



CHURCHILL RHA INC.
CHURCHILL, MANITOBA R0B 0E0 CANADA

BOARD OF DIRECTORS MEETING

Tuesday, May 24th, 2011
 Executive Board Room @ 1600 hours

BOARD OF DIRECTORS

V. Flett, Chair
 D. Daley, Vice Chair
 K. DeMeulles, Board Member
 J. Hickes, Board Member
 J. Stover, Board Member

EXECUTIVES

D. Martens, Chief Executive Officer
 R. Sweeney, Director of Human Resources
 B. Sigurdson, Chief Financial Officer

REGRETS:

N. Hughes, Director of Community Services
 P. MacEwan, Director of Clinical Services

TELECONFERENCE:

J. Brown, MB Health Liaison
 Dr. P. Dahl, U of M Dentistry

RECORDER

Valerie Brew, Executive Assistant

STAFF & PUBLIC PARTICIPATION

T. Lecompte, Patient Safety Officer

1.0 CALL TO ORDER

V. Flett called the meeting to order at 16:06 hours and welcomed everyone to the meeting. V. Flett introduced Dr. Pam Dahl, University of Manitoba Dentistry.

2.0 ADDITIONS TO AGENDA

There were no additions to the agenda.

3.0 ACCEPTANCE OF AGENDA

MOTION: 44/11: *That the Board approved the agenda as presented.*

Moved by: D. Daley
Second by: K. DeMeulles

CARRIED

4.0 MINUTES OF THE PREVIOUS MEETING

4.1 Board of Directors Minutes – April 21st, 2011.

The Minutes of April 21st, 2011 were approved as presented.

MOTION 45/11: *That the Board approved the minutes of April 21st, 2011 as presented.*

Moved by: D. Daley
Seconded by: J. Hickes

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MEETING

No business arising.

6.0 AUDIT COMMITTEE SUBMISSIONS

No submissions.

7.0 COMMITTEE SUBMISSIONS**7.1 Parent Advisory Committee – April 27, 2011**

The Board reviewed the minutes from Parent Advisory Committee. V. Flett inquired if the Children's Centre would be closed during the installation of the new flooring. D. Martens clarified the flooring would be installed on the weekend which would not cause a disruption to regular business hours.

7.2 Northern Patient Transportation Program – May 11, 2011

The Board reviewed the minutes from the Northern Patient Transportation Program (NPTP) and no questions were raised.

8.0 CEO MONITORING REPORTS**8.1 Budgeting (BP-B-40)**

D. Martens reported the Chief Executive Officer shall not allow budgeting in any fiscal year or the remaining part of any fiscal year to deviate from Board ENDS policies, risk fiscal jeopardy or fail to be derived from a multi-year plan. D. Martens reported compliance and certified the data is accurate as of May 24th, 2011.

MOTION 46/11: *That the Board approved D. Martens monitoring report on policy BP-B-40 - Budgeting as presented.*

Moved by: K. DeMeulles

Seconded by: J. Stover

CARRIED

9.0 POLICY VIOLATIONS

No policy violations reported.

10.0 BOARD SELF EVALUATION**10.1 Board Job Description (BP-C-70)**

V. Flett reported that the Board of Directors are in compliance with policy BP-C-70 Board Job Description.

MOTION 47/11: *That the Board approved the policy BP-C-70 Board Job Description as presented.*

Moved by: D. Daley

Seconded by: K. DeMeulles

CARRIED

10.2 Delegation to the Chief Executive Officer (BP-D-10)

V. Flett reported that the Board of Directors are in compliance with policy BP-D-10 Delegation to the Chief Executive Officer.

MOTION 48/11: *That the Board approved the policy BP-D-10 Delegation to the Chief Executive Officer as presented.*

Moved by: D. Daley
Seconded by: J. Stover

CARRIED

10.3 Monitoring Performance of the CEO (BP-D-40)

V. Flett reported that the Board of Directors are in compliance with policy BP-D-40 monitoring performance of the CEO. A meeting has been scheduled for Monday, May 30th at 12 noon to complete the CEO's evaluation.

MOTION 49/11: *That the Board approved the policy BP-D-40 Monitoring Performance of the CEO as presented.*

Moved by: D. Daley
Seconded by: K. DeMeulles

CARRIED

11.0 POLICY CHANGES

No policy changes were reported.

12.0 EDUCATION

No submissions.

13.0 COMMUNICATION

13.1 Chair's Report

No report at this time.

13.2 Nunavut Member Update

J. Hickes would like more information on what services are offered by the Churchill RHA. He acknowledged there is a high increase of medical travel from Nunavut to Winnipeg and questioned if these are for specialities appointments. D. Daley reported that the Board has tried on several occasions to set-up meetings with Nunavut but to date have been unsuccessful. The services provided here are the same services provided in Winnipeg but we are being bypassed. D. Martens will update J. Hickes further.

13.3 Chief Executive Officer's Report (attached)

In addition to her report on the capital project, D. Martens stated the medical gas system no longer meets code. She has been in communications with Stan Rhoda, Government Services, Norm Blackie and Annette Gorgal, MB Health Capital Projects discussing what needs to be done and what can be done. D. Martens will put in a capital submission to totally upgrade the medical gas system. An estimate cost of 6.2 K was received from R. Poitras, Government Services which will be submitted in the Health Plan as a priority capital project.

13.4 Chief Financial Officer Report (no report)

B. Sigurdson had no report as she is waiting on the draft of the annual audited financial statement which will be available next week at the May 31st meeting.

13.5 Chief of Staff's Report

No report at this time.

13.6 Director of Clinical Services Report (attached)

P. MacEwan's report was presented. No questions were raised.

13.7 Director of Community Services & Chief Planning Officer Report (attached)

N. Hughes's report was presented. No questions were raised.

13.8 Director Human Resources Report (attached)

R. Sweeney announced a pharmacist has been hired and will start September 1st during this time we will be hiring locums to fill in. One full time RN has been hired. The technician position has been filled and interviews for the manager of EMS will completed later this week. NPTP and Home Support Worker positions are filled.

At this time, Dr. Dahl updated the Board on the dental clinic. She stated that D. Martens brought to her attention the lack of consistency with dentist and concerns with the clinic reception.

Verbal report from Dr. Dahl

Dr. Dahl reported that Dr. Parson has signed on for one year and will be going to Churchill every second month. She has been in contact with Dr. Chan who had been to Churchill in the past. They are still looking for a second provider and have ads out.

L. Martens was asked to put up an ad for flex hours to share her position and post in the community. The position will be officially posted in the summer or fall as current the receptionist has other commitments during those times.

She reassured the Board that all dentists coming to Churchill have malpractice insurance and show proof before they receive their MDA license.

A dentist stool has been ordered and they have donated a second stool for the dental assist. They are waiting on a panorama developer to be brought here with approval by U of M.

V. Flett thanked Dr. Dahl for her update. No questions were raised.

14.0 NEW BUSINESS**14.1 Meeting – May 31, 2011**

Two meetings have been scheduled for Monday, May 30th and Tuesday, May 31st to complete the CEO's evaluation, review and approve the financial statement for the year ending March 31, 2011, Children's Centre budget and Health Plan. The CEO evaluation and Health Plan will be in-camera.

15.0 CORRESPONDENCE/INFORMATION**15.1 Diagnostic Services of MB (DSM) Newsletter – May 2011**

The DSM newsletter was circulated to the Board for the information.

15.2 Health Edition – April 2011

The Health Edition news letter was circulated for information.

15.3 Board Leadership News – March / April 2011

The Board Leadership News was circulated for information.

16.0 CONSENT AGENDA

No submissions.

17.0 PUBLIC PARTICIPATION

No public participation.

18.0 IN CAMERA

At this time the Board went in-camera.

MOTION 50/11: That the Board go in-camera.

**Moved by: D. Daley
Seconded by: K. DeMeulles**

CARRIED

MOTION 51/11: That the Board raise from of in-camera.

**Moved by: J. Hickes
Seconded by: J. Stover**

CARRIED

18.0 DATE OF NEXT MEETING

The next meeting has been scheduled for Tuesday, June 21st at 12 noon in the Executive Board Room.

19.0 ADJOURNMENT

V. Flett adjourned the Board of Directors meeting for May 24, 2011 at 17:50 hours.

MOTION 52/11: That the meeting of the Board of Directors adjourned

**Moved by: K. DeMeulles
Seconded D. Daley**

CARRIED

MINUTES APPROVED BY:

**Verna Flett, Chair
Churchill RHA Inc. Board**

Date