



REGIONAL HEALTH AUTHORITY  
CHURCHILL, MANITOBA R0B 0E0 CANADA

BOARD OF DIRECTORS  
MINUTES  
FRIDAY, 20 FEBRUARY 2004  
BOARDROOM - 1200 Hours

- PRESENT:** R. Penwarden, Board Chair  
V. Flett, Board Member  
J. Massan, Board Member
- ALSO PRESENT:** B. Langevin, Chief Executive Officer  
M. Fern, Director of Planning/Privacy Officer  
V. Brew, Human Resources Co-ordinator  
R. Ermann, Director of Primary Health Services Program
- TELECONFERENCE:** J. Brown, MB Health Liaison  
C. Phelan, Board Member
- REGRETS:** D. Macri, Vice Chair  
D. Pomietlarz, Chief Financial Officer
- RECORDER:** P. Gresham, Executive Assistant
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**1.0 CALL TO ORDER**

R. Penwarden called the meeting to order at 1205 hours.

**2.0 ADDITIONS TO AGENDA**

- 2.1 Immunization Deliverable
- 2.2 CRHA Annual Board Self Assessment Framework Deliverable

**3.0 ACCEPTANCE OF AGENDA**

**Resolution 10/04:** Moved by J. Massan, seconded by V. Flett to accept the agenda as amended.

**CARRIED.**

**4.0 MINUTES OF THE PREVIOUS MEETING**

**4.1 Board of Director's Meeting – 29 January 2004\***

**Resolution 11/04:** Moved by C. Phelan, seconded by J. Massan to accept the minutes of 29 January as presented.

**CARRIED.**

## 5.0 BUSINESS ARISING FROM PREVIOUS MEETING

### 5.1 *Draft of Immunization Deliverable*

M. Fern presented the deliverable on Immunization.

**Resolution 12/04:** Moved by J. Massan, seconded by C. Phelan to approve the Immunization deliverable and send it to MB Health for review and feedback.

CARRIED.

### 5.2 *CRHA Annual Board Self-Assessment Framework Deliverable*

The CRHA Annual Board Self-Assessment Framework deliverable was circulated.

**Resolution 13/04:** Moved by J. Massan, seconded by C. Phelan to approve the CRHA Annual Board Self-Assessment Framework deliverable and send it to MB Health for review and feedback.

CARRIED.

## 6.0 COMMITTEE SUBMISSIONS

### 6.1 *Chief of Staff Minutes\**

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

### 6.2 *Medical Advisory Committee Minutes\**

The Medical Advisory Committee Minutes were submitted for information.

### 6.3 *NPTP Minutes\**

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

M. Fern circulated copies of a request from Manitoba Health Emergency Services. There was a discussion. A letter will be written to Emergency Services – Manitoba Health with a suggestion to attach a consent form to the warrant asking the patient for their permission.

**Resolution 14/04:** Moved by V. Flett, seconded by J. Massan to deny consent to the request, dated 4 February 2004, from Emergency Services – Manitoba Health for access of use of additional information for patient NPTP travel warrants.

CARRIED.

## 7.0 CEO MONITORING REPORTS

### 7.1 *Emergency Executive Succession Policy\**

This monitoring report is in response to a request from the Audit Committee.

**Resolution 15/04:** Moved by C. Phelan, seconded by V. Flett to approve the monitoring report BP – B 50 Emergency Executive Succession as presented.

**CARRIED.**

**7.2 Policy BP – C 50 Signing Authority\***

**Resolution 16/04:** Moved by J. Massan, seconded by C. Phelan to approve the monitoring report BP – C 50 Signing Authority as presented.

**CARRIED.**

**8.0 POLICY VIOLATIONS**

There were no policy violations.

**9.0 BOARD SELF EVALUATION**

**9.1 Policy BP – C – 100 MB Health Policy, Accountability, Monitoring & Evaluation health Accountability & Planning\***

B. Langevin explained that this Board policy came from MB Health. The Board Members monitored this policy.

Outcome: CRHA is in compliance with this policy.

**10.0 POLICY CHANGES**

**10.1 New Policy BP – C – 110 Succession Planning for CEO\***

This will be changed to read “There will be three external CEO’s”

**Resolution 17/04:** Moved by J. Massan, seconded by C. Phelan to approve the new policy BP – C 110 Succession Planning for CEO as amended.

**CARRIED.**

**10.2 Policy BP – C – 30 Signing Authority**

Policy BP – C – 30 Signing Authority was presented to the Board.

**Resolution 18/04:** Moved by J. Massan, seconded by C. Phelan to accept policy BP – C – 30 Signing Authority as presented.

**CARRIED.**

**11.0 EDUCATION**

There was nothing to report at this time.

## 12.0 COMMUNICATION

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

R. Penwarden reported that a list of deficiencies have been submitted. Construction is going on in the basement. The video conferencing room should be completed soon. There was nothing to report with the contractor from A & B Blocks.

### 12.2 *Nunavut Members' Update*

C. Phelan commented how good it was that the CRHA received a good report from Nunavut. The Territorial election was held in Nunavut and Jean Similak 's husband is the new MLA.

### 12.3 *Chief Executive Officer's Report*

B. Langevin thanked R. Penwarden for the donations of kitchen equipment. As a result of the donations the CRHA will be able to increase the ancillary funds.

B. Langevin reported she had received notice of approval the Town will be funded \$11,000 for fluoridation of water.

R. Penwarden, B. Langevin, Mayor Michael Spence and Darren Ottoway, Town CEO will be attending the Hudson Bay Neighbours Regional Roundtable meetings in Arrival March 23 – 25<sup>th</sup>.

M. Mayer brought in fresh flowers to sale for Valentine's Day.

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

The financial statements were reviewed by the Board at the Audit Committee in January.

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

The next deliverable is due in March. It will be on Mental Health. The government is instituting a review of the Personal Health Information Act. There is no new update on PHIPA. M. Fern will do a presentation on PHIA at the next meeting.

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

There was no Chief of Staff report.

### 12.7 *Director of Primary Health Programs*

R. Ermann reported that many nurses are going out for special training. The Charge Nurse went out for Cardiac Care training this past month. The CRHA is fully staffed in the nursing department.

### **12.8 Human Resources Report**

V. Brew informed the committee she attended the Human Resources Provincial Council meeting and met her other counterparts. Presentations were given on Smoking Tobacco Sensation, Working in a Unionized Environment and specialized software programs for Human Resources.

### **12.9 Audit Committee Report**

There was no audit committee report.

## **13.0 NEW BUSINESS**

13.1 In Camera Meeting at 1:30

## **14.0 CORRESPONDENCE/INFORMATION**

### **14.1 Letter from MB Regional Affairs\***

This was circulated for information.

### **14.2 Thank You letter from Keewatin Air\***

This was circulated for information.

### **14.3 Letter from Officer of the Auditor General\***

This was circulated for information

### **14.4 U of M Letter re: Family/General Practitioner Resource status Report for February\***

This was circulated for information.

### **14.5 MB Telehealth News Letter\***

This was circulated for information.

## **15.0 CONSENT AGENDA**

There was nothing for the consent agenda.

## **16.0 PUBLIC PARTICIPATION**

There was no public participation.

#### **17.0 DATE OF NEXT MEETING**

There was a discussion with regards to the meeting schedule.

**Resolution 19/04:** Moved by C. Phelan, seconded by J. Massan to continue the Board meetings the last Thursday of the month at 1200 hours and change the Committee of the Whole meetings to the first Tuesday of the month at 1200 hours.

**CARRIED.**

The Board went In Camera at 1330 hours.

**ACTION:** R. Penwarden will write a letter of follow-up to G. Azure and J. Ollander on their presentation.

#### **18.0 ADJOURNMENT**

R. Penwarden adjourned the meeting at 1350 hours.

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