



REGIONAL HEALTH AUTHORITY  
CHURCHILL, MANITOBA R0B 0E0 CANADA

BOARD OF DIRECTORS  
MINUTES  
THURSDAY, 29 JANUARY 2004  
CRHA BOARDROOM - 1200 Hours

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

**ALSO PRESENT:** B. Langevin, Chief Executive Officer  
D. Pomietlarz, Chief Financial Officer  
M. Fern, Director of Planning/Privacy Officer  
R. Ermann, Director of Primary Health Programs  
V. Brew, Human Resources Co-ordinator

**TELECONFERENCE** R. Ogden, MB Health Liaison

**REGRETS:** C. Phelan, Board Member

**RECORDER:** P. Gresham, Executive Assistant

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#### 1.0 CALL TO ORDER

R. Penwarden called the meeting to order at 1200 hours.

#### 2.0 ADDITIONS TO AGENDA

2.1 Draft Letter to Minister Under New Business 13.1

#### 3.0 ACCEPTANCE OF AGENDA

**Resolution 01/04:** Moved by J. Massan 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 – 18 December 2003\** |

**Resolution 02/04:** Moved by J. Massan, seconded by D. Macri to accept the minutes of 18 December as presented.  
**CARRIED.**

## 5.0 BUSINESS ARISING FROM PREVIOUS MEETING

### 5.1 *Staff Recognition (Tabled from December)*

In previous years the CRHA has hosted a Recognition Supper but the attendance has been poor. There was a discussion and it was agreed to have an afternoon Tea. It will be February 20<sup>th</sup> 2004.

### 5.2 *Board Member Self Assessment \**

B. Langevin circulated copies of the Board Member Self Assessments. She explained these will be forwarded to MB Health as part of the Board package.

## 6.0 COMMITTEE SUBMISSIONS

### 6.1 *NPTP Committee Minutes\**

The NPTP minutes were submitted for information, there was a general discussion.

### 6.2 *Chief of Staff Committee Minutes\**

The Chief of Staff minutes were submitted for information, there was a general discussion.

### 6.3 *Medical Advisory Committee Minutes\**

The Medical Advisory minutes were submitted for information, there was a general discussion.

## 7.0 CEO MONITORING REPORTS

### 7.1 *Communication & Counsel to Board Policy BP – B 10\**

the **Resolution 03 / 04: Moved by J. Massan, seconded by V. Flett to approve monitoring report BP – B 10 on Communication & Counsel to Board. CARRIED.**

### 7.2 *Asset Protection Policy BP – B – 20\**

**Resolution 04/04: Moved by D. Macri, seconded by V. Flett to approve the monitoring policy BP – B – 20 on Asset Protection. CARRIED.**

### 7.3 *Financial Condition Policy BP – B – 30\**

**Resolution 05/04: Moved by V. Flett, seconded by D. Macri to approve the monitoring policy BP – B – 30 on Financial Condition. CARRIED.**

7.4 **Monitoring Report: Policies BP-E-20; BP-E-30; BP-E-40; BP-E-50; BP-E-60\***

There was a general discussion with regards to the Ends policies. This document could be used to help with the Strategic Planning.

**Resolution 06/04: Moved by J. Massan, seconded by V. Flett to approve Ends Policies A, B, C, D and E.  
CARRIED.**

**8.0 POLICY VIOLATIONS**

B. Langevin explained that the CRHA is doing audits on the prevention of violations of the Confidentiality Policy

**9.0 BOARD SELF EVALUATION**

**9.1 Chairperson's Role Policy BP – C – 90\***

The chairperson is in compliance with this policy.

**9.2 Governing Style Policy BP – C – 20\***

The Board is in compliance with the governing style policy.

**10.0 POLICY CHANGES**

There were no policy changes.

**11.0 EDUCATION**

There is financial education on-going at the Audit Committee. Education should be looked at for the planning meeting.

**12.0 COMMUNICATION**

**12.1 Chairman's Report (verbal)**

R. Penwarden gave a report on the front steps of the CRHA. Tests were completed on them and they are faulty and will be completely renovated in the summer.

**12.2 Nunavut Members' Update**

There was no report from Nunavut.

**12.3 Chief Executive Officer's Report**

B. Langevin informed the Board she met with Arlene Wilgosh, MB Health Assistant Deputy Minister of Regional Programs & Services. It was suggested the Board write a

letter to the Minister of Health detailing the outcome of the visit of Mr. Bernie Blais, Deputy Minister of Health & Social Services from Nunavut.

A meeting has been arranged to allow interested parties to get together to begin to explore how the health services provided by the Churchill Health Centre could be delivered in the future. It will provide an excellent opportunity to exchange ideas on how future services should be planned and delivered.

A Roundtable meeting will be held in February in Arviat. B. Langevin will be attending the meeting on behalf of the Economic Development, she suggested a Board Member should attend to represent the CRHA.

**R. Resolution 07/04: Moved by D. Macri, seconded by J. Massan to approve Penwarden attend the Roundtable meeting in Arviat.**

There was a general discussion with regards to the per diem rates charged for the Churchill RHA Inc. versus WRHA.

#### **12.4 Chief Financial Officer's Report\***

D. Pomietlarz answered questions about the financial statement. He reported that the CRHA would begin the Audit May 12 through 19<sup>th</sup>.

#### **12.5 Director of Planning/Privacy Officer**

Margaret circulated copies of her report. She will have a draft for the Immunisation deliverable ready for the meeting in February.

#### **12.6 Chief of Staff's Report**

Dr. M. Patterson informed the Board that Drs. Alma and Cristio LeRoux had a baby girl on Tuesday. Flowers were sent from the Board and Management.

Dr. C. Grobbelaar will be leaving the end of March. Dr. Cristio LeRoux will be on holidays and arrive back mid April.

Dr. Patterson informed the Board that his contract will expire in July but he will be leaving Churchill RHA 23 April 2004.

### **V. Flett left the meeting.**

#### **12.7 Director of Primary Health Programs**

The Lab has received their accreditation and it is good for five years. The ICD – 10 training for HIS is being set up. A nurse has been sent to St. Boniface to begin training for Obstetrics. A nurse has been sent out to begin Cardiac training. The new Mental Health worker has been working on her programs. The policies and procedures have been updated and sent to the Senior Management for approval. The HIROC survey has been completed.

### **12.7 Human Resources Report**

V. Brew reported that the Recruitment and Retention committee met on January 16<sup>th</sup>. The Chair person will rotate each meeting. The Terms of References were reviewed and updated and the meetings will be held six times a year.

Staff orientations are on-going the next one will be January 30<sup>th</sup> with six new staff members attending.

The CRHA is looking for Day Care workers, an Ultrasound Technologist and a trade's person for maintenance. A new staff member will be arriving this week for the Lab

### **12.8 Audit Committee Report**

D. Pomietlarz reported on behalf of V. Flett. The Audit Committee has gone through assessment package and it will be summarised for the February meeting. D. Pomietlarz is doing an inservice at each meeting. The committee will meet quarterly with the next meeting in May when the auditor is here.

## **13.0 NEW BUSINESS**

### **13.1 Letter to the Minister of Health\***

There was a discussion with regards to the letter to the Minister of Health.

**Resolution 08/04:** Moved by J. Massan, seconded by D. Macri to approve the letter as presented be sent to the Minister of Health.

## **14.0 CORRESPONDENCE/INFORMATION**

### **14.1 Letter from U of M re: Resources Status Report for January 2004**

This was circulated for information.

### **14.2 Letter from MB Health\* Re: Implementation of ICD – 10 – CA/CCI in Manitoba**

This was circulated for information.

### **14.3 John Carver Board Leadership Newsletter\***

This was circulated for information.

### **14.4 Letter from Minister of Family Services & Housing\***

This was circulated for information.

### **14.5 Letter from MB Health**

**Re: Safety & Security Capital Projects for 2003/2004\***

This was circulated for information.

**14.6 WRHA/RHAM RN Required Supply Model\*  
2003 to 2007 Projection Analysis**

This was circulated for information.

**14.7 Letter from Regional Health of Manitoba\***

This was circulated for information.

**14.8 HIROC Memo \*  
Re: Nominations to the HIROC Board of Directors**

This was circulated for information.

**15.0 CONSENT AGENDA**

- 15.1 Physician Privileges Dr. Fernando Guijon, Obstetrics/Gynaecology\*  
Physician Privileges Dr. Lennard Skead, Anaesthesia\*

**Resolution 09/04: Moved by J. Massan, seconded by D. Macri to approve  
renewal and Dr. Lennard Skead – Anaesthesia.  
privileges for Dr. Fernando Guijon – Obstetrics/Gynaecology  
Skead – Anaesthesia.  
CARRIED.**

**16.0 PUBLIC PARTICIPATION**

There was no public participation.

**17.0 DATE OF NEXT MEETING**

The next meeting will be 20 February, 2004.

**18.0 ADJOURNMENT**

R. Penwarden adjourned the meeting at 1340 hours.

**Note: \*Asterisk \* - indicates an attachment**