



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

BOARD OF DIRECTORS

**THURSDAY, 27 JANUARY 2005
BOARDROOM - 1600 Hours**

PRESENT: R. Penwarden, Board Chair
V. Flett, Secretary-Treasurer
C. Phelan, Board Member
B. Tattuinee, Board Member
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
V. Brew, Human Resources Co-ordinator/Privacy Officer
D. Martens, Director of Clinical Services

ABSENT: D. Macri, Vice Chair

TELECONFERENCE: J. Brown, Manitoba Health Liaison

RECORDER: K. McGregor, Executive Assistant

1.0 CALL TO ORDER

R. Penwarden called the meeting to order at 4:01

2.0 ADDITIONS TO AGENDA

The following items were added to the agenda under 13.0 New Business

- 13.3 Staff Recognition
- 13.4 Injury Prevention Framework
- 13.5 Daycare Budget
- 13.6 NPTP

The following item was removed from the agenda under 14.0 Correspondence / Information

- 14.1 Aboriginal Advisory Minutes

3.0 ACCEPTANCE OF AGENDA

Resolution 01/05: Moved by C. Phelan, seconded by S. Kernaghan to accept the agenda of January 27, 2005 as amended.

CARRIED

4.0 MINUTES OF THE PREVIOUS MEETING

Resolution 02/05: Moved by V. Flett, seconded by C. Phelan to accept the minutes of December 16, 2004 as presented.

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Town of Churchill reply re: Critical Incident*

B. Langevin stated that we do not agree with the statements made in the reply letter, however communication has improved between the CRHA and the Town of Churchill Mayor and CEO.

6.0 COMMITTEE SUBMISSIONS

6.1 NPTP Minutes of December 8, 2004

Circulated for information.

7.0 CEO MONITORING REPORTS

7.1 Communication & Counsel to Board BP-B-10*

*Resolution 03/05: Moved by S. Kernaghan, seconded by B. Tattuinee to approve CEO monitoring report BP-B-10 Communication & Counsel to Board.
CARRIED*

7.2 Asset Protection BP-B-20*

*Resolution 04/05: Moved by V. Flett, seconded by C. Phelan to approve CEO monitoring report BP-B-20 Asset Protection.
CARRIED*

7.3 Financial Condition BP-B-30*

*Resolution 05/05: Moved by C. Phelan, seconded by B. Tattuinee to approve CEO monitoring report BP-B-30 Financial Condition.
CARRIED*

8.0 POLICY VIOLATIONS

No policy violations to discuss.

9.0 BOARD SELF EVALUATION

9.1 Governing Style BP-C-20*

The Board is in compliance of policy BP-C-20 Governing Style

9.2 Chairperson's Role BP-C-90*

The Board Chairperson is in compliance of policy BP-C-90 Chairperson's Role

10.0 POLICY CHANGES

No policy changes.

11.0 EDUCATION

No education to discuss

12.0 COMMUNICATION**12.1 Chairman's Report**

R. Penwarden stated that the Strategic Planning meeting went very well. He thanked Steve Todd and Charles Burchill for all of their work.

12.2 Nunavut Members' Update

B. Tattuinee reported on the success of the food drive that took place in Arviat.

C. Phelan had no report.

12.3 Chief Executive Officer's Report

In addition to her written report, B. Langevin updated the Board on the physician status.

B. Penwarden suggested that the Board write a letter of appreciation to Dr. Bruce Martin for his hard work and ongoing efforts in attempting to recruit physicians for the CRHA. The Board was in agreement.

12.4 Chief Financial Officer's Report

D. Pomietlarz reported on the budget. He stated that we are currently running at a surplus. This is due, in part, to wage increases that were budgeted for but are not settled. Also, cafeteria sales have increased while food costs have remained the same. Part of this surplus will be used to pay the final utilities bill for the year.

12.5 Chief of Staff's Report

No Report

12.6 Director of Clinical Services

D. Martens stated that inpatient occupancy rates have remained quite low. However, RSV season is approaching, so this could change at any time.

We continue to run full Dental O.R. slates.

She has been working on developing the diabetic education / management program and the infection control program. The infection control program is in need of an infection control practitioner.

We will be moving to a health care model that incorporates Nurse Managed Care.

The Care QI team AIM standards should be complete by next week. She introduced the balanced scorecard and explained its purpose.

In regards to risk management, there have been 4 medication incidents, two of which were related to errors in the pharmacy. None of these incidents were of major significance.

There was a discussion regarding the diabetes education / management program. S. Todd commended D. Martens on all the hard work and effort that she has put into the diabetic program.

B. Tattuinee excused herself from the meeting at this time.**12.7 Director of Community Programs and Planning***

S. Todd reported that the Community Needs Assessment is complete and has been approved by MB Health.

He will be starting an internal audit process on all community services programs in April.

The Strategic Long Range planning session is complete. He reviewed the highlights of the meeting as in his hand out. He stated that we should have final report to review at the February Board Meeting.

12.8 Human Resources/Privacy Officer

V. Brew reported that B. Langevin has submitted her resignation from the CEO position. Advertisements for the position went out this morning. The ad was distributed to CCHSE members, will run in the Winnipeg Free Press, on Hotjobs, Medhunters, MB Health website and the CRHA website.

There will be a new staff orientation on Monday, January 31, 2005. J. Massan asked if union representatives are included in the orientation. V. Brew responded that staff are introduced to their union reps during the facility tour.

The second round of MGEU negotiations is complete. The dates for the last round should be announced soon. MNU negotiations are complete, they have been accepted and finalized.

12.9 Audit Committee Report

V. Flett reported that the audit committee did not meet in January. D. Pomietlarz stated that he spoke to the Auditors and a teleconference will be set up in February. The committee will also meet with them when they are in Churchill in March.

13.0 NEW BUSINESS**13.1 Annual Board Self-Assessment Framework***

B. Langevin stated that the Board of Directors self – assessment needs to be done before then end of February 2005. After a discussion it was decided that the Board would hold lunch meetings to complete the self-assessment.

ACTION: The Board will meet on Wednesday February 2, 2005 at 12:00 noon to work on the self-assessment.

13.2 Meetings during work hours

V. Flett reported that there are yearly calendar dates she receives off from her position at the school. She usually knows these dates a few months in advance. She would appreciate if the board could schedule special meetings / events during these dates so she is able to attend. She will advise the Board in regards to her availability in advance.

13.3 Staff Recognition

The Board decided to hold the staff recognition tea on Wednesday, March 23 at 3:00 p.m.

13.4 Injury Prevention Framework

B. Langevin asked the Board to review the Injury Prevention Framework as it will be up for approval at the February Board meeting.

13.5 Daycare Budget

J. Massan and D. Pomietlarz reviewed the Children's Centre budget with the Board.

They stated that Family Services and Housing requires the budget to be reviewed and approved by the Board.

**Resolution 06/05: Moved by C. Phelan, seconded by V. Flett to pass the Churchill Children's Centre deficit budget of \$89,675.00.
CARRIED**

13.6 NPTP Concerns

J. Massan reported on a couple of concerns regarding the NPTP program that were brought to her attention.

B. Langevin stated that she can speak to D. Pomietlarz regarding these complaints as he supervises that department. He will investigate the issues.

14.0 CORRESPONDENCE/INFORMATION**14.1 DSM Newsletter***

Circulated for information

14.2 Minister of Health / Council of Chairs Minutes December 2/04*

Circulated for information

15.0 CONSENT AGENDA**15.1 Clinical Privileges***

- Dr. Alfred Tober, General Practitioner
- Dr. B. Friz, General Practitioner

Privileges for the above mentioned physicians have been reviewed by the Clinical Privileges Advisory Panel of RHAM and are in good standing.

**Resolution 07/05: Moved by C. Phelan, seconded V. Flett to approve the clinical privileges of Dr. Alfred Tober, General Practitioner and Dr. B. Friz, General Practitioner.
CARRIED**

16.0 ADVISORY COUNCIL INFORMATION**16.1 Advisory Council Terms of Reference***

S. Todd stated that the Terms of Reference were revised by the Advisory Council at the November 2004 meeting.

Resolution 08/05: Moved by S. Kernaghan, seconded by C. Phelan to approve the Advisory Council Terms of Reference as presented.

17.0 PUBLIC PARTICIPATION

There was no public participation.

18.0 DATE OF NEXT MEETING

Thursday, February 24, 2005

Wednesday, March 23, 2005

19.0 ADJOURNMENT

R. Penwarden adjourned the meeting at 5:27 p.m.