



REGIONAL HEALTH AUTHORITY
CHURCHILL, MANITOBA R0B 0E0 CANADA

BOARD OF DIRECTORS

Thursday August 30, 2007
Board Room @ 4:00 p.m.

PRESENT:

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

TELECONFERENCE:

M. Lessing-Turner, CEO (*depart 5:59*)
P. Kabloona, Secretary / Treasurer (*arrived 4:20*)
B. Tattuinee, Board Member
J. Brown, MB Health Liaison (*arrived 4:55*)

ALSO PRESENT:

D. Martens, Director of Clinical Services & CNO
B. Sigurdson, Chief Financial Officer
R. Sweeney, Director of Human Resources

REGRETS:

K. Grant, Director of Social Services & CPO

RECORDER:

A. Long, Executive Secretary

1.0 CALL TO ORDER

The meeting was called to order at 4:13 p.m.

2.0 ADDITIONS TO AGENDA

The following items were added to the agenda under 13.0 New Business:

13.10 Board meetings and minutes posting. Jennifer Massan

3.0 ACCEPTANCE OF AGENDA

Resolution: 59/07

Moved by S. Kernaghan, seconded by D. Daley to accept the agenda of August 30, 2007 as amended.

CARRIED

4.0 MINUTES OF THE PREVIOUS MEETING

4.1 Board of Directors minutes July 26th, 2007

Deferred until there was a quorum. See 18.0 below.

5.0 BUSINESS ARISING FROM PREVIOUS MEETING

5.1 ARAMARK Contract

M. Lessing-Turner stated that the ARAMARK contract and K. Slobodesky's position will be discontinued on September 27, 2007. Work is being done to set up purchasing services for dietary, housekeeping and laundry services. The companies that will be used are providers for RHAP.

5.2 CEO Evaluation

R. Penwarden stated that M. Lessing-Turner will not receive an evaluation as she is resigning her position on October 31, 2007. M. Lessing-Turner informed the Board that she is not happy with the decision as she would have liked an evaluation of the last year.

5.3 Leadership Certificate for Hospital Board Chairs

M. Lessing-Turner contacted R. Lock and discussed the Leadership Certificate for Hospital Board Chairs. The orientation is similar to that of Manitoba Health and RHAM, however Ontario provides certificates. There is no requirement for Board certification and R. Lock did not recommend it.

P. Kabloona joined the meeting at 4:20 p.m.

5.4 Purchase Service Agreements

A Purchase Service Agreement was resent to Dr. B. Lecker, chiropractor with the adjustments to the agreement he requested. City Vision of Thompson did not agree with the Purchase Service Agreement that was sent to them. D. Martens will continue to research options for optometry services.

6.0 COMMITTEE SUBMISSIONS

There were no committee submissions for review.

7.0 CEO MONITORING REPORTS

7.1 BP-B-120 – Temporary Privileging of Medical Staff

M. Lessing-Turner stated that the second page of the report should read:

'I certify this data to be accurate as of September 25th, 2007. Financial information provided by Bobbi Sigurdson, Chief Financial Officer.'

Resolution: 60/07

Moved by S. Kernaghan, seconded by B. Tattuinee to accept BP-B-120 Temporary Privileging of Medical Staff as amended.

CARRIED

8.0 POLICY VIOLATIONS

8.1 BP-C-80 – Board Members' Code of Ethics

Child and Family Services report identified issues with the Board regarding ethics and confidentiality. The internal audit showed that there needs to be a process to follow when conflict of interest issues arise. It will be declared in the minutes when there is a conflict of interest and the Board member will step out or not vote.

ACTION: M. Lessing-Turner will set up an education session.

9.0 BOARD SELF EVALUATION

9.1 Annual Board Self-Assessment

R. Penwarden asked that each Board member complete their survey and submit it to the secretary for correlation.

ACTION: A. Long will set up a lunch meeting to discuss the Annual Board Self-Evaluation prior to September 13, 2007.

10.0 POLICY CHANGES

10.1 BP-B-20 – Asset Protection (Revision)

The internal auditors suggested that the Asset Protection policy be revised to reflect policy governance for the executive limitations by removing the other positions except the Chief Executive Officer. J. Massan requested the right to discuss this further in the in camera session.

11.0 EDUCATION

11.1 CCHSA Accreditation

The Board is required to complete the standard survey and the instrument tool by the end of September. There is no scoring system on this survey. The front line staff will be given their surveys as soon as teams are organized. There is a full staff questionnaire on patient safety.

ACTION: A. Long will arrange a lunch Board meeting to set up an education session on the new CCHSA Accreditation survey with M. Lessing-Turner.

12.0 COMMUNICATION

12.1 Chairman's Report

R. Penwarden had nothing to report.

12.2 Nunavut Members' Update

P. Kabloona informed the Board that there will be a standing meeting scheduled with N. Hatelvik and L. Aglukkaq. The Minister will be sending someone to Iqaluit for the Health Council meeting in September. P. Kabloona does not have any information on the number of physicians presently in Rankin Inlet. The Inuit Health Survey team was in Arviat and will be going to Rankin Inlet, Chesterfield Inlet and Repulse Bay with a final trip to Resolute Bay. N. Hatelvik will be attending the Annual General Meeting and J. A. Hildes Commemoration on September 27 in Churchill and will be discussing the Transient Centre with M. Lessing-Turner.

B. Tattuinee had nothing to report.

12.3 Chief Executive Officer's Report

M. Lessing-Turner previously circulated her report. J. Massan asked about the Northern Medical Unit proposal. D. Martens passed on the RN/EP information to Northern Medical Unit. M. Lessing-Turner was informed by Manitoba Health that they will include the Northern Medical Unit who represent Churchill for physician and EP service.

12.4 Chief Financial Officer Report*

B. Sigurdson reviewed her submitted report and commented on a number of areas:
-B. Sigurdson stated that approval is required for the financial report as per the internal audit.
-An extra column has been added to represent the percentage variance based on the revenue and expense. This was one of the internal audit recommendations.
-The Land Ambulance is not in a negative variance because the revenue is included in off set which is rolled up into Hospital Services. Land Ambulance is currently in a positive variance.

-There has been \$37,000 in outstanding invoices that has now been collected from Child and Family Services.

-The Receiving Home deficit will go up until it receives extra funds. We have incurred a lot of overtime due to the lack of staff. Child Protection is aware of the issue, but have not approved our proposed budget to date.

Resolution: 61/07

Moved by D. Daley, seconded by S. Kernaghan to accept the Financial 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*

D. Martens reviewed her submitted report and noted that the Churchill Health Centre Working Group evolved to address the Churchill Task Force recommendations. The working group is waiting for a response to the interim progress report that was submitted in February 2007. Progress has been delayed due to the co-chair turnovers. The report was sent to the Ministers of Health (Manitoba and Nunavut). M. Lessing-Turner has been trying to contact N., Hatlevick about the Transient Centre. She is waiting for him to return from his vacation.

J. Brown entered the meeting at 4:55 p.m.

12.7 Director of Social Services & CPO Report*

K. Grant submitted a report. In response to questions, M. Lessing-Turner, in K. Grant's absence, stated that she was unaware of any feedback on the probations officer position. Training was held for EMS staff and the department is fully staffed with a paramedic, 2 EMRs and causal EMT.

12.8 Director Human Resources Report*

R. Sweeney reviewed his written report.

-Clinic Resources position is a Nurse III in the union. Management functions will be going to M. Petit and D. Martens in the interim.

-The Receiving Home has no casual staff. One person is returning from leave shortly and there will hopefully be more casuals in four weeks time.

-The Community Wellness Worker position will be re-advertized.

-The X-ray Technologist is coming back on September 4.

-The Executive Assistant position will be finalized by early next week. Three applications were received.

-The CEO position has had a few applications. Three other CEOs will short list the applicants then they, along with R. Penwarden will interview the short listed applicants. They will then identify their recommendation to the Board for further action.

-The X-ray grievance is still in effect.

12.9 Audit Committee Report

There was no Audit Committee report.

13.0 NEW BUSINESS

13.1 Membership on Audit Committee

There was a discussion regarding membership on the Audit Committee. In previous meetings R. Penwarden had expressed an interest to talk to the new bank manager to see if she was interested in submitting her application to be appointed to the Board. On his behalf, M. Lessing-Turner sent a letter to the bank manager with an application to identify whether she was interested. The Board felt that another call for appointments should be posted.

The Internal Audit also identified a need to ensure that the Finance/Audit Committee Terms of Reference correspond with the By-Laws.

ACTION: R. Penwarden will inquire about applications for the Board of Directors at his meeting in mid-September.

13.2 Travel Expense Claim for Board Chair

The Travel Expense Claim for the Board Chair requires two Board member signatures as part of the internal audit request.

ACTION: R. Penwarden to ensure his travel expense forms are authorized by two Board members.

13.3 Annual Report

The Annual Report 2006-07 has been designed to comply more closely to Manitoba Health's guidelines. K. McGregor was commended on her hard work in formatting the report.

Resolution: 62/07

Moved by P. Kabloona, seconded by S. Kernaghan to accept the Annual Report 2006/07 as presented.

CARRIED

13.4 Internal Audit

M. Lessing-Turner stated that the Internal Audit we had been asked by Manitoba Health to revise our feedback on the recommendations in the number of areas that we had identified as partial agreement as our comments to processes we had put in place since the audit. She noted that none of the comments were changed.

13.5 Spartanburg Class Action Settlement

The Churchill RHA received \$370.90 for the overcharging of the beds. No lawyer was used because the return was not enough to justify the expense of the legal fees that would have been incurred.

13.6 Response to Auditor's Management Letter

B. Sigurdson provided a copy of her responses for the Board and management to the Auditors and provided the Board with an opportunity to ask questions.

13.7 J.A. Hildes Event (update)

R. Penwarden advised the Board that Mrs. J. Hildes and Doug will not be able to attend. Joe and Elska will coming with their spouses. The Board will be paying for the spouses to attend as this will not effect the cost originally identified for travel.

J. Brown stated that he is trying to get a letter or a plaque from Manitoba Health. P. Kabloona will speak to N. Hatelvik to see if Nunavut would like to send something.

After the family unveils the plaque for the community, the people that were invited will go to the cafeteria for dinner. Because of concerns about space, spouses are currently not permitted to attend. This can be re-evaluated after the RSVP deadline.

13.8 CCHSA Survey Critical Path

For information. This is the action plan that is in place for the upcoming accreditation.

13.9 Inpatient Unit Television Rental Concern*

J. Massan had some concerns brought to her as well as an unsigned letter regarding the deposit required for the television rentals. M. Lessing-Turner reviewed the reasoning behind the damage deposit. In the past month there has been eight televisions sent out for repair. The cost to repair a television is approximately \$100 per set. J. Massan raised the question about people medivaced to Churchill who may not have funds for the deposit. M. Lessing-Turner explained that if a patient is medivaced or cannot afford a television at the time of admission, their situation will be handled on a one-on-one basis. This issue is still being finalized and the policy is in place. M. Lessing-Turner also explained that the region is looking into remote controls as the damage to the televisions appears to be the control buttons.

13.10 Board Meetings and Minutes Posting

J. Massan would like something in policy indicating how long meetings can be postponed when there is no quorum. There does not appear to be a policy regarding the amount of time required to post approved Board minutes or for how long a meeting can be postponed due to lack of quorum.

ACTION: M. Lessing-Turner will ensure that the Board minutes are posted once approved.

13.11 In Camera Session

Resolution: 63/07

Moved by D. Daley, seconded by J. Massan to go in camera at 5:37 p.m.

CARRIED

M. Lessing-Turner departed during the in camera meeting.

The in camera session adjourned at 5:59 p.m.

Resolution: 64/07

Moved by J. Massan, seconded by D. Daley to approve BP-B-20 – Asset Protection (Revision) as presented.

CARRIED

14.0 CORRESPONDENCE/INFORMATION

14.1 Nursery school subsidy for stay-at-home parents

Circulated for information.

15.0 CONSENT AGENDA

15.1 Clinical Privileges

- **Dr. George Assuras**

- **Dr. Winston Fondi Boyang**
- **Dr. James Carson**
- **Dr. Patrick Ang Cho**
- **Dr. David Huebert**
- **Dr. Helmut Theodore Huebert**
- **Dr. Robert Lotocki**
- **Dr. Nicole Riese**

Resolution: 65/07

Moved by S. Kernaghan, seconded by D. Daley to approve the clinical privileges for Dr. Assuras, Dr. Boyang, Dr. Carson, Dr. Cho, Dr. D. Huebert, Dr. H. Huebert, Dr. Lotocki and Dr. Reise.

CARRIED

16.0 ADVISORY COUNCIL INFORMATION

There was no Advisory Council information to discuss.

17.0 PUBLIC PARTICIPATION

There was no public participation.

18.0 DATE OF NEXT MEETING

There will be two lunch meeting scheduled as indicated in 9.1 and 11.1 above. The next Board of Directors meeting will be held on September 27, 2007.

Resolution: 66/07

Moved by J. Massan, seconded by S. Kernaghan to accept the Board of Directors minutes of July 26, 2007 as presented.

CARRIED

19.0 ADJOURNMENT

The meeting was adjourned at 6:02 p.m.