by David Macri.

ACTION: V. Brew will forward a copy of the MB RHA Indicators Atlas to C. Phelan in Baker Lake.

12.6 Chief of Staff's Report

B. Langevin announced that the Dr. Gerntholtz would be leaving in August for Vancouver. Northern Medical Unit, (NMU) has indicated they have a physician interested in coming to Churchill.

All the board members stated they are very sad to hear that he is leaving.

12.7 Chief Operating Officer's Report

N.L. Deslauriers asked if there were any further questions to her report and announced they have full staffing on the ward and receiving funding for the coagulator.

J. Massan asked about the health of the probation officer. N.L. Deslauriers replied that she is still off and currently have someone working half-time as there is not enough work at this time to employ a full time worker.

12.8 Human Resources Report

There were no questions raised.

13.0 NEW BUSINESS

13.1 Churchill RHA Financial Statements – 2003

M. Verwey, auditor of BDO Dunwoody LLP presented the financial statement for year-end March 31, 2003. Mr. Verwey explained each category on the CRHA assets and liabilities. (See attachment)

M. Verwey stated he would submit a letter to the Board as per agreement of Auditor General and summerized what the letter would entail. He also stated that he doesn't anticipate any changes in the statements. He thanked B. Langevin and D. Pomietlarz for their assistance with the audit.

D. Pomietlarz reported that they cleared a dental debt from approximately 3 years ago and adjustments were made on the invoices for approximately \$40,000-\$50,000.

13.2 CRHA Audit Committee - Terms of Reference & Self – Assessment

B. Langevin suggested that the board members review the terms of reference and self-assessment and have official meeting in August.

13.3 Confidential Letter (In-Camera)

Board went in camera at 1809 hours.

13.4 Operating Budget

D. Pomietlarz announced we should have a balanced budget for this fiscal year and gave an explanation of the budget (see attachment)

J. Massan asked about the high number of Medivacs this year compared to last year.

B. Langevin clarified that an NPTP committee has been formed and meets weekly. The committee monitors the medivacs and the physicians are keeping stats. No further questions were raised.

Resolution 37/03: Moved by J. Massan, seconded by C. Phelan to approve the operating budget for 2003/2004.

CARRIED

14.0 CORRESPONDENCE & INFORMATION

14.1 Northern Medical Unit, Physician Status Report – 1 June 2003

Was circulated for information.

14.2 Budget Implementation Bill – 2003

Was circulated for information.

14.3 Leadership Quality Improvement Letter – 10 June 2003

Was circulated for information.

15.0 CONSENT AGENDA

There was no consent agenda.

16.0 PUBLIC PARTICIPATION

There was no public participation.

17.0 DATE OF NEXT MEETING

The next meeting is scheduled for August 28, 2003 at 1630 hours.

The Board will meet at 1600 hours to do the evaluation of the C.E.O.

18.0 ADJOURNMENT

R. Penwarden adjourned the meeting at 1807 hours.