



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

**BOARD OF DIRECTORS
MINUTES
THURSDAY, 28 AUGUST 2003
1600 HOURS – CRHA BOARDROOM**

PRESENT:

**R. Penwarden, Chair
J. Massan, Board Member
D. Macri, Board Member
V. Flett, Board Member**

VIA TELECONFERENCE: C. Phelan, Board Member

ALSO PRESENT:

**B. Langevin, Chief Executive Officer
D. Forsythe, Human Resources Co-ordinator
Dr. M. Patterson, Chief of Staff
D. Pomietlarz, Chief Financial Officer
Dr. W. Smith, Program Co-ordinator, N.M.U.**

REGRETS:

**J. Simailak, Board Member
J. Brown, MB Health Liaison
M. Fern, Director of Planning & Privacy Officer**

RECORDER:

V. Brew, Executive Assistant

1.0 CALL TO ORDER AND OPENING PRAYER

R. Penwarden called the meeting to order at 1610 hours.

2.0 ADDITIONS TO AGENDA

The following was added to the agenda under 13.0 New Business

13.4 Letter from M. Sussman – 13 August 2003

3.0 ACCEPTANCE OF AGENDA

***Resolution 38/03:* Moved by C. Phelan, seconded by D. Macri to approve the agenda as amended.**

CARRIED

4.0 MINUTES OF THE PREVIOUS MEETING

4.1 Board of Director's Meeting – 26 June 2003

R. Penwarden corrected item 4.0 and should read: 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.

D. Macri questioned item 13.1 - Churchill RHA financial statement - 2003, why the CRHA cleared a debt for the University of Manitoba dental.

D. Pomietlarz clarified that the CRHA was billing the dental clinic for OR supplies, janitorial services and general supplies which fall under the contract and is the responsibility of the CRHA.

Resolution 39/03: Moved by C. Phelan, seconded by J. Massan to approve the CRHA Board of Director's minutes from 26 June 2003 as amended.

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MEETING

5.1 CEO Evaluation

R. Penwarden announced that the Board of Directors would complete the Chief Executive Officer's evaluation on Tuesday, September 16, 2003 at 1700 hours.

6.0 COMMITTEE SUBMISSIONS

6.1 Medical Advisory Meeting – 28 May 2003

R. Penwarden asked if there were any questions regarding the Medical Advisory minutes from 28 May 2003, there were no questions raised.

7.0 CEO MONITORING REPORTS

7.1 Temporary Privileges for Medical Staff

The monitoring report for temporary privileges for medical staff was reviewed. B. Langevin added that the privileges for medical staff are a recommendation of The College of Physicians and Surgeons of Manitoba and they are forwarded to the Board for final approval.

B. Langevin reported there is a possibility that the College will not be doing the medical privileges in the future and the CRHA may have to go through the Winnipeg Regional Health Authority for a fee.

Dr. Patterson added that because the Churchill RHA is small, we do not have the resources to do the medical privileges as other RHA's do and hopes this would not cause a conflict between WRHA and CRHA.

B. Langevin will keep the board apprised of the situation.

8.0 POLICY VIOLATIONS

8.1 Budgeting Policy BP – B – 40

B. Langevin reported that the Churchill RHA is non-compliant with the budgeting policy BP – B – 40. The CRHA is spending more money than we have and have not received any money from Manitoba Health.

9.0 BOARD SELF EVALUATION

There were no monitoring policies for the Board due in August.

10.0 POLICY CHANGES

There were no policy changes.

11.0 EDUCATION

No discussion.

12.0 COMMUNICATION

12.1 Chairman's Report

R. Penwarden reported that Regent Construction continues to work on A & B blocks and they anticipate being finished by September 16, 2003. The front steps will be redone shortly.

D. Pomietlarz added the ambulance bay once again would be used as the front entrance to the CRHA until the steps are completed.

12.2 Nunavut Members' Update

C. Phelan reported that she received a complaint from an elder who was sent to Churchill for an ultrasound escorted by the daughter. She reported the patient waited 2 ½ weeks because there was no ultrasound machine.

Dr. Patterson added that the patient came down to Churchill with an escort because of medical reasons and was admitted to the hospital and discharged less than a week before the ultrasound machine was here. C. Phelan will consult with Dr. Patterson further.

B. Langevin added that ultrasounds are done monthly and Inuit patients are all done at the same time.

C. Phelan also added she likes to receive the board package earlier as it gives her time to review it.

12.3 Chief Executive Officer's Report

B. Langevin added that everyone involved in the Shamattawa evacuation did a great job. The Emergency Measures Officer (EMO) informed the CRHA that we were not responsible for the children of Shamattawa regarding Child and Family Services issues. A debriefing was held and

concerns were discussed on what went well and what could be done differently. All billings from the evacuation were forwarded to The Town of Churchill for reimbursement.

Staff and parents of the Day Care Centre had a meeting to discuss issues and concerns. The majority of concerns were with safety issues. A meeting with Minister Eric Robinson was scheduled however, there was a mix up at his end and another meeting will be set-up to discuss funding and education.

A letter received from a parent will be discussed in –camera and interviews for Director of Primary Health Programs have been completed.

B. Langevin asked if there were any further questions. There were no questions raised.

12.4 Chief Financial Officer's Report

D. Pomietlarz reported that we are in a deficit of approximately \$174,157. The only adjustment received from Manitoba Health was for capital funding and no other funding has been received to date.

D. Pomietlarz asked if there were any further questions, there were no questions raised.

12.5 Director of Planning

B. Langevin reported that she has been in contact with Burntwood Regional Health Authority and the person hired to conduct the Community Needs Assessment has left and they are now in the process of rehiring.

D. Pomietlarz added the Churchill RHA would supply accommodation while the new needs assessment person is in Churchill and that the remaining \$80,000 should cover their travel and other expenses in the Burntwood/Churchill Regions.

12.6 Chief of Staff's Report

Dr. Patterson reported that two physicians have been hired, a husband and wife. Dr. Kristo LeRoux signed a one-year contract. Dr. Eleanor LeRoux will work a .6 until her maternity leave. She will not be doing on-call however, she may take on-call when another physician leaves on vacation. The physicians will arrive on Sunday, August 31st.

Dr. Patterson reported that there have been 6 deliveries this year and last year there were 32. The College of Physicians and Surgeons guidelines stated that there should be a minimum of 25 deliveries.

Dr. Patterson stated that he will let The College of Physicians and Surgeons know in writing that the Churchill RHA is not meeting the numbers as per their guidelines.

Other concerns regarding obstetrics is with the lack of delivers, this will reflect on the nurses and physicians not keeping up their skills and it is not financially reasonable to send our physicians and nurses to Winnipeg to keep up their level of skills. This is due to the birthing centre in Rankin and to date they have had 70 deliveries.

J. Massan asked if he had any ideas on how to increase our numbers. Dr. Patterson replied that the guidelines are strict and suggested to:

- Let the College of Physicians and Surgeons know that Inuit pre-OBS (first time moms) are low risk
- Check on the Churchill RHA's guidelines in Rankin – as they may be outdated
- Improve communication with the birthing centre and nursing stations

Dr. Smith added that the CRHA should notify the College and advise them of our low birth rate and about Inuit moms are low risk.

R. Penwarden suggested perhaps contacting Tadoule Lake and added that there is a meeting next week with Major Spence to promote Churchill in Nunavut.

J. Massan would like to know the number of women going to Winnipeg who are low risk.

12.7 Chief Operating Officer

No report submitted.

12.8 Human Resources Report

D. Forsythe reported Brian Robothum has been hired as the new Network Administer and will be starting on Wednesday, September 3, 2003.

He also reported that he has met with the Manitoba Metis Federation to discuss possible joint training for Early Childhood Educators.

J. Robinson, MGEU was here to sign-off the Manitoba Government Employee Union agreement.

D. Forsythe asked if there were any questions, there were no questions raised.

13.0 NEW BUSINESS

13.1 Provincial Health Conference & Exhibition

The following Board members will be attending the Provincial Health Conference and Exhibition in Winnipeg on October 9.

J. Simailak, B. Langevin and M. Fern have been registered for the Health Conference and J. Massan, D. Macri, C. Phelan, V. Flett and B. Penwarden will forward registration information to V. Brew next week to complete.

13.2 CRHA Annual Board Self-Assessment Framework

The board reviewed the self-assessment framework evaluation tool. B. Langevin explained that this tool is a requirement of Manitoba Health as one of the items in the accountability document.

Board members will further review the framework tool at the board meeting in September and in January have a planning day to complete the framework along with the strategic plan.

Resolution 40/03: Moved by J. Massan, seconded by C. Phelan to approve the CRHA Annual Board Self-Assessment Framework and forward it to Manitoba Health.

CARRIED

13.3 Royal Bank Resolution

D. Pomietlarz requested approval on who will be granted permission to sign-off on the safety box at the bank for the CRHA and stated that in the future only a letter will be needed.

Resolution 41/03: Moved by J. Massan, seconded by V. Flett to approve the following positions to access the safety deposit box at the Royal Bank.

- **Chief Executive Officer**
- **Chief Financial Officer**
- **Payroll/General Ledger Clerk**
- **Finance Assistant**

CARRIED

13.4 Letter- M. Sussman, 13 August 2003

The letter from Milton Sussman, A/Deputy Minister regarding the Medivac, which took place on December 29, 2002, was reviewed by the Board. The Churchill RHA is required to submit NPTP audits and NPTP minutes.

B. Langevin asked if there were any further questions, there were no questions raised.

14.0 CORRESPONDENCE/INFORMATION

14.1 Letter – Dr. B. Martin, NMU-20 June 2003

B. Langevin added further to the letter from Dr. Bruce Martin, that she tried to plan a meeting with Arlene Wilgosh however, Arlene Wilgosh has been away on vacation.

B. Langevin asked if there were any further questions. There were no questions raised.

14.2 Letter – Assistant Deputy Minister of Health

Circulated to board members for information.

14.3 Board Leadership News Letter

Circulated to board members for information.

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Circulated to board members for information.

14.5 Letter from Manitoba Health Finance Dept. Re: RHA/CCMB Financial Management Review

B. Langevin added that the review from MB Health Finance Department was not a concern for the CRHA.

14.6 Letter to Proposal Selection Committee

Circulated to board members for information.

14.7 Letter from Deputy Minister of Health

In reviewing the letter from the Deputy Minister, B. Langevin stated that attached is a policy that Manitoba Health would like the CRHA Board to implement into their policies.

Resolution 42/03: Moved by J. Massan, seconded by V. Flett to approve the request that Churchill RHA Board implement the MB Health Policy on Accountability, Monitoring and Evaluation Health Accountability, Policy and Planning into a board policies.

CARRIED

15.0 CONSENT AGENDA

15.1 Medical Privileges

Resolution 43/03: Moved by C. Phelan, seconded by J. Massan to approve medical privileges as recommended by The College of Physicians and Surgeons of Manitoba for Dr. Wanda Klippenstein General Practitioner.

CARRIED

Resolution 44/03: Moved by C. Phelan, seconded by J. Massan to approve medical privileges as recommended by The College of Physicians and Surgeons of Manitoba for Dr. F.J.T. Meyer, General Practitioner.

CARRIED

16.0 PUBLIC PARTICIPATION

No community/public participation.

17.0 DATE OF NEXT MEETING

R. Penwarden announced that the Annual General Meeting would be taking place on Thursday, September 25 at 1600 in the CRHA cafeteria followed by the board meeting.

C. Phelan announced she is unable to attend the meeting Annual General Meeting however, will be available via teleconference for the Board meeting.

18.0 ADJOURNMENT

R. Penwarden adjourned the meeting board meeting at 1740 hours to go in-camera.

Out of camera at 1850 hours, no report.