



REGIONAL HEALTH AUTHORITY
CHURCHILL, MANITOBA R0B 0E0 CANADA

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

- PRESENT:** R. Penwarden, Board Chair
D. Macri, Vice Chair
J. Massan, Board Member
C. Phelan, Board Member
B. Tattuinee, Board Member
V. Flett, Board Member
S. Kernaghan, Board Member
- 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:** J. Brown, MB Health Liaison
- GUEST:** Reverend David Caskey
- 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 Renewal of Dr. M. Ziesmann (see 15.1)

3.0 ACCEPTANCE OF AGENDA

Resolution 26/04: Moved by V. Flett, seconded by C. Phelan to accept the agenda as amended.

CARRIED.

4.0 MINUTES OF THE PREVIOUS MEETING

4.1 *Board of Director's Meeting – 25 March 2004**

Resolution 27/04: Moved by D. Macri, seconded by J. Massan to accept the minutes as presented.

CARRIED.

5.0 BUSINESS ARISING FROM PREVIOUS MEETING

5.1 *Letter from the Office of the Auditor General* (Tabled)*

V. Flett completed the survey sent from the Office of the Auditor General.

5.2 *Summer Closure – Day Care (Tabled)*

J. Massan explained there might be a shortage of staff this summer. This will be tabled until the May meeting.

TABLED.

5.3 *Letter from MB Justice (see 13.7)*

B. Langevin sent the letter from the Manitoba Justice Department to the town and they will deal with it.

6 COMMITTEE SUBMISSIONS

There were no committee submissions.

7.0 CEO MONITORING REPORTS

7.1 *Contracts for Services Policy BP – C – 80**

Resolution 28/04: Moved by V. Flett, seconded by C. Phelan to approve the monitoring report BP – C – 80 on Contracts for Services.

CARRIED.

7.2 *Financial Condition Policy BP – B – 30**

Resolution 29/04: Moved by C. Phelan, seconded by D. Macri to approve the monitoring report BP – B – 30 on Financial Condition.

CARRIED.

8.0 POLICY VIOLATIONS

8.1 *Breach of Confidentiality*

B. Langevin informed the committee that there was an incident report filed. It stated that a security guard breached confidentiality. The security guard was on duty and told someone about a patient's admission. B. Langevin has discussed this with the Town Office. The Town will ensure all their security people will have an inservice on confidentiality. They will sign our confidentiality form. It was also discussed that clergy do not sign a confidentiality form. This will be included in the process.

ACTION: M. Fern will see that security guards and clergy sign a confidentiality pledge.

9.0 BOARD SELF EVALUATION

9.1 Board Committee Principles BP – C – 60*

The Board is in compliance with policy BP – C –60.

9.2 Chief Executive Officer Job Description BP – D – 30*

The Board is in compliance with BP – D – 30.

10.0 POLICY CHANGES

There were no policy changes.

11.0 EDUCATION

There was a Board Orientation on April 28, 2004. All Board Members were in attendance.

12.0 COMMUNICATION

12.1 Chairman's Report (verbal)

R. Penwarden welcomed the new Board Members and gave them a tour of the facility. The Telehealth room is looking good. It is scheduled to be finished in June.

12.2 Nunavut Members' Update

B. Tattuinee wished to thank everyone and will have a report for the next meeting.

C. Phelan was pleased to welcome another Nunavut member to the Board.

12.3 Chief Executive Officer's Report*

B. Langevin informed the committee that EMS average 45 calls per month. Due to RSV they have had over 100 medivacs this month.

M. Fern has resigned and is moving to Alberta, her last day will be June 15th. R. Ermann has resigned, his last day of work will be June 1st.

12.4 Chief Financial Officer's Report

D. Pomietlarz circulated a draft of the Consolidated Financial statement.

12.5 Director of Planning/Privacy Officer*

There will be a public consultation meeting at 7:00 p.m. Wednesday May 5th in the CRHA cafeteria to discuss findings of the Community Health Needs

Assessment process. Ian Kenney from Asticou Inc. will be making a presentation and Board Chair, Bob Penwarden, will chair the meeting. Everyone is urged to attend to provide their input before the draft report is written.

The Access to Health Information Policy has been implemented and has been well received by the departments.

12.6 Chief of Staff's Report

There was no Chief of Staff Report.

12.7 Director of Primary Health Programs

R. Ermann reported the ward has been extremely busy with RSV. Diagnostics have been working a lot of overtime. The obstetrics program is running smoothly, over 50% of the nurses are now trained. Due to the physician shortage patients are being seen through Emergency.

12.8 Human Resources Report

V. Brew reported that J. Barnard, the Nurse Supervisor has resigned and will be leaving in June. The CRHA has hired an Early Childhood Educator.

HEPP Benefits premiums are increasing as of July 1st for all employees.

12.9 Audit Committee Report

There will be an Audit Committee meeting in May.

13.0 NEW BUSINESS

13.1 Performance Deliverables draft from MB Health*

Resolution 30/04: Moved by J. Massan, seconded by C. Phelan that R. Penwarden would sign the Performance Deliverables documents on behalf of the CRHA Board.

CARRIED.

13.2 CRHA Advisory Council Terms of Reference*

The CRHA Advisory Council Terms of Reference have been completed.

13.3 College of Physicians & Surgeons Report*

There was a discussion with regards to the College of Physicians & Surgeons Report. The CRHA will reply to their report.

14.0 CORRESPONDENCE/INFORMATION

14.1 Letter from MB Health*

This was circulated for information.

14.2 Leadership Team Strategic Planning Workshop*

This was circulated for information.

14.3 QNET Board Governance Criteria and Tools Document*

This was circulated for information.

14.4 Council of Chairs Minutes April 8, 2004*

This was circulated for information.

**14.5 Letter from MB Health
Re: Funding of Immunization Programs fiscal Year 2003-04***

This was circulated for information.

14.6 Government Health Edition*

This was circulated for information.

**14.7 Letter from MB Health
Re: Review of the Churchill Health Centre: Next Steps***

This was circulated for information.

15.0 CONSENT AGENDA

15.1 Renewal Privileges *
Dr. David Grewar, Paediatrics
Dr. Leena R. Patel, Anaesthesiologist
Dr. Manfred Ziesmann, Plastic Surgeon*

Resolution 31/04: Moved by C. Phelan seconded by D. Macri to approve the Renewal Privileges for Dr. David Grewar, Paediatrics; Dr. Leena R. Patel, Anaesthesiologist; Dr. Manfred Ziesmann, Plastic Surgeon.

CARRIED.

16.0 PUBLIC PARTICIPATION

Reverend David Caskey addressed the Board with concerns of poor attendance at the CRHA Advisory Council meetings. Following a discussion, the Board reviewed the Terms of Reference.

Resolution 32/04: Moved by J. Massan, seconded by C. Phelan to approve changing the Membership List from 12 to 8 to the CRHA Advisory Council Terms of Reference.

CARRIED.

ACTION: Advisory Council Information to be added as a standing item to the Board agenda. Reverend Caskey will receive a copy of the Board minutes.

17.0 DATE OF NEXT MEETING

The next meeting will be held on May 27th, 2004 @ 1800 hours.

Resolution 33/04: Moved by D. Macri, seconded by C. Phelan to have the Board meetings the last Thursday of the month at 1600 hours followed by the Committee of the Whole meetings.

CARRIED.

18.0 ADJOURNMENT

R. Penwarden adjourned the meeting at 1400 hours.

Note: *Asterisk * - indicates an attachment