



REGIONAL HEALTH AUTHORITY
CHURCHILL, MANITOBA R0B 0E0 CANADA

**BOARD OF DIRECTORS
MEETING MINUTES**

THURSDAY, 28 OCTOBER 2004
BOARDROOM - 1600 Hours

PRESENT:	R. Penwarden, Board Chair D. Macri, Vice Chair V. Flett, Secretary-Treasurer J. Massan, Board Member S. Kernaghan, Board Member
ALSO PRESENT:	B. Langevin, Chief Executive Officer D. Pomietlarz, Chief Financial Officer S. Todd, Director of Community Programs and Planning
TELECONFERENCE:	C. Phelan, Board Member B. Tattuinee, Board Member
GUEST:	Louise Lawrie, Member of the Public
ABSENT:	J. Brown, Manitoba Health Liaison V. Brew, Human Resources Co-ordinator/Privacy Officer
RECORDER:	K. McGregor, Executive Assistant

1.0 CALL TO ORDER

R. Penwarden called the meeting to order at 1602 hours

B. Langevin introduced and welcomed Viola Lebn, Chief Operating Officer, Diagnostics Services of Manitoba, Henry Marinyk who provides management services for the CRHA by overseeing lab services and Dr. Randy Gesell, Medical Officer of Health. R. Penwarden welcomed the guests and thanked them for joining us.

R. Penwarden introduced Vicky McEwan, Public Health Nurse, who provided an overview of the Home Care Services offered through the CRHA and answered questions for the Board of Directors.

Louise Lawrie stated that her elderly friend receives Home Care services. She stated that although she had a rough beginning, the situation is starting to work out due to increased communication.

2.0 ADDITIONS TO AGENDA

The following item was added to the agenda under 13.0 New Business

13.3 In Camera Session

3.0 ACCEPTANCE OF AGENDA

Resolution 52/04: Moved by D. Macri, seconded by S. Kernaghan to accept the agenda with the addition.

CARRIED

4.0 MINUTES OF THE PREVIOUS MEETING

4.1 Board of Director's Meeting – 07 October 2004*

Resolution 53/04: Moved by J. Massan, seconded by D. Macri to accept the Board of Directors minutes of October 7, 2004 as presented.

CARRIED

4.2 Annual General Meeting Minutes – 07 October 2004*

Resolution 54/04: Moved by C. Phelan, seconded by D. Macri to accept the Annual General Meeting Minutes of October 7, 2004 as presented.

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Form HS-2P (from policy BP-C-10, Appointment of Auditors)

D. Pometlarz stated that this refers to policy BP-C-10, Appointment of Auditors, which made mention of form HS2P. After speaking with the Auditor, it was discovered that that form has not been in existence for a number of years.

ACTION: *Policy BP-C-10, Appointment of Auditors, will be brought forward for approval at the next board meeting.*

D. Pometlarz added that Manitoba Health is asking that the Appointment of Auditors be put out for tender.

Resolution 55/04: Moved by J. Massan, seconded by D. Macri that the Appointment of Auditors be put out for tender next year.

CARRIED

5.2 Policy BP-B-120, Temporary Privileging of Medical Staff*

This is a CEO monitoring report was approved at the August 26, 2004 Board of Directors meeting, but not recorded correctly in the minutes.

Resolution 56/04: Moved by J. Massan, seconded by S. Kernaghan to approve monitoring report BP-B-120, Temporary Privileging of Medical Staff.

CARRIED

6.0 COMMITTEE SUBMISSIONS

There were no committee submissions.

7.0 CEO MONITORING REPORTS

7.1 Compensation & Benefits BP – B – 10*

Resolution 57/04: Moved by C. Phelan, seconded by D. Macri to approve monitoring report BP-B-10 Compensation & Benefits.

CARRIED

8.0 POLICY VIOLATIONS

There were no policy violations.

9.0 BOARD SELF EVALUATION

There were no items for Board Self Evaluation

10.0 POLICY CHANGES

Policy BP-C-10 will be revised and brought forward to the next Board meeting for approval.

11.0 EDUCATION

There was no education to discuss.

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

R. Penwarden reported that the video conferencing is up to date and doing very well. An air conditioner for the Telehealth room arrived yesterday.

12.2 Nunavut Members' Update

C. Phelan stated that she has moved to Winnipeg but will continue on the Board of Directors until the end of her term, which is March 2005. She is in the process of putting a name forward to replace her.

B. Tattuinee - nothing to report at this time.

12.3 Chief Executive Officer's Report

B. Langevin stated that the Churchill Task Force is moving along quite quickly. The Task Force has decided to have their next meeting in Churchill on November 28 & 29, 2004. For many on the Committee it will be their first visit to Churchill. The Report from the Task Force should be ready in February 2005.

Strategic planning day will be held on December 15, 2004. This will be the Churchill component of planning, which will be combined with the Churchill Task force planning at a later date.

We haven't heard back on the acquisition of land. Our Lawyer is working on it on our behalf.

Spiritual Care week has been proclaimed for the week of October 24 - 31. We will recognize the individuals involved in spiritual care and invite them for a complimentary lunch at the cafeteria.

Derry Martens has been hired as the Director of Clinical Services. She will start working on November 29, 2004.

A number of Locum Physicians have taken the time to comment on the high calibre of nurses we have.

The Northern Medical Unit has physicians scheduled to work until after the Christmas holidays.

V. Flett asked when the midwife position would be filled. B. Langevin responded that Dr. Martin felt that it should be filled by January. She added that the CRHA requires a RN Midwife.

12.4 **Chief Financial Officer's Report**

D. Pometlarz reported that the September statement was completed this morning and we are sitting at a surplus. This surplus will come down with the start of the RSV season. A good portion of it will go to contract settlements as well.

This week B. Langevin signed off on a new ADT system with the approval of Manitoba Health. The system we currently have will not be supported as of July 2005.

D. Macri asked if updating the ADT system would require a lot of data entry. D. Pometlarz replied that it would not as part of the package includes data conversion.

12.5 **Chief of Staff's Report**

There is no report at this time.

12.5 **Director of Community Programs and Planning**

S. Todd reported that Community Services has been busy. The Wellness Team has been meeting on a regular basis and a draft of the Community Wellness Model should be ready by next meeting.

Greg Bedard, Family Counsellor, has come up with a Friendship Centre concept to develop in Churchill. He will help the community establish a Board of Directors as it will be a community based centre not RHA based. The role of the RHA will be to facilitate this project, not run it. He further explained the Friendship Centre concept and the Board held a discussion on the issue.

A.S.I.S.T. (Applied Suicide Intervention Skills Training) took place on October 14 & 15, 2004. The training was very well received and we would like to send two CRHA staff members out to become A.S.I.S.T. trainers.

Due to the need for useful statistics and the need to generate useful data we are bringing up trainers to hold Access 97 (database management) training. Once the training is complete, we will formalize a database to use and run it for a test period. There will be an example of statistics collated for the next Board meeting

S. Todd met with Manitoba Health while he was in Winnipeg. They talked about Mental Health paraprofessional services for Churchill. He will be following up with Manitoba Health next week about any decisions made regarding funding.

The Health Plan is complete and filed with Manitoba Health.

Community Services clinicians have asked for permission to open the office in the evenings one-day per week. This will better assist the public who can not make / attend appointments during daytime hours. There will be two clinicians working evenings one day per week on a trial basis until December 2004.

V. Flett commented she felt it was good that Community Services is open to the public on Thursday evenings.

12.6 Human Resources/Privacy Officer

There is no report at this time.

12.7 Audit Committee Report

There is no report at this time.

13.0 NEW BUSINESS**13.1 Guide to Forming & Running an Effective Audit Committee***

The guide was sent by Mark Verway, Auditor and distributed for information.

13.2 Advisory Committee Membership

S. Todd reported that the Advisory Committee has been quite inactive for a period of time. He is currently trying to revive it. Darren Kinden and Raymond Girardin have submitted resignations this week, so we are down to four people on the Committee. The first meeting is scheduled for Wednesday November 3, 2004.

Constable Shawn Dyke, RCMP has submitted his name for the Advisory Council and S. Todd would like to recommend him for approval.

Resolution 58/04: Moved by J. Massan, seconded by V. Flett to accept Shawn Dyke as a member of the CRHA Advisory Council.

CARRIED

ACTION: K. McGregor will advertise the available Advisory Council position and November 3, 2004 meeting on cable.

14.0 CORRESPONDENCE / INFORMATION**14.1 Council of RHA Chairs – September 9, 2004 Minutes***

Circulated for Information

14.2 Town of Churchill Letter*

Circulated for Information

14.3 Dr. Chris Burnett Letter*

Circulated for Information

15.0 CONSENT AGENDA*

Renewal privileges: Dr. Delli Pizzi, General Practitioner

Approval for: Dr. Patrick Cho, Urologist

Approval for: Dr. Marin J. Duke, General Practitioner

Approval for: Dr. Zeph Wiesenthal, Orthopedics

Approval for: Dr. Iain Elliott, General Practitioner

Approval for: Dr. Nichole Riese, General Practitioner

Privileges for the above-mentioned physicians have been reviewed by RHAM and are in good standing.

Resolution 59/04: Moved by V. Flett, seconded by B. Tattuinee to approve the Privileges for Dr. Delli Pizzi, General Practitioner; Dr. Patrick Cho, Urologist; Dr. Marin J. Duke, General Practitioner; Dr. Zeph Wiesenthal, Orthopaedics; Dr. Iain Elliott, General Practitioner; Dr. Nichole Riese, General Practitioner.

16.0 ADVISORY COUNCIL INFORMATION

As discussed in under New Business (13.2 - Advisory Council Membership)

17.0 PUBLIC PARTICIPATION

Louise Lawrie shared her experience in regards to attending a doctor appointment with her 85-year-old friend. She felt that the Locum physician was not adequately prepared for the appointment and did not take the time to review the patient's chart beforehand. B. Langevin responded that CRHA staff could possibly help our Locum physicians by providing them with a brief verbal overview of chronic patients before their appointments. She will talk to Clinic staff regarding the issue.

Louise Lawrie stated that she has a referral to see a specialist regarding her foot. She would like to see her specialist through telehealth, however he has declined. She doesn't want to jeopardize her appointment, but would like assistance encouraging the physician to see her through telehealth. Louise will meet with D. Macri and they can look into the situation further.

18.0 DATE OF NEXT MEETING

The next meeting will be held on November 25, 2004.

19.0 ADJOURNMENT

R. Penwarden adjourned the meeting at 1712 hours to go in camera