



**REGIONAL HEALTH AUTHORITY
CHURCHILL, MANITOBA R0B 0E0 CANADA**

**BOARD OF DIRECTORS
MEETING**

**THURSDAY, 25 NOVEMBER 2004
BOARDROOM - 1600 Hours**

PRESENT:	D. Macri, Vice Chair J. Massan, Board Member S. Kernaghan, Board Member R. Penwarden, Board Chair (5:18 p.m.)
ALSO PRESENT:	B. Langevin, Chief Executive Officer D. Pomietlarz, Chief Financial Officer S. Todd, Director of Community Programs and Planning V. Brew, Human Resources Co-ordinator/Privacy Officer
TELECONFERENCE:	J. Brown, Manitoba Health Liaison C. Phelan, Board Member
ABSENT:	B. Tattuinee, Board Member V. Flett, Secretary-Treasurer
RECORDER:	K. McGregor, Executive Assistant

1.0 CALL TO ORDER

D. Macri called the meeting to order at 4:04 p.m.

2.0 ADDITIONS TO AGENDA

The following items were added to the agenda

Under 13.0 New Business

- 13.1 Critical Incident re: utilities
- 13.2 Child Abandonment Policy
- 13.3 Compliments to Michelle Brown
- 13.4 In Camera Session

Under 14.0 Correspondence / Information

- 14.2 Board Leadership Newsletter

3.0 ACCEPTANCE OF AGENDA

Resolution 60/04:* Moved by S. Todd, seconded by S. Kernaghan to accept the agenda as amended. **CARRIED*

4.0 MINUTES OF THE PREVIOUS MEETING*

Resolution 61/04:* Moved by J. Massan, seconded by S. Kernaghan to accept the minutes of October 28, 2004 as presented. **CARRIED*

5.0 BUSINESS ARISING FROM PREVIOUS MEETING

5.3 Sample of Community Services Statistics

S. Todd reviewed the trial statistics system for Community Services. He distributed an accumulative 2-month statistics package from the Wellness Team which provided an overview of caseload and clinician based activity.

D. Macri asked if each statistic represented a different person. S. Todd replied that more than one clinician could be seeing the same person.

6.0 COMMITTEE SUBMISSIONS

No Submissions

7.0 CEO MONITORING REPORTS

7.1 Treatment of Staff Policy BP-B-100*

Resolution 62/04: Moved by J. Massan, seconded by S. Kerhaghan to approve CEO Monitoring report BP-B-100 Treatment of Staff. CARRIED

8.0 POLICY VIOLATIONS

No policy violations.

9.0 BOARD SELF EVALUATION

9.1 Board Planning and Policy Review / Monitoring Policy BP-C-50*

The Board is in compliance of policy BP-C-50 Board Planning and Policy Review / Monitoring.

10.0 POLICY CHANGES

10.1 Appointment of Auditors Policy BP-C-10*

B. Langevin stated that the Auditor found an irregularity in this policy, which has been corrected.

D. Pomietlarz added that Manitoba Health would like the contract for auditors to be tendered, not appointed. In discussion with other RHA's it seems that a 4 year term would work well. At the Annual General Meeting, BDO Dunwoody was appointed as Auditor for the 2004/2005 fiscal year. This will go out to tender for the 2005/2006 fiscal year

B. Langevin stated that it would be the responsibility of the Audit Committee to review the tenders and select the Auditors. She said that the 4 year time frame is a suggestion to the Board and can be changed.

Resolution 63/04: Moved by S. Kernaghan, seconded by C. Phelan to approve policy BP-C-10, Appointment of Auditors as presented.

11.0 EDUCATION

The Long Range Strategic Planning Workshop is being held on December 15, 2004.

12.0 COMMUNICATION

12.1 Chairman's Report (verbal)

No report at this time.

12.2 Nunavut Members' Update

C. Phelan reported that the person she approached to replace her on the Board of Directors has declined. She will continue to look for a replacement. Once a potential replacement has been named, they will be sent an application package.

12.3 Chief Executive Officer's Report*

B. Langevin stated that the Provincial Disaster Plan testing will start on December 6, 2004. We are in the process ensuring names and phone numbers are up to date. We will be performing our own tests prior to December 6.

There has been no indication at this time regarding placement of permanent medical staff.

She stated that we are very sorry to see that Dr. Sarah Muttitt is leaving MB Telehealth. Hopefully Dr. Muttitt's plans to showcase Churchill through telehealth will continue.

We have completed three days of negotiations with MGEU. Most of the non-monetary issues have been covered. The next step is to travel to Winnipeg on January 15-18, 2005 to negotiate on monetary issues

12.4 Chief Financial Officer's Report

D. Pomietlarz reviewed the financial report to the end of October. He stated that our surplus has decreased due to several medivacs. Overall we are still in a good financial position.

He noted that food sales from the cafeteria have increased substantially in comparison to the same time last year.

The miscellaneous fund has also increased due to foreign patients visiting emergency.

J. Massan asked if this increase was due to administering influenza vaccines to foreign patients. D. Pomietlarz replied that it was not. C. Phelan asked if foreign patients would receive the vaccine if requested. B. Langevin replied that they would have to be seen by a physician, who would then order the vaccine. The pharmacy has purchased a limited amount of vaccine for sale.

D. Pomietlarz stated that the sprinkler system contract has not yet been awarded. Work on this project should be starting in January 2005.

Contractors will be completing preliminary work on the standby generator the week of December 7, 2004. The generator will be housed on the property adjacent to the north-west corner of the Town Complex.

12.4 Chief of Staff's Report

No report at this time.

12.5 Director of Community Programs and Planning Report

S. Todd stated that due to concerns expressed regarding Home Care services, he completed a detailed internal audit on that program. He audited 30% of the Home Care caseload and found no concerning issues. He felt that the Home Care program should be commended on the services they are providing.

L. Krawczuk has accepted the portfolio regarding Geropsychiatry. M. Juarez has accepted the portfolio regarding Child & Adolescent Mental Health and G. Bedard continues to act as facilitator regarding the development of a Friendship Centre in Churchill.

Access 97 training occurred in early November and database development is well underway.

Work is underway regarding the pending Health Deliverables. They will be presented at the December Board meeting.

The Strategic Long Range Planning meeting is scheduled for December 15, 2004. Board Members are invited to attend. Ian Kenney, who also worked on the CRHA Health Plan, will facilitate the meeting.

Manitoba Health has formulated a critique of the submitted Health Plan and is suggesting changes to the presented document.

Medicine Wheel Training (level 1 and 2) will be facilitated in Churchill in late February or early March.

D. Macri asked if Community Services was still providing evening services. S. Todd replied that they were. This trial period will continue until December, and then be evaluated by the Wellness Team.

12.6 Human Resources/Privacy Officer

V. Brew reported that staffing is very stable right now.

Derry Martens starts on November 29, 2004 as the Director of Clinical Services.

Carley Basler was hired as the new Executive Secretary Floater. She started in this position on November 22, 2004.

We have posted a part time, 6-month term IT position.

Cameron Skulmoski has been hired in a casual housekeeping position.

B. Langevin stated that there is currently a housing policy in place which lists certain positions as being eligible for CRHA housing whether they are local hires or non-local hires. She has received input from the Union and notice will be going out that housing will only be provided for external hires. She added that housing is there to assist with recruiting employees.

12.7 **Audit Committee Report**

No report at this time.

13.0 **NEW BUSINESS**

13.1 **Critical Incident (utilities)**

B. Langevin informed the Board that there was a critical incident that came to her attention at approximately 4:00 p.m. yesterday.

The propane to the Town Complex has been cut off and the electric boiler which provides back up services had been down for 6 hours the day before. We had not been informed by the Town that we had no heat or hot water for six hours on that day. The Town has received notice from Manitoba Hydro as well.

She has contacted the Town of Churchill and informed them of her concerns regarding the lack of communication and the fact that we are responsible for emergency services and our patients have been placed at risk due to this situation. She has also contacted Donna Forbes, who in turn called the Assistant Deputy Minister of Health and the Deputy Minister of Health.

B. Langevin stated that the CRHA has a contingency plan in place.

After a discussion the Board decided to write a letter to Town Council informing them of our concerns.

Resolution 64/04: Moved by J. Massan, seconded by S. Kernaghan that the Board write a letter to Town Council regarding the critical incident regarding utilities.

13.2 **Complex Child Abandonment Policy**

J. Massan informed the Board that she is updating the Children's Centre Enrollment Package.

There is currently a non direct supervision form in the package that is standard for all Daycares to have. This form states that children under 12 years of age can do the following three things without direct supervision:

- ◆ Take the food cart back to the cafeteria
- ◆ Use the public washroom by the medical clinic (with staff waiting in the hallway)
- ◆ Walk to school / cubs / brownies on their own

Due to a recent incident children will no longer be able to walk to school / cubs / brownies on their own. Children need to be transported by a parent or other designated person. If no one comes to transport their children to school, they will have to stay in the

daycare. This will come into effect on December 1, 2004. The Children's Centre staff will continue to transport Pre-K and Kindergarten children.

13.3 Compliments to Michelle Brown, Addictions Coordinator

J. Massan reported that her family attended the Addictions Free Family Dance on November 20, 2004. She said that attendance was great (171 people) and the event was fantastic. She thought that the Board should recognize Michelle Brown for her efforts.

The Board was in agreement to write a letter of appreciation to Michelle Brown.

14.0 CORRESPONDENCE/INFORMATION

14.1 A Thousand Points of Light? Moving Forward on Primary Health Care*

Circulated for information.

14.2 Board Leadership Newsletter*

Circulated for information.

15.0 CONSENT AGENDA

There were no issues for consent.

16.0 ADVISORY COUNCIL INFORMATION

The Advisory Council had its first meeting and will meet again in March. Five of the six positions have been filled. The first meeting was an orientation meeting. The next meeting will focus on issues the Advisory Council fees are prevalent in Churchill.

D. Macri asked if Board Members should be attending Advisory Council meetings. S. Todd replied that it would be a good idea.

Board Members will attend Advisory Council meetings on a rotating basis.

17.0 PUBLIC PARTICIPATION

There was no public participation.

18.0 DATE OF NEXT MEETING

The next meeting will be held on December 16, 2004.

19.0 ADJOURNMENT

The meeting was adjourned at 5:16 p.m. to go in camera.

The in camera session was adjourned at 5:30 p.m.

*Note: *Asterisk * - indicates an attachment*