



REGIONAL HEALTH AUTHORITY
CHURCHILL, MANITOBA R0B 0E0 CANADA

**BOARD OF DIRECTORS
MINUTES**

WEDNESDAY JANUARY 25, 2006
BOARDROOM @ 1600 HOURS

PRESENT:

R. Penwarden, Chair
D. Macri, Vice-Chair
V. Flett, Treasurer
J. Massan, Board Member (left at 5:40 p.m.)
P. Kabloona, Board Member (arrived at 5:24 p.m.)

ALSO PRESENT:

M. Lessing-Turner, Chief Executive Officer
B. Sigurdson, A/ COO Finance
V. Brew, Director Human Resources

TELECONFERENCE:

B. Tattuinee, Board Member
J. Brown, MB Health Liaison

REGRETS:

S. Kernaghan, Board Member
D. Martens, COO Clinical Services
K. Grant, COO Social Service and Planning

RECORDER:

K. McGregor, Executive Assistant

1.0 CALL TO ORDER

R. Penwarden called the meeting to order at 4:08 p.m.

2.0 ADDITIONS TO AGENDA

The following items were added under 13.0 New Business

- 13.3 Aboriginal Advisory Committee
- 13.4 Whale Cove Medivac
- 13.5 New Years Baby

3.0 ACCEPTANCE OF AGENDA

Resolution 01/06:

MOTION: To accept the agenda of January 25, 2006 as presented.

MOVED BY: D. Macri

SECONDED BY: V. Flett

CARRIED

4.0 MINUTES OF THE PREVIOUS MEETING

Resolution 02/06:

MOTION: To approve the Board of Directors minutes of December 15, 2006 as presented.

MOVED BY: D. Macri

SECONDED BY: J. Massan

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Bylaw No.3 – Conduct of the Affairs of the Medical Staff

Manitoba Health has signed off on the revisions to Bylaw No.3, Conduct of the Affairs of the Medical Staff.

5.2 Meeting to review CRHA Mission, Vision & Values Statements

This review will take place at the strategic planning meeting in February.

5.3 Proposals for new Auditors

M. Lessing-Turner reported that according to policy a request for proposals will be issued for new Auditors. The length of term will be 4 years. She spoke to Randy Lock, Executive Director of RHAM who advised her on the process of advertising for auditors. As the auditors will be onsite in March, then again in May we will postpone the request for proposals until next year. Randy Lock recommended that we send out invitations for proposals in April for next years audited statements.

5.4 Wait Times website demonstration

M. Lessing-Turner provided a demonstration of the Manitoba and Saskatchewan wait times websites.

5.5 Accountability Mechanisms*

The accountability mechanisms document was provided at the last meeting for information. M. Lessing-Turner stated that she would be willing to answer any questions the board may have about this document. There were no questions.

6.0 COMMITTEE SUBMISSIONS

6.1 NPTP Committee Meeting – November 16, 2005

In the fall, a letter was sent to the Deputy Minister requesting clarification surrounding the Northern Patient Transportation Program policies. The letter was forwarded to Donna Forbes. Subsequently we found out that NORMAN and Burntwood NPTP were meeting on regular basis to discuss issues, review policies and make recommendations to Manitoba Health on NPTP policy revision. The CRHA NPTP clerk is now attending these meetings. We hope that this will bring clarity when trying to interpret policies.

There appears to be some inconsistency in how the policy has been interpreted between the three northern regions. We are now working towards consistency with the other regions in regards to interpretation and implementation.

7.0 CEO MONITORING REPORTS

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

Resolution 03/06

MOTION: To approve monitoring report BP-B-10 Communication and Counsel to the Board.

MOVED BY: D. Macri

SECONDED BY: V. Flett

CARRIED

7.2 Policy BP-B-20 Asset Protection*

M. Lessing-Turner reviewed her report. D. Macri asked if we check the credentials of contracted services such as Physiotherapy, Chiropractor, and Optometrist. M. Lessing-Turner stated that we contract Physiotherapists through the Health Science Centre, therefore we are assured that their credentials are reviewed annually.

ACTION: M. Lessing-Turner will have D. Martens report on the process for checking the credentials of the Chiropractor, Podiatrist and Optometrist at the next meeting.

Resolution 04/06

MOTION: To approve monitoring report BP-B-20 Asset Protection as presented.

MOVED BY: J. Massan

SECONDED BY: B. Tattuinee **CARRIED**

7.3 Policy BP-B-30 Financial Condition*

Resolution 05/06

MOTION: To approve monitoring report BP-B-30 Financial Condition as presented.

MOVED BY: J. Massan

SECONDED BY: V. Flett **CARRIED**

8.0 POLICY VIOLATIONS

There were no policy violations to report

9.0 BOARD SELF EVALUATION

9.1 Policy BP-C-20 Governing Style*

Resolution 06/06

MOTION: That at Board is in compliance with policy BP-C-20 Governing Style

MOVED BY: V. Flett

SECONDED BY: J. Massan **CARRIED**

9.2 Policy BP-C-90 Chairperson's Role*

Resolution 07/06

MOTION: That at Board is in compliance with policy BP-C-90

MOVED BY: J. Massan

SECONDED BY: B. Tattuinee **CARRIED**

9.3 ENDS Policies*

Resolution 08/06

MOTION: That at Board is in compliance with ENDS policies BP-E-10 through BP-E-90

MOVED BY: J. Massan

SECONDED BY: V. Flett **CARRIED**

10.0 POLICY CHANGES

10.1 ENDS Policies (Revisions / Susan Rogers report)*

D. Macri reported that a sub-committee was formed to review the ENDS policies and make recommendations to the Board. The sub-committee consisted of J. Massan, D. Macri and M. Lessing-Turner. In doing so they reviewed the policies, the strategic plan and compared the CRHA ENDS policies with NORMAN's and Burntwood's ENDS statements. She reviewed the proposed mega-END and four sub-ENDS and explained their reasoning behind making the proposed changes.

M. Lessing-Turner provided an overview of what a sample report from the CEO could look like in relation to the proposed END statements. The information submitted in the report would be used for our annual report at the end of the year.

After a discussion it was decided that the Board would hold a lunch meeting to review the END statements to ensure all issues were covered. It was noted that the END statements should be approved before strategic planning day at the end of February.

TABLED

11.0 EDUCATION

11.1 Board Education re: reading financial statements

Presentation to be held during Audit meeting on January 31, 2006.

12.0 COMMUNICATION

12.1 Chairman's Report

R. Penwarden updated the Board on the status of several capital projects. He reported that we have received approval for the medical air compressor, steam generator, dishwasher and washing machine. In addition, \$525,000 has been approved for the OR fire separation. The ambulance door project has been completed.

12.2 Nunavut Members' Update

M. Lessing-Turner read the report submitted by P. Kabloona.

Meetings will commence shortly on the implementation of the original task force. The final report on the future role of the Churchill Health Centre.

The Nunavut representatives selected to date will be David Richardson (New Assistant Deputy Minister - as Co-Chair), Dr. William (Sandy) McDonald (Medical Director for Nunavut) and Norm Hatlevik (Executive Director for the Kivalliq Region)

The other Nunavut members will be added after the first planning teleconference scheduled for January 25, 2006. The first meeting in person session will be held in Churchill possibly as early as mid February.

R. Penwarden stated that we have received final approval to move forward with the Churchill Health Centre Task Force plans that were put forth. The first meeting of the newly formed Churchill Health Centre Health Services Development Working Group will be held February 14th in Churchill. R. Penwarden, M. Lessing-Turner and P. Kabloona will represent the CRHA on this steering committee.

12.3 Chief Executive Officer's Report*

M. Lessing-Turner

M. Lessing-Turner reviewed her submitted reported and stated that she wanted to highlight the thirteen priorities of Manitoba Health. She provided a brief overview of how these priorities relate to the CRHA.

There was a discussion regarding the Chronic Disease Initiative and Diabetes and funding for these projects.

There would be some implications to the CRHA with the implementation of the EMS Framework as they may require that a certain number of staff are trained at the paramedic level, which we don't currently have. Right now they are working on the 911 system. The impact of the 911 system on the CRHA is that we would require a new paging system that has the capability of direct communication with 911 operators and our EMS staff.

It has been identified that shadow billing has not been completed for approximately two years. After an investigation, M. Lessing-Turner learned that the software we purchased in the past is no longer supported. D. Martens is working with B. Robotham to identify alternative ways to report this information. While looking into this process, it was discovered that we haven't been billing for outpatient services to Nunavut. We have obtained the proper forms from Manitoba Health and are allowed to go back one year. M. Lessing-Turner stated that this is an example of how some of our processes are person dependent and emphasizes the need for all positions to have a desktop manual to ensure processes are not lost when we have staff turnover.

12.4 A/ Chief Operating Officer Finance Report*

B. Sigurdson reviewed the financial report.

M. Lessing-Turner noted that the Children's Centre is sitting at a \$14,000 negative variance and we are already halfway through the year. This demonstrates that there have been some positive changes in regards to the Children's Centre budget as in past years the negative variance has been around \$50,000. The funding situation will change somewhat as we have recruited trained ECE workers who are scheduled to start work in late February early March and will be included in this fiscal year.

12.5 Chief of Staff's Report

There is no Chief of Staff at this time.

12.6 Chief Operating Officer Clinical Services Report*

M. Lessing-Turner stated that D. Martens was unable to attend the meeting but has submitted a report on her program areas. M. Lessing-Turner added that we have the Delphi software and have trained the Nurse Educator and Executive Secretary in its use. The information provided after the data is entered will be very comprehensive.

12.7 Chief Operating Officer Planning & Social Programs Report*

M. Lessing-Turner stated that K. Grant was unable to attend the meeting but has submitted a report on his program areas. She pointed out that we have a lot more children using the Receiving Home recently and that is due to the diligence of our CFS worker. She added that R. Spence is doing an excellent job as the CFS worker.

Resolution 09/06

MOTION: That the Board write a letter of compliment to R. Spence for a job well done.

MOVED BY: J. Massan

SECONDED BY: D. Macri

CARRIED

12.8 Director Human Resources Report*

V. Brew reviewed her submitted report. M. Lessing-Turner added that V. Brew is doing an excellent job recruiting for and filling our vacant positions.

Resolution 10/06

MOTION: That the Board write a letter of compliment to V. Brew for a job well done.

MOVED BY: J. Massan

SECONDED BY: D. Macri

CARRIED

12.9 Audit Committee Report

V. Flett reported that there will be an Audit Committee meeting on January 31, 2006.

P. Kabloona entered the meeting at this time (5:24 p.m.)

13.0 NEW BUSINESS**13.1 Children's Centre 2005-2006 Budget***

M. Lessing-Turner stated that as per regulation, the Children's Centre Budget needs to be reviewed and approved by the Board and the minutes submitted to the Manitoba Family Services Childcare Department. The budget for this year was projected to be at a negative variance of \$52,000. The last budget was approved at a negative variance of \$89,000.

Resolution 11/06

MOTION: That the Board approve the Children's Centre budget with a negative variance of \$52,000 as presented.

MOVED BY: D. Macri

SECONDED BY: B. Tattuinee

CARRIED

13.2 Employee Recognition Gifts

There was a discussion regarding the current status of the recognition program for long term employees and the proposed changes that we would like to implement such as:

- Looking at the incremental value of gifts over the years
- Changing to a Manitoba owned company to supply gifts
- Employees picking the gift they would like to receive from an identified price range.

The Board stated that they were in agreement with concepts discussed and will leave the details to the discretion of the Recruitment and Retention Committee.

13.3 Aboriginal Advisory Committee

J. Massan reported that she was nominated as Chair of the Aboriginal Advisory Committee in November.

J. Massan left the meeting at this time (5:40 p.m.)

13.4 Whale Cove Medivac

R. Penwarden provided an overview of a medivac that involved our student midwife. He stated that the situation had a positive outcome.

13.5 New Years Baby

R. Penwarden reported that our New Years Baby was from Repulse Bay and was born on January 24, 2006.

14.0 CORRESPONDENCE/INFORMATION

14.1 Board Leadership Newsletter*

Circulated for information

15.0 CONSENT AGENDA

There were no items for the consent agenda this month.

16.0 ADVISORY COUNCIL INFORMATION

There was no Advisory Council Information this month.

17.0 PUBLIC PARTICIPATION

There was no public participation

18.0 DATE OF NEXT MEETING

To Be Announced.

19.0 ADJOURNMENT

R. Penwarden adjourned the meeting at 5:45 p.m.