



REGIONAL HEALTH AUTHORITY
CHURCHILL, MANITOBA R0B 0E0 CANADA

BOARD OF DIRECTORS

Thursday April 24th, 2008
Board Room @ 4:00 p.m.

PRESENT:

K. Demeulles, Board Member
D. Macri, Board Member
D. Daley, Board Member
S. Kernaghan, Vice-Chair

TELECONFERENCE:

P. Kabloona, Secretary / Treasurer
V. Flett, Chair
J. Brown, MB Health Liaison

ALSO PRESENT:

B. Sigurdson, Chief Financial Officer
D. Martens, Chief Executive Officer
R. Sweeney, Director Human Resources
K. Slobodesky, Manger of QI, Accreditation and WPH&S
M. Petit, Director of Community Services & CPO

REGRETS:

B. Tattuinee, Board Member

RECORDER:

A. Deschenes, Executive Assistant

1.0 CALL TO ORDER

The meeting was called to order at 5:17 p.m.

2.0 ADDITIONS TO AGENDA

There were two additions to the agenda under New Business. One was Aboriginal Advisory Committee and the other was Ethics Committee representation and minutes.

3.0 ACCEPTANCE OF AGENDA

Resolution: 12/08

**Moved by D. Macri, seconded by D. Daley to accept the agenda of April 24th, 2008 as amended.
CARRIED**

4.0 MINUTES OF THE PREVIOUS MEETING

4.1 Board of Directors minutes February 28th, 2008

Resolution: 13/08

**Moved by D. Daley, seconded by S. Kernaghan to accept the previous Board of Directors minutes from February 28th, 2008 as presented.
CARRIED**

5.0 BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Purchase Service Agreements

The Optometrist Dr. Lecker wrote a letter to D. Martens asking what the Churchill RHA had to offer in forms of a contract. D. Martens will draft up a contract for the Optometrist and the Chiropractor in the next few days.

5.2 CCHSA Survey Critical Path

K. Slobodesky has received a graft scheduled of the Surveyors visit in May. The surveyors are requesting interaction with the Board Chair and some of the Board Members. A schedule will be forwarded to V. Flett. The team leaders meeting are now weekly and a lot of progression is being made. The red flag areas are almost completed. An education session on what to expect during the survey will be done in May in the cafeteria. The front line staff is also getting educated on the process. D. Martens congratulated M. Petit and K. Slobodesky for their hard work on this accreditation process.

6.0 COMMITTEE SUBMISSIONS

6.1 NPTP Meeting minutes April 4th, 2008

The meeting minutes were distributed for review and information only. No questions were asked.

7.0 CEO MONITORING REPORTS

7.1 BP-B-30 Financial Condition

D. Martens said she was reporting compliance.

Resolution: 14/08

Moved by D. Macri, seconded by K. Demeulles to accept BP-B-30 Financial Condition as presented.

CARRIED

7.2 BP-B-70 General Executive Constraint

D. Martens said she was reporting compliance.

Resolution: 15/08

Moved by D. Daley, seconded by K. Demeulles to accept BP-B-70 General Executive Constraint as presented.

CARRIED

7.3 BP-B-80 Contracts for Services

D. Martens said she was reporting compliance.

Resolution: 16/08

Moved by D. Macri, seconded by K. Demeulles to accept BP-B-80 Contracts for Services as presented.

CARRIED

8.0 POLICY VIOLATIONS

There were no policy violations for review.

9.0 BOARD SELF EVALUATION

9.1 Annual Board Self-Assessment

A. Deschenes drafted up a document for the Board to evaluate the Chief Executive Officer and for the CEO to self evaluate. This evaluation is to happen once a year. D. Macri would like to see something in regards to the ENDS policy. A. Deschenes will amend the document and present it to the Board at the next meeting for final approval. The CEO evaluation should occur at the end of June 2008.

9.2 BP-C-40 Governance Commitment

The Board is reporting compliance. D. Martens suggested that once the Board has reviewed the policy, A. Deschenes should amend the revision date on the policy.

9.3 BP-C-60 Board Committee Principles

The Board is reporting compliance.

9.4 BP-D-30 Chief Executive Officer Job Description

The Board is reporting compliance.

10.0 POLICY CHANGES

There were no policy changes.

11.0 EDUCATION

There was no education information.

12.0 COMMUNICATION

12.1 Chairman's Report

V. Flett welcomed all the new Board Members and is looking forward to working with everyone.

12.2 Nunavut Members' Update

P. Kabloona met with the Deputy Minister in Nunavut. They spoke about the third Board member vacancy position in Nunavut. There are concerns about Mental Health referrals to Churchill. A lot of patients are self destructing instead of getting the proper treatment when they come to Churchill. He also thanked the Minister for his reappointment as a Board member.

12.3 Chief Executive Officer's Report

This report is for review only. She mentioned that we are looking at the month of July for the switchover to QHR. M. Petit has taken over the position of Director of Community Services and CPO. We are still looking for a Director of Clinical Services & CNO. Until the position is filled D. Martens will continue to act. She also mentioned that the organizational restructuring is completed. The senior management team is meeting weekly to go over and approve and review policies. The Emergency Plan is now completed and EMS is educating staff. The Pandemic Plan was recently reviewed by Randy Gessell. When new information comes out it is added to the plan. The Town of Churchill has signed the letter, subletting the space to DSM. The Churchill nurses have taken a stand with regards to one clause in the new contract but we feel that this will be resolved shortly. D. Martens also confirmed that the Committee Structure Review will be presented at the next middle management meeting next week. A Communications Plan was drafted and presented to all staff. The feedback was very positive.

12.4 Chief Financial Officer Report*

B. Sigurdson presented the Financial Monitoring Report for the month of February and March 2008. D. Macri asked why the land ambulance looked like a deficit. B. Sigurdson responded by confirming that the land ambulance did not include offset revenue and that the program actually has a surplus.

Resolution: 17/08

Moved by D. Daley, seconded by K. DeMeulles to accept the February 2008 Financial Monitoring Report as presented.

CARRIED

Resolution: 18/08

Moved by D. Macri, seconded by K. DeMeulles to accept the March 2008 Financial Monitoring Report as presented.

CARRIED

12.5 Chief of Staff's Report

There was no Chief of Staff Report.

12.6 Director of Clinical Services & CNO Report*

The report was circulated for review. D. Macri asked the definition of HPSEN. D. Martens answered her question and also mentioned that she doesn't attend these meetings anymore and that whoever fills the position of Director of Clinical services will have to attend.

12.7 Director of Social Services & CPO Report*

The report was circulated for review. M. Petit mentioned that some restructuring is being done in some of the departments he's managing. He also went into details on how the Nunavut referrals worked. D. Martens also mentioned that Mental Health is generating funds for Manitoba Health with referrals and that a portion of the reciprocal billing is returned to the Churchill RHA for use.

12.8 Director Human Resources Report*

The report was circulated for review. R. Sweeney mentioned that there were going to be three RN short by the end of June. We have two term positions coming up for relief. The Manager of Community Wellness has been offered to someone but contract not finalized yet. The Children Centre Coordinator will start in July. The Dietary department needs cooks. There are two more grievances to settle. The EMS Manager has resigned.

12.9 CCHSA Progress Report

K. Slobodesky mentioned that the survey is in 31 days. An additional surveyor is coming for training purposes. We recently had a teleconference with Southeastman and discussed how the survey process went and what to expect. This survey process is new this year. A pre-survey teleconference is scheduled for May 8.

13.0 NEW BUSINESS

13.1 Provincial RIS/PACS Project Update

D. Martens explained what the RIS/PACS project was. It refers to the implementation of PAC in radiology. The x-rays will be digitized and sent to a radiologist in Winnipeg electronically. This will speed up the diagnostic imaging process. The letter stated that we are being pushed back in the process and unsure when this will be implemented in Churchill. No time frame was given.

13.2 Communications Plan

D. Martens recently drafted up a communications plan. She researched the internet to see what was out there. This is written in a matter that is easy for all staff to understand and implement in all areas of services. It lists our external and internal goals, our objectives for 2008-2009, our existing external and internal initiatives and our core messages.

13.3 Strategic Planning Session

D. Martens advised the Board that the Strategic Plan was being held May 2nd, 2008. This should have taken place in January but due to unforeseen circumstances it couldn't be done. We are going to review our Strategic plan to ensure our Vision, Mission, Values and Goals & Objectives are accurate.

13.4 Health Plan

This year Manitoba Health has gotten rid of deliverables and replaced with indicators and measurements. June 2nd, 2008 is our deadline for submitting our Health Plan.

13.5 Signing Authority Policy (AD-4-82) and Cheque Signing Authority (BP-C-30)

These policies are to be amended to show the correct amounts and to read that in the event 2 senior management cannot sign then 2 Board members shall sign cheques. A. Deschenes will amend both policies.

Resolution: 19/08

**Moved by D. Daley, seconded by K. DeMeulles to amend the Signing Authority Policy (AD-4-82) and Cheque Signing Authority (BP-C-30).
CARRIED**

13.6 Aboriginal Advisory Committee

A. Deschenes will send an email to Melody Ebbit to find out the Terms of References for this committee. Once this information is received the Board will make a decision on who will sit on this committee.

13.7 Ethics Committee

D. Macri is currently sitting on the Ethics Committee and asked the Board if they wanted her to be Board representation. Everyone agreed that she should now represent the Board. The minutes for this committee will also be added to the Board package for review.

13.8 In Camera

Resolution: 20/08

**Moved by D. Daley, seconded by D. Macri to go in camera at 6:45 p.m.
CARRIED**

14.0 CORRESPONDENCE/INFORMATION

15.0 CONSENT AGENDA

16.0 ADVISORY COUNCIL INFORMATION

17.0 PUBLIC PARTICIPATION

18.0 DATE OF NEXT MEETING

The next meeting will be held on June 5th, 2008.

19.0 ADJOURNMENT

The meeting was adjourned at 7:25 p.m.