



REGIONAL HEALTH AUTHORITY
CHURCHILL, MANITOBA R0B 0E0 CANADA

BOARD OF DIRECTORS

Thursday February 28th, 2008
Board Room @ 4:00 p.m.

PRESENT:

J. Massan, Board Member
D. Daley, Board Member
S. Kernaghan, Vice-Chair

TELECONFERENCE:

P. Kabloona, Secretary / Treasurer
R. Penwarden, Chair

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

REGRETS:

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

RECORDER:

A. Deschenes, Executive Assistant

1.0 CALL TO ORDER

The meeting was called to order at 4:18 p.m.

2.0 ADDITIONS TO AGENDA

There were no additions to the agenda.

3.0 ACCEPTANCE OF AGENDA

Resolution: 07/08

Moved by J. Massan, seconded by D. Daley to accept the agenda of February 28th, 2008 as presented.

CARRIED

4.0 MINUTES OF THE PREVIOUS MEETING

4.1 Board of Directors minutes January 31st, 2008

Resolution: 08/08

Moved by J. Massan, seconded by D. Daley to accept the previous Board of Directors minutes from January 31st, 2008 as presented.

CARRIED

4.2 Board of Directors minutes February 4th, 2008

Resolution: 09/08

Moved by D. Daley, seconded by B. Penwarden to accept the previous Board of Directors minutes from February 4th, 2008 as presented.

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Purchase Service Agreements

B. Penwarden advised the Board that the Chiropractor's contract will be reviewed in April. B. Penwarden advised D. Martens to go ahead and contact Dr. Lecker to find out what his final requests were to be put in contract and also she will contact M. Lessing-Turner via email to find out if she has been in contact with DR. Lecker regarding his contract.

D. Martens recently received a call from Dr. R. Lecker, Optometrist about providing service in Churchill. He was not interested in remitting 25% of his gross revenue. J. Massan mentioned that having a standard contract for all specialists might not work out in this case but B. Penwarden would like to stick to standard contracts to prevent unfairness. D. Martens will ask Optometrist in Thompson and Dr. B. Lecker to send us a proposal and then we will evaluate both and see where we go from there.

5.2 CCHSA Survey Critical Path

M. Lessing-Turner is still working on the red flag areas. J. Massan asked why D. Martens could not take over the project of working on the red flags. The Board members have not seen a progress report to date and are requesting that one be done. K. Slobodesky recently received information from M. Lessing-Turner about progress being made on the red flags. He also noted that the Board members should be involved in this process so that they are aware of what is being done for Accreditation in May 2008.

6.0 COMMITTEE SUBMISSIONS

6.1 NPTP Meeting minutes November 22, 2007, January 25, 2008 and February 22, 2008

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

7.0 CEO MONITORING REPORTS

7.1 BP-B-50 Emergency Executive Succession

D. Martens said she was reporting compliance. She also noted that the Director of Community Services & Chief Planner position has been filled. It will be announced in the next week.

7.2 BP-E-20 Ends Report

D. Martens presented the ENDS report and advised that this report was a compilation of statistical data used to complete our annual report. This report is from the period of April 1st, 2007 to December 31st, 2007. She also mentioned that the Churchill RHA has received mentioned for their Best Practice for our relationship with the Northern Medical Unit and for our Out Patient Mental Health Program from the Report of the MB Regional Health Authority External Review Committee.

J. Massan questioned what the RHA was doing in regards to the reducing of alcohol and drug abuse. D. Martens advised her that the addictions counsellor was doing presentations in the school and was also doing individual counselling with clients. The RCMP also teaches the DARE program in the school.

8.0 POLICY VIOLATIONS

There were no policy violations for review.

9.0 BOARD SELF EVALUATION

9.1 Annual Board Self-Assessment

J. Massan contacted Melody Ebbit about getting some examples of CEO evaluations for Board members. She now has about 10 different examples and will meet with A. Deschenes to discuss the format the Board would like to use. She also mentioned that the Board would like to receive a report on the quality of the physical environment of the facility. The Board used to receive this report and it was discontinued when the previous CEO was here. J. Massan and A. Deschenes will look for this report and present it to K. Slobodesky to see if he could complete it as part of his report to the Board.

9.2 BP-C-30 Signing Authority

D. Martens revised this policy to show the correct amounts in regards to signing authority. This policy was for review by the Board. They are reporting compliance.

9.3 BP-C-100 MB Health Policy, Accountability, Monitoring & Evaluation Health Accountability & Planning

The Board is reporting compliance. A. Deschenes to revise policy and correct spelling of a few words.

9.4 BP-C-110 Succession Planning for CEO

The Board is reporting compliance.

10.0 POLICY CHANGES

There were no policy changes.

11.0 EDUCATION

There was no education.

12.0 COMMUNICATION

12.1 Chairman's Report

B. Penwarden mentioned that our new X-Ray machine is still using the old films. We should be receiving the digital adaptation in the next year or year and a half. This purchase would be made by DSM.

The dental surgeon knows someone who is willing to donate a dental pan x-ray machine to the RHA in exchange of a tax receipt. This machine is only 4 yrs old. The Churchill RHA would be responsible for the cost of shipping and installation.

12.2 Nunavut Members' Update

P. Kabloona advised that the power in Rankin Inlet should be fully restored by now. He congratulated D. Martens on her appointment as CEO and thanked B. Penwarden for all of his hard work for the Board.

12.3 Chief Executive Officer's Report

B. Sigurdson presented a Board with a report. She noted that she attended a couple of meetings in Winnipeg recently and that all RHA's were advised by MB Health that the budget for 2008/2009 was going to be tight. She also noted that a Board education session was going to be available in April and that there will also be a Board Orientation & Education session in June 2008.

12.4 Chief Financial Officer Report*

B. Sigurdson presented the Financial Monitoring Report for the month of January 2008. She noted that the Churchill RHA is still anticipating a surplus for the end of the year. She noted that the surplus might not be as big as anticipated due to unforeseen expenses. B. Penwarden asked if we should be worried about a deficit at this point. B. Sigurdson reassured him that we were not going towards a deficit and still expecting a surplus even with the unforeseen expenses. Again she reminded the Board that MB Health confirmed that the budget for the year 2008/2009 was going to be tight.

P. Kabloona, Chair of the Audit Committee, recommended that the Board make a motion to accept the January Financial Monitoring report.

Resolution: 10/08

Moved by J. Massan, seconded by B. Penwarden to accept the January 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. The Director of Clinical Services & CNO position is posted. D. Martens received a resignation from one of the RN. That position was filled immediately. She is anticipating more resignations and is working closely with Human Resources to fill those positions.

12.7 Director of Social Services & CPO Report*

The report was circulated for review.

12.8 Director Human Resources Report*

The report was circulated for review. The Director of Community Services and Chief Planner position has been filled.

12.9 CCHSA Progress Report

K. Slobodesky provided details about the steps in getting ready for accreditation. B. Penwarden asked if we were ready for accreditation even though we are short staffed. K. Slobodesky & D. Martens discussed the issue and assured B. Penwarden that this should not be a concern. K. Slobodesky recently had a teleconference with an accreditation specialist in Ottawa. It went really well. During the teleconference D. Martens expressed concerns about the size of the facility and the way it was related in the accreditation requirements. The accreditation specialist will revamp the number of teams that need to participate in the accreditation survey. The OR

area and the diagnostics area will not be required. The specialist will get back to K. Slobodesky with a revamped report next week.

13.0 NEW BUSINESS

13.1 Staff Satisfaction Survey Results

R. Sweeney circulated the Staff Satisfaction Survey results to the Board for review. Only 27 employees responded to the survey. Another survey is to be sent to employee's bi mid year 2008. R. Sweeney is looking for ideas to get response rate higher. J. Massan suggested that whoever responded to the survey could get a free cup of coffee. D. Daley suggested a free draw for everyone who responded to the survey.

13.2 Optometrist

Please refer to notes in 5.1 (Purchase Service Agreements)

13.3 In Camera Session

Resolution: 11/08

**Moved by B. Penwarden, seconded by S. Kernaghan to go in camera at 6:01 p.m.
CARRIED**

14.0 CORRESPONDENCE/INFORMATION

15.0 CONSENT AGENDA

16.0 ADVISORY COUNCIL INFORMATION

D. Martens went over the previous meeting minutes and addressed some of the Advisory Council concerns. The CRHA has SAD lights they would like to put up for clients to use. It was suggested they be put in the community services waiting room. D. Martens said that it would not be a good place to put in. Will have to rethink where they will be put for public to use.

The mammogram screening was another issue brought up. It was noted that this service should be provided more than once every two years. D. Martens advised the Board that the two year screening was a standard by the province and that any high risk patient are getting referrals by the doctor to get a mammogram screening done outside of the community. J. Massan asked if the CRHA could make sure the Nunavut residents are aware when the Mammogram screenings are available in Churchill since this service has not been provided in a long time. D. Martens will contact N. Hatlevik and Cancer Care to see if this could be done.

The continuity of care was another issue since we do not have a permanent physician. D. Martens advised the Board that the CRHA has been working with the Northern Medical Unit on a program infrastructure to make sure no patients "fall in the cracks". But there is always room for human error. We now have a bright yellow sheet in every patient file indicating the patient history as well as the list of medications.

17.0 PUBLIC PARTICIPATION

We had two public participants.

Mr. Robinson was inquiring about the recent change in the organization leaving a couple of Directors position unfilled. D. Martens assured them that we still fell in the standards and had two Directors

present at all times as required per policy. He also had concerns about his own personal medical file and confirmed that there was no bright yellow form in his file with his past history and that another patient's information wound up in his chart. D. Martens confirmed that human error is possible and that this would be looked into.

Mrs. Lawrie spoke to the Board about the Monk Park project. This project is nearing the end and hopefully will be completed by this summer. The walkway from the medicine wheel to the CRHA is to be completed. A flat wall with a stainless steel Beluga Whale is to be put up with the names of all the donators. The CRHA committed to donating \$6000 and only paid \$3500 to date. B. Penwarden asked if the outstanding amount could be paid before the end of the fiscal year. B. Sigurdson confirmed that the CRHA would be able to pay off the remaining balance and would require L. Lawrie to send a letter stating the amount required.

18.0 DATE OF NEXT MEETING

The next meeting will be held on April 24th, 2008.

19.0 ADJOURNMENT

The meeting was adjourned at 6:34 p.m.