



**CHURCHILL RHA INC.  
CHURCHILL, MANITOBA R0B 0E0 CANADA**

**BOARD OF DIRECTORS MEETING**  
Tuesday, June 21<sup>st</sup>, 2011  
Executive Board Room @ 12 Noon

**BOARD OF DIRECTORS**

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

**EXECUTIVES**

D. Martens, Chief Executive Officer  
N. Hughes, Director of Community Services  
P. MacEwan, Director of Clinical Services  
R. Sweeney, Director of Human Resources

**REGRETS:**

B. Sigurdson, Chief Financial Officer  
Dr. P. Dahl, U of M Dentistry

**TELECONFERENCE:**

J. Hickes, Board Member  
J. Brown, MB Health Liaison

**RECORDER**

Valerie Brew, Executive Assistant

**STAFF & PUBLIC PARTICIPATION**

**1.0 CALL TO ORDER**

V. Flett called the meeting to order at 1200 hours and welcomed everyone to the meeting.

**2.0 ADDITIONS TO AGENDA**

The following was added under New Business:

- 14.2 Long term service awards
- 14.3 Presentation scholarship awards
- 14.4 Provincial Health Leadership

**3.0 ACCEPTANCE OF AGENDA**

**MOTION: 60/11: That the Board approved the agenda with additions**

**Moved by: J. Stover**  
**Second by: K. DeMeulles**

**CARRIED**

**4.0 MINUTES OF THE PREVIOUS MEETING**

**4.1 Board of Directors Minutes – May 24, 2011.**

The Minutes of May 24<sup>th</sup>, 2011 were approved as presented.

**MOTION 61/11: That the Board approved the minutes of May 24<sup>th</sup>, 2011 as presented.**

**Moved by: K. DeMeulles**  
**Seconded by: J. Stover**

**CARRIED**

**4.2 Board of Directors Minutes – May 31, 2011**

**MOTION 62/11:** *That the Board approved the minutes of May 31<sup>st</sup>, 2011 as presented.*

**Moved by:** J. Stover

**Seconded by:** K. DeMeulles

**CARRIED**

**5.0 BUSINESS ARISING FROM PREVIOUS MEETING****5.1 University of MB (Dental Clerk) Update**

D. Martens updated Board members on the dental position and reported that she spoke with Maryann who didn't anticipate any problems to fill in for L. Martens when she is away.

**6.0 AUDIT COMMITTEE SUBMISSIONS**

*No submissions.*

**7.0 COMMITTEE SUBMISSIONS**

*No submissions.*

**8.0 CEO MONITORING REPORTS****8.1 Treatment of the Public (BP-B-90)**

D. Martens reported compliance with monitoring report policy BP-B-90 Treatment of the Public.

**MOTION 63/11:** *That the Board approved D. Martens monitoring report on policy BP-B-90 – Treatment of the Public as presented.*

**Moved by:** K. DeMeulles

**Seconded by:** D. Daley

**CARRIED**

**9.0 POLICY VIOLATIONS**

*No policy violations reported.*

**10.0 BOARD SELF EVALUATION****10.1 Board Members' Code of Conduct (BP-C-80)**

V. Flett reported that the Board of Directors are in compliance with policy BP-C-80 Board Members' Code of Conduct.

**MOTION 64/11:** *That the Board approved the policy BP-C-80 Board Members' Code of Conduct.*

**Moved by:** J. Stover

**Seconded by:** D. Daley

**CARRIED**

**10.2 Chief Executive Officer Role (BP-D-20)**

V. Flett reported on the Board self evaluation the Board reported compliance with policy BP-D-20 Chief Executive Officer Role.

**MOTION 65/11:** *That the Board approved the policy BP-D-20 Chief Executive Officer Role as presented.*

**Moved by: K. DeMeulles**  
**Seconded by: J. Stover**

**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 reported on an email he received from Norm Hatlevik regarding his appointment to the Board and made reference to a second member from Nunavut that may be appointed by the Minister. He is continuing to seek information regarding outstanding or current contracts between Nunavut and Manitoba in reference to using the facility in Churchill. He spoke to the new Deputy Minister Peter Ma and questioned if Churchill is being used.

D. Martens stated she spoke to Norm Hatlevik regarding J. Hickes appointment to the Board as well as the commitment to use Churchill. She also reported that at the CEO meeting she met with the Deputy Minister and they discussed having a face to face meeting in Iqaluit with the Deputy Minister Peter Ma and his associates. The meeting will also include Manitoba Health Deputy Minister Milton Sussman, Rose Neufeld, MB Health Director of Aboriginal and Northern Services.

J. Hickes will inquire further regarding a second Nunavut representative for the Board of Directors.

### **13.3 Chief Executive Officer's Report (attached)**

In addition, D. Martens reported she updated the Board on the OR project and the concerns with the medical gas system. One change order has been authorized by Manitoba Health who provided the funding for the project. Also, they have approved \$99,000 change order to create a standalone system under a separate alarm that is under renovation. Additional issues are the number of valves for the medical gas system at different stations in the main hallways throughout the facility. Testing on the system discovered eight valves are leaking and requires additional work to be done to ensure oxygen and compressed air is not leaking. In the OR another change order is coming in to bring it up to full OR standards and requires a diffuser to create a curtain of air which could be an infection control issue.

- Accreditation deadline is August and have been met. A consultant is here today in the facility and accessing the reprocessing functions and assisting us to come to a decision to either continue to do that function in-house or look at other options for having that service done.
- Health Plan was submitted June 1<sup>st</sup>.
- Electronic medical records software has been selected and we are moving forward with the implementation as well as the implementation of eChart which will happen at the end of July.
- Nunavut Kivalliq executive are waiting for approval for out of Territory travel before they can arrange their trip to Churchill. The meeting will be with Harry Niakrok, Fuad Maliha and Norm Hatlevik.

- B. Sigurdson and D. Martens attended an information session in Winnipeg on activity base funding. It is recognized activity based funding models may not be workable in rural and remote facilities.

#### **13.4 Chief Financial Officer Report (attached)**

The Board reviewed the financial statement ending April 30, 2011.

**MOTION 66/11:** *That the Board approved the Financial Statement ending April 30, 2011 as presented.*

**Moved by:** J. Stover  
**Seconded by:** K. DeMeulles

**CARRIED**

#### **13.5 Chief of Staff's Report**

*No report at this time.*

#### **13.6 Director of Clinical Services Report (attached)**

P. MacEwan added the inpatient numbers are significantly low and occupancy rates have dropped from last month and continues to be a concern.

- A new Pharmacist has been hired and will start September 1<sup>st</sup>. There will be a number of Pharmacists coming through and in the mean time any complaints or concerns identified, Board members were asked to let her know so they can be dealt with immediately. The Pharmacy license is still being held by Cathy Parson who was the last Pharmacist here.
- First dental OR was in room #10 and was successful although there was some minor adjustment to getting use to such as the smaller room.
- We are still in the process of completing a secure unit by June 30<sup>th</sup>. This means you can come into the unit but will need to be buzzed out or have a swipe card. This will ensure patient safety and removes liability issues with patients.

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

N. Hughes highlighted the following from her report:

- Continuing implementation of the Director of CS/Planning Operational Plan
- Completed the data collection for the 2012-13 MH Annual Health Plan (Due June 1<sup>st</sup>)
- Community Health Fair held on May 17<sup>th</sup> was a success with over 100 in attendance and over 35 booths
- Probation & Parole stats are on the report
- The new CFS worker, John Kyereme is doing well in his position and is networking with the school
- Children's Centre safety plan is being updated. The vacant position has been filled with an internal candidate
- Addictions and Mental Health stats are being completed manually at this time.
- Education and meetings attendance
- Identified risk and the action taken to resolve them

#### **13.8 Director Human Resources Report (attached)**

R. Sweeney's report was circulated for review and it was noted there has been an increase in casual vacancies.

**13.9 University of Manitoba Dental Program**

*No report submitted.*

**14.0 NEW BUSINESS****14.1 Scholarship Program – Second Bursary**

K. DeMeulles will present the CRHA scholarship award to Paul Preteau on June 24<sup>th</sup> at the theatre.

D. Martens requested a second bursary of \$1000 offer to the community to encourage people to go into the health care field or for students who leave the community and come back.

**ACTION:** D. Martens will draft criteria for a community bursary and present it at the next Board meeting.

**MOTION 67/11:** *That the Board approved the second bursary of \$1000 for the community.*

**Moved by:** K. DeMeulles

**Seconded by:** J. Stover

**CARRIED**

**14.2 Long term service awards**

V. Flett announced there will be a long term service award to staff at the theatre on Thursday, June 22, 2011 at 12 noon.

**14.3 Provincial Health Conference**

V. Flett announced there will be a Provincial Health Conference on October 26<sup>th</sup> in Winnipeg and to if you will like to attend to contact V. Brew.

**15.0 CORRESPONDENCE/INFORMATION****15.1 MB eHealth Advisory Committee**

D. Martens announced that if anyone from the Board is interested in sitting on the committee to submit your name.

**15.2 Health Edition – June 2011**

Circulated for information.

**16.0 CONSENT AGENDA****16.1 Dr. Ludovic Delabie**

**MOTION 68/11:** *That the Board approved renewal privileges for Dr. Ludovic Delabie, General Practitioner.*

**Moved by:** K. DeMeulles

**Seconded by:** J. Stover

**CARRIED**

**16.2 Dr. Deidre O’Flaherty**

**MOTION 69/11:** *That the Board approved renewal privileges for Dr. Deidre O’Flaherty, General Practitioner.*

**Moved by:** J. Stover  
**Seconded by:** K. DeMeulles

**CARRIED**

**16.3 Dr. Lesley Garber**

**MOTION 70/11:** *That the Board approved privileges for Dr. Lesley Garber, Otolaryngology.*

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

**CARRIED**

**16.4 Dr. Caroline Corbett**

**MOTION 71/11:** *That the Board approved privileges for Dr. Caroline Corbett, Gynaecology and Obstetrics.*

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

**CARRIED**

**17.0 PUBLIC PARTICIPATION**

*No public participation.*

**18.0 IN CAMERA**

No in-camera meeting was held.

**19.0 DATE OF NEXT MEETING**

The next meeting has been scheduled for Thursday, July 28<sup>th</sup> at 12 noon in the Executive Board Room.

**20.0 ADJOURNMENT**

V. Flett adjourned the Board of Directors meeting for June 21<sup>st</sup>, 1300 hours.

**MOTION 72/11:** *That the meeting of the Board of Directors be adjourned*

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

**CARRIED**

**MINUTES APPROVED BY:**

\_\_\_\_\_  
Verna Flett, Chair  
Churchill RHA Inc. Board

\_\_\_\_\_  
Date