



REGIONAL HEALTH AUTHORITY  
CHURCHILL, MANITOBA R0B 0E0 CANADA

BOARD OF DIRECTORS  
MINUTES  
THURSDAY, 27, MAY 2004  
BOARDROOM - 1800 Hours

**PRESENT:** D. Macri, Vice Chair  
J. Massan, Board Member

**ALSO PRESENT:** B. Langevin, Chief Executive Officer  
D. Pomietlarz, Chief Financial Officer  
M. Fern, Director of Planning/Privacy Officer  
V. Brew, Human Resources Co-ordinator/Privacy Officer  
Dr. M. Patterson, Chief of Staff

**TELECONFERENCE:** B. Tattuinee, Board Member

**ABSENT:** C. Phelan, Board Member  
R. Penwarden, Board Chair  
J. Brown, MB Health Liaison  
S. Kernaghan, Board Member  
V. Flett, Board Member

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

---

**1.0 CALL TO ORDER**

D. Macri called the meeting to order at 1805 hours.

**2.0 ADDITIONS TO AGENDA**

2.1 Letter from the Catholic Church

**3.0 ACCEPTANCE OF AGENDA**

*Resolution 34/04:* Moved by J. Massan, seconded by B. Tattuinee to accept the agenda as amended.

**CARRIED.**

**4.0 MINUTES OF THE PREVIOUS MEETING**

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

12.5 should say Asticou not Ashcan.

**TABLED FOR APPROVAL.**

## 5.0 BUSINESS ARISING FROM PREVIOUS MEETING

### 5.1 *Summer Closure (Tabled from April)*

J. Massan informed the committee that due to staff shortage, the Day Care may have to close for the summer months. If we close the Day Care we will lose part of the budget. Permanent staff is starting holidays so the casuals will be filling in for them. We may not be able to accommodate the casual children but will continue to keep the full time children. Starting from the end of June until the start of school in the fall we will have to lower the numbers. It is important that proper notification is provided to the parents.

### 5.2 *Breach of Confidentiality (see 8.1)*

M. Fern spoke to Rev. David Caskey and Hanah Bazlik, they will sign the pledge. To date, The Town of Churchill security guards has not come in.

**ACTION: B. Langevin will speak to the Town with regards to the security guards signing confidentiality pledges.**

## 6.0 COMMITTEE SUBMISSIONS

There were no committee submissions.

## 7.0 CEO MONITORING REPORTS

### 7.1 *Budgeting Policy BP – B – 40\**

**TABLED.**

## 8.0 POLICY VIOLATIONS

There were no policy violations.

## 9.0 BOARD SELF EVALUATION

### 9.1 *Board Job Description Policy BP – C – 70\**

The Board is in compliance with this policy.

### 9.2 *Delegation to the CEO Policy BP – D – 10\**

The Board is in compliance with this policy.

### 9.3 *Monitoring Performance of the CEO Policy BP – D – 40\**

The Board is in compliance with this policy.

## 10.0 POLICY CHANGES

There were no policy changes.

## **11.0 EDUCATION**

There was nothing for education.

## **12.0 COMMUNICATION**

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

There was no report from the Chairman.

### **12.2 *Nunavut Members' Update***

There was no Nunavut news.

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

B. Langevin provided a written report. A Midwifery Job Description has been drafted and will be reviewed at the MAC meeting on May 26, 2004. It will then be submitted to MB Health. Dr. M. Patterson's Farewell Tea is June 2<sup>nd</sup> at 3:00 in the Cafeteria. Steve Todd accepted the position of Director of Community Programs and Planning.

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

D. Pomietlarz reported the Audit went well. Long Term Disability and On Call are two large expenses that will need to be looked at.

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

M. Fern reported the first draft of the annual report is in the process of being completed. It is very detailed this year. She asked that the Board members review their write ups and contact P. Gresham if they wish to make changes.

Program deliverables were completed for 2003-04. The deliverables for 2004-05 will consist of follow ups and monitoring of the previous year.

Aboriginal Health – A luncheon was held with three aboriginal staff members to discuss positive health issues and what improvements could be done.

Privacy – V. Brew will be the new Privacy Officer.

M. Fern circulated a copy of a brochure directed at information about the death of someone in Churchill and what steps should be taken.

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

Dr. M. Patterson reported that Dr. C. LeRoux has accepted the position of Chief of Staff. Locums will be used, as there is a shortage of permanent physicians for

Churchill. Patients have been informed there is no clinic at present and they will have to go through Emergency to see a physician.

**12.7 Director of Primary Health Programs**

There was no report.

**12.8 Human Resources Report**

V. Brew informed the committee that Steve Todd accepted the position of Director of Community Programs and Planning. He will commence work on June 14<sup>th</sup>. We have hired a Registered Psychiatric Nurse from Camrose, Alberta and she will start work the middle of June. Nursing Supervisor position was awarded to N. Kirby. J. Barnard's last day of work will be Friday May 28<sup>th</sup>.

**12.9 Audit Committee Report**

There was an Audit Committee meeting in May, the Auditors from BDO were guests.

**13.0 NEW BUSINESS**

**13.1 Memo re: Call for Nominations for HEPP and HEBP Boards\***

This was circulated for information.

**13.2 Letter from Catholic Church\***

A letter from the Church was circulated. There was a discussion with regards to maintenance work being done while a CRHA employee rented their house.

**ACTION: D. Pomietlarz will write a letter of response.**

**14.0 CORRESPONDENCE/INFORMATION**

**14.1 John Carver Board Leadership\***

This was circulated for information.

**14.2 Letter from Deputy Minister of Health  
Re: 5 Year Allocation\***

This was circulated for information.

**15.0 CONSENT AGENDA**

There was nothing for the consent agenda.

**16.0 ADVISORY COUNCIL INFORMATION**

There were no reports for the Advisory Council.

**17.0 PUBLIC PARTICIPATION**

There was no public participation.

**18.0 DATE OF NEXT MEETING**

The next meeting will be June 24, 2004 1600 hours.

**19.0 ADJOURNMENT**

D. Macri adjourned the meeting at 1934 hours.

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