



REGIONAL HEALTH AUTHORITY
CHURCHILL, MANITOBA R0B 0E0 CANADA

BOARD OF DIRECTORS MINUTES

Thursday April 26th, 2007
Board Room @ 4:00 p.m.

PRESENT:

R. Penwarden, Chair
J. Massan, Board Member
S. Kernaghan, Board Member
D. Daley, Board Member

ALSO PRESENT:

M. Lessing-Turner, Chief Executive Officer
K. Grant, Director of Social Services & CPO
D. Martens, Director of Clinical Services & CNO
R. Sweeney, Director of Human Resources

TELECONFERENCE:

P. Kabloona, Board Member
J. Brown, MB Health Liaison

REGRETS:

B. Sigurdson, Chief Financial Officer
B. Tatumiee, Board Member

RECORDER: A. Long, Executive Secretary

1.0 CALL TO ORDER

R. Penwarden called the meeting to order at 4:11 p.m.

2.0 ADDITIONS TO AGENDA

There were no additions to the agenda.

3.0 ACCEPTANCE OF AGENDA

Resolution 26/07

Moved by P. Kabloona, seconded by S. Kernaghan to accept the agenda of April 26, 2007 as presented.

CARRIED

4.0 MINUTES OF THE PREVIOUS MEETING

Resolution 27/07

Moved by S. Kernaghan, seconded by J. Massan to approve the Board of Director's meeting minutes of March 29, 2007 as presented.

CARRIED

The meeting commenced with item 13.1 Appointment of Vice-chair & Secretary/Treasurer. S. Kernaghan will be the Vice-chair and P. Kabloona will be the secretary/treasurer.

5.0 BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Tele-Justice

M. Lessing-Turner informed the board that she had sent an email to Honourable Eric Robinson to reiterate our willingness to be involved in Tele-Justice. She also informed him of the circulating community petition. It is expected that there will be a delay in his response due to the upcoming provincial election.

5.2 CEO treating patients

M. Lessing-Turner

M. Lessing-Turner stated that the hospital lawyer indicated that the Board and the CEO can open the CEO's contract independently if mutually agreed between the parties to allow M. Lessing-Turner to provide patient care. J. Massan objects to the CEO providing physiotherapy services due to the possible effects on the standing contracts. M. Lessing-Turner stated that she is covered by HIROC and she is licensed to provide physiotherapy services in Manitoba. M. Lessing-Turner will only provide services in exceptional circumstances due to her existing heavy workload as CEO. No changes will be made to the CEO Contract.

Resolution 28/07

Moved by D. Daley, seconded by S. Kernaghan to approve M. Lessing-Turner to provide physiotherapy services to patients of the Churchill RHA Inc.

CARRIED

5.3 Interfacility Transfers

K. Grant stated that the last report should have read transfers not interfacility transfers.

5.4 Spot Checks

M. Lessing-Turner stated that the Audit Committee Terms of Reference indicated that the committee is to do spot checks. The external auditor stated that the Audit Committee is required to do spot checks such as verifying that request/requisitions are authorized appropriately.

5.5 ARAMARK Contract

Senior Management has reviewed the ARAMARK Contract and are deciding whether to discontinue the contract. ARAMARK has offered a \$5000.00 rebate to encourage us to stay with the contract. The contract states that we are required to provide 90 days notice and there may be a penalty of twice the manager's salary to end the contract however we will counter that the health centre was without a manager for 5 months last year. The Churchill RHA will save \$30,000 by ending the contract. B. Sigurdson had expressed a concern about a price creep, but it was pointed out that there is a 3% increase every year with the current ARAMARK contract.

On another topic related to food services, the principal from the Duke of Marlborough School wants to set up apprenticeship programs for cooking and maintenance.

5.6 J.A. Hildes Commemoration

A subcommittee with D. Martens, V. McEwan and M. Lessing-Turner was established. M. Vandebroek has provided some information on J.A. Hildes for the plaque (a copy of the speech from when he retired).

5.7 Board re-appointments

S. Kernaghan and B. Tattuinee were reappointed to the Board of Directors.

6.0 COMMITTEE SUBMISSIONS

There were no committee submission for review.

7.0 CEO MONITORING REPORTS

7.1 Financial Condition (BP-B-20)*

M. Lessing-Turner reviewed report as presented.

ACTION:

B. Sigurdson to report on the results of an overdraft.

Resolution 29/07

Moved by S. Kernaghan, seconded by J. Massan to approve the Financial Condition as presented.

CARRIED

7.2 Contracts for Services (BP-B-80)*

J. Massan asked about the two broken ice machines which were sold by sealed bid. There was only one bid submitted by R. Penwarden. Currently there are no bids for contracts.

Resolution 30/07

Moved by S. Kernaghan, seconded by D. Daley to approve the Contracts for Services as presented.

CARRIED

8.0 POLICY VIOLATIONS

There were no policy violations reported.

9.0 BOARD SELF EVALUATION

9.1 Board Committee Principles (BP-C-60)

Reviewed as presented.

9.2 CEO Job Description (BP-D-30)

Reviewed as presented.

10.0 POLICY CHANGES

There were no policy changes discussed.

11.0 EDUCATION

11.1 New Board Member Orientation (June 21/22)

M. Lessing-Turner stated that the Manitoba Health New Board Member presentation is on June 21 and 22. D. Daley is unable to attend due to prior commitments. S. Kernaghan felt that we should wait for both Board Members to be appointed.

11.2 Ethics Committee

M. Lessing-Turner referred to the handout for possible dates for Board education. The Board agreed on Friday, May 4, 2007.

ACTION:

M. Lessing-Turner to email P. Kabloona the presentation.

12.0 COMMUNICATION**12.1 Chairman's Report**

R. Penwarden commented that he is pleased with the new Inpatient Unit desk. He has been informed that the nurses are having problems adjusting. D. Martens explained how this was a normal process as they adjust to the new format.

12.2 Nunavut Members' Update

P. Kabloona is hoping for an appointment of the third Board member from Nunavut. He stated that the Nunavut Association Municipality has an agenda item of Health Issues. He added that in August, Health and Social Services will be conducting a health survey on all of Nunavut.

12.3 Chief Executive Officer's Report*

M. Lessing-Turner reviewed her report and brought attention to the Regional Health Authorities Review and the Whistleblowers legislation update.

12.4 Chief Financial Officer Report*

M. Lessing-Turner presented B. Sigurdson's report to the Board. This report was not reviewed by the Audit Committee. The ambulance off set is recorded in Hospital Services. When this off set is applied to EMS it covers the negative variance. The Receiving Home is still in the negative because it was double staffed for new staff orientation and there were a number of CFS calls. Some of the CFS workers wages will be recuperated as authorized by Manitoba Health. K. Grant stated that there are currently four Foster families in the community. Foster families do not affect the budget because it is billed to Child Care Services. K. Grant would like to set up a specialized foster home.

12.5 Chief of Staff's Report*

No report.

12.6 Director of Clinical Services & CNO Report*

D. Martens provided a verbal report. There has been one registered nurse resignation and the position has already been filled. There is a large increase in Mental Health services and this is common for this time of year. The Inpatient Unit had an open house for the public to see the new desk and there was a small turnout. The dietitian has been starting to assess the diabetics on a monthly basis. There was a discussion at the end of March with Dr. Higgins and Dr. Pigott regarding the need to emphasize to NMU the need for three physicians as the burden of call is onerous with less than three physicians. D. Martens spoke with Dr. W. Smith and NMU is having difficulties recruiting doctors and they have great needs other places as well. Community Services staff have completed the next module of CODI. The Infection Control committee has been meeting regularly and now has a nosocomial infection monitoring process. M. Lessing-Turner stated that Dr. M. Awad is going to be writing her certified family physician examination and she will be able to work

anywhere in Canada once it's completed. There is another Egyptian doctor here that has indicated he might be interested in extending his stay in Churchill.

12.7 Director of Social Services & CPO Report*

K. Grant reported that CFS has 18 children in care with 11 placed locally and 7 out of town. The Children's Centre is looking for another ECE II worker. B. Atkinson and A. Stangeland have completed their respective courses. There are 37 children in the centre and the numbers are expected to increase in June and July.

12.8 Director Human Resources Report*

R. Sweeney reviewed his report. He has three EMS telephone interviews, all from out of province. There were discussions regarding the understaffing of the EMS department. R. Sweeney is trying to recruit locum EMS personnel. There are a number of casual positions posted.

12.9 Audit Committee Report

No report.

13.0 NEW BUSINESS

13.1 Appointment of Vice-chair & Secretary/Treasurer

See 4.0 above.

13.2 Clinical Privileges update

M. Lessing-Turner was informed that if we are reappointing a physician with no changes to their privileges, their privileges only require approval from our Board of Directors.

13.3 Housing

M. Lessing-Turner stated that A Block has not been renovated expect for flooring for a number of years. P. O'Connor and M. Lessing-Turner are developing a five year plan to look at the apartments and the furniture. Government Services is insisting that Regent Construction redo the steps again and there are still concerns about the flashing on A Block.

13.4 Ethics

i.) Terms of Reference*

M. Lessing-Turner stated there has been a change to the Terms of Appointment to change the first appointment to a two year term instead of a one year term.

ACTION:

M. Lessing-Turner will ask the Ethics Committee why they wrote no quorum in the Terms of Reference.

ii.) Ethics Committee Budget*

The Ethics Committee requested a budget of \$700 as presented.

Resolution 31/07

**Moved by P. Kabloona, seconded by J. Massan to approve the Ethics Committee Budget from the Board cost centre for one year as presented.
CARRIED**

iii.) Board Representation on Committee

S. Kernaghan agreed to represent the Board of Directors on the Ethics Committee. J. Massan will consider becoming a representative on the committee in 6 months.

13.5 Health Plan

M. Lessing-Turner stated that the directors are reviewing their budgets with their managers under the stipulation that they cannot propose a budget of more than they have already been allotted as per the letter from Manitoba Health. If they feel they need greater funds they must identify same in a separate letter. All requests for funding will be reviewed. We are estimating another 2.5% increase and it will be earmarked for these requests. The majority of our increase was used for Mental Health last year. Directors have to have budgets completed early May as the Health Plan is to be completed by third week in May to be approved at May's Board meeting. The Financial Section is embargoed.

ACTION:

M. Lessing-Turner to summarize the Health Plan and have a complete copy available to sign out. An email presentation and report will be sent to P. Kabloona and B. Tattuinee by either email or mail.

13.6 Annual Report

M. Lessing-Turner informed the Board that the Annual Report will be started in April but will not be completed until we have access to the Financial Statement.

13.7 Child & Family Services Program Review

M. Lessing-Turner reviewed the CFS Program report and identified errors and discrepancies in the initial report. The new report is now available and the spreadsheet with action plans needs to be returned by the end of May.

ACTION:

M. Lessing-Turner will have copies of report available for all Board Member to sign out and read and she will copy everyone on the recommendations.

13.8 Children's Centre Budget

For the last two years the Children's Centre has had a positive variance and it is expected to break even this year. There has been money saved on housing subsidy because of local workers that are not qualified to have housing subsidy. S. Kernaghan will sign the budget on R. Penwarden's behalf.

Resolution 32/07

**Moved by D. Daley, seconded by S. Kernaghan to approve the Children's Centre's Budget as presented.
CARRIED**

13.9 Board Governance / Accountability

M. Lessing-Turner stated that the Board needs to go through the document and ensure all of the elements are complete prior to submitting it to Manitoba Health.

ACTION:

M. Lessing-Turner to set a review date for the Board Governance/Accountability.

13.10 In Camera Session

The in camera session started at 16:01 p.m. and adjourned at 16:15 p.m.

14.0 CORRESPONDENCE/INFORMATION**14.1 NMU Letter dated March 20, 2007**

D. Martens reviewed the physicians concerns as indicated in the letter. Their needs have been accommodated and the policy has been changed.

14.2 Thank You Card

M. and D. Caskey sent a thank you card for being recognized as volunteers

15.0 CONSENT AGENDA

There was no consent agenda.

16.0 ADVISORY COUNCIL INFORMATION

There was no advisory council information.

17.0 PUBLIC PARTICIPATION

There was no public participation.

18.0 DATE OF NEXT MEETING

The next meeting will be Thursday, May 24, 2007 at 4:00 p.m.

19.0 ADJOURNMENT**Resolution 33/07**

Moved by S. Kernaghan, seconded by D. Daley to adjourn the meeting at 6:15 p.m.

CARRIED