



REGIONAL HEALTH AUTHORITY  
CHURCHILL, MANITOBA R0B 0E0 CANADA

**BOARD OF DIRECTORS**

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

**PRESENT:**

R. Penwarden, Chair  
S. Kernaghan, Vice-Chair (*arrived 4:53*)  
J. Massan, Board Member  
D. Daley, Board Member

**TELECONFERENCE:**

P. Kabloona, Secretary / Treasurer  
B. Tattuinee, Board Member (*arrived 5:01*)  
J. Brown, MB Health Liaison

**ALSO PRESENT:**

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

**RECORDER:** K. McGregor, Executive Assistant

*Due to initial lack of quorum, the meeting commenced at 4:43 p.m. with agenda items 13.1, 13.2 and 13.3. S. Kernaghan entered the meeting at 4:53 p. to make a quorum.*

**1.0 CALL TO ORDER**

The meeting was called to order at 5:02 p.m.

**2.0 ADDITIONS TO AGENDA**

There were no additions to the agenda

**3.0 ACCEPTANCE OF AGENDA**

**Resolution: 55/07**

**Moved by D. Daley, seconded by S. Kernaghan to accept the agenda of July 26, 2007 as presented.**

**CARRIED**

**4.0 MINUTES OF THE PREVIOUS MEETING**

**4.1 Board of Directors minutes June 20<sup>th</sup>, 2007**

**Resolution: 56/07**

**Moved by D. Daley, seconded by B. Tattuinee to accept the Board of Directors minutes of June 20, 2007 as presented.**

**CARRIED**

**5.0 BUSINESS ARISING FROM PREVIOUS MEETING**

**5.1 ARAMARK Contract**

M. Lessing-Turner reported that she has ended the ARAMARK contract as of the end of September. This letter was sent to Tim Fowler over a month ago and she has not heard back from ARAMARK as of yet.

## 5.2 CEO Evaluation

R. Penwarden said that the evaluation form has been circulated to all board members. He asked the board to complete the evaluation individually. They will compile their scores / complete the evaluation at a meeting on August 7, 2007.

## 6.0 COMMITTEE SUBMISSIONS

There were no committee submissions for review.

## 7.0 CEO MONITORING REPORTS

There were no CEO monitoring reports scheduled for the month of July.

## 8.0 POLICY VIOLATIONS

There were no policy violations to report.

## 9.0 BOARD SELF EVALUATION

There were no board policies for self evaluation scheduled for the month of July.

## 10.0 POLICY CHANGES

There were no policy changes to discuss.

## 11.0 EDUCATION

J. Massan received a brochure regarding a leadership certificate for Hospital board chairs from the Ontario Hospital Association. She asked if anyone would be attending. M. Lessing-Turner noted that the board has been over budget two years in a row and if someone would like to attend, they may want consider attending that course in lieu of the provincial health conference in October.

**Action: M. Lessing-Turner will research if a similar certificate for hospital board chairs course is being held in Manitoba.**

## 12.0 COMMUNICATION

### 12.1 Chairman's Report

R. Penwarden had nothing to report.

### 12.2 Nunavut Members' Update

P. Kabloona reported that he sits on the Nunavut Association Municipality Board of Directors and they will be conducting an Inuit Health Survey in August. The board president also asked him to participate in the launch of the "How are we now" survey in Arviat on August 17 and 18, 2007. There will also be a Health Council in Arviat on those days that he will be attending.

B. Tattuinee had nothing to report.

### 12.3 Chief Executive Officer's Report

M. Lessing-Turner circulated and reviewed her report.

She explained that there would be some changes to the accreditation process this year. In the past, QI teams completed the self assessment as a group and mailed it to the surveyors.

This year, individual team members will complete an electronic version of a questionnaire which is scored by CCHSA. The completed survey will be returned to CCHSA electronically and then we will receive our report from CCHSA. A report will be generated based on staff response to the surveys. This report will highlight where we are in compliance with the standards in the green (compliance), amber (partial compliance) and red (non-compliance) format. Mary Lessing-Turner noted that the questionnaires may be difficult for some staff to complete if they have not previously participated in the Accreditation process, so the in-house QI committee will be provided education regarding the process which they will pass on to staff. A team leader needs to be identified for the Governance Team, which is comprised of the Board of Directors and Senior Management.

#### **12.4 Chief Financial Officer Report\***

B. Sigurdson reviewed her submitted report and commented on the highlighted areas:

- The Land Ambulance shows a negative variance of \$11,290.68, however this offset is included in Hospital Services offset, so that area actually shows a positive variance of approximately \$800.00
- NPTP is over by \$54,592.00 as there have been 11 medivacs this year compared to 3 medivacs at this time last year.
- Diagnostic Service shows a negative variance of \$21,981.00 as we have paid a couple of service agreements. This line should even out over the year.

#### **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 she has attached a report on the HPSEN meeting that she attended in June. If the board finds the HPSEN information useful, she will continue to provide the information at future meetings.

There were no questions or comments regarding her report.

#### **12.7 Director of Social Services & CPO Report\***

K. Grant reviewed his written report and highlighted two areas:

- EMS staffing is now at full strength
- Enrolment in the Children's Centre is at 44 children

#### **12.8 Director Human Resources Report\***

R. Sweeney reviewed his written report. He added that Jenafor Ollander, X-ray Technologist has submitted her resignation. Her last day of work will be on August 7, 2007. There was a discussion if her position will be filled by August 7<sup>th</sup>. R. Sweeney stated that DSM is actively assisting us in recruiting for the position.

J. Massan asked if the employee orientation is occurring every 3 months. M. Lessing-Turner noted that K. McGregor and A. Long will set up the next orientation as R. Sweeney has not participated in an employee orientation to date.

R. Sweeney added that Elizabeth Marusic, who has been laid off from the Pharmacy, is exercising her bumping rights. She will be moving into the vacant Community and Family Counsellor position. Lisa May has decided to accept her layoff and will be leaving Churchill.

#### **12.9 Audit Committee Report**

There was no Audit Committee report.

## **13.0 NEW BUSINESS**

### **13.1 Performance Deliverables**

M. Lessing-Turner reported that we are adding a Chronic Disease deliverable. A Chronic Disease performance deliverable is very appropriate considering our patient base.

### **13.2 Internal Audit\***

M. Lessing-Turner reported that the draft internal audit report has arrived. Board members have received a copy of the draft report and the response form. She said that this is the Board's opportunity to respond to the recommendations before the report becomes final.

The deadline for responding to this report is Tuesday July 31<sup>st</sup> and she is looking for a Board member to meet with her and B. Sigurdson to review the report and respond to the recommendations. B. Penwarden volunteered for the task. A copy of the draft response developed at this meeting will be email to all board members to review and comment on. Feedback is required by Monday July 30 at noon as the submission deadline is Tuesday July 31, 2007.

### **13.3 CFS Letter of Agreement\***

M. Lessing-Turner reported that she met with representatives from Child and Family Services in June 2007 to discuss the Churchill CFS budget and future of the Receiving Home. She stated that the CRHA has signed a letter of agreement allowing the Thompson office to supervise our CFS worker in order to develop her skill and expertise. This agreement is in effect until October 2007. She added that the funds provided for the CFS program do not adequately reflect the expenses; in fact we do not have funding related to the full time CFS Worker. Money for this position is taken from the Receiving Home budget. The Receiving Home budget had a negative variance of approximately \$50,000.00 dollars last year, in large part due to the fact that we are not funded for a CFS position and the on-going staffing issues in the Receiving Home (overtime).

## **S. Kernaghan entered the meeting at 4:53 p.m.**

M. Lessing-Turner stated that in her meeting with Child and Family Services, she offered three options for dealing with the on-going staffing issues in the Receiving Home. She added that the local pool for Receiving Home workers has been exhausted. The three suggestions were as follows:

- Hire a couple who would live and work in the Receiving Home, like a foster family. The CRHA would provide respite and coverage for vacation, etc.
- Increase funding to hire trained / experienced workers from outside of Churchill
- Close down the receiving home as it is not sustainable with out the additional funds.

## **B. Tattuinee entered the meeting at 5:01 p.m.**

### **13.4 Signing Authority Policy\***

M. Lessing-Turner reported that over the last two years, she has been working with directors on managing their budgets. Each director receives budget reports and completes a variance report on their budgets. The next step is to roll this responsibility out to managers. As such managers will be authorized to sign / approve purchases and therefore a signing authority policy addressing the level that managers and directors are able to approve is needed. The CEO is covered under the board of directors signing authority policy.

She noted that signing authority for the Board of Directors is not covered under any other policy, so it has been addressed in this new policy.

**Resolution: 57/07**

**Moved by D. Daley, seconded by J. Massan to accept the signing authority policy as presented.**

**CARRIED**

**13.5 Purchase Service Agreement**

Optometrist

M. Lessing-Turner stated that we have started negotiations with an optometrist from Thompson. Brent from City Vision came up to Churchill for a site visit in June 2007. He is in the process of developing a proposal to provide services in Churchill and said he will submit it by tomorrow.

Chiropractor

M. Lessing-Turner reported that during the last round of negotiations with the Chiropractor, we proposed that we would cover all of his costs, except the cost of flights. He counter offered that he would provide us with 25% of the profit he makes if we cover his flight costs as well. She noted that 25% of his profit would not cover the cost of flights, as it would equal approximately \$500 dollars per visit. The Chiropractor has also said that he is willing to make a one-time donation of \$1000.00 toward equipment that he shares with the Physiotherapists.

After a discussion, it was decided that the board was in agreement to enter into a one-year Purchase Service Agreement with the Chiropractor, covering the cost of his flights, under the following conditions:

- The Chiropractor provides the CRHA with 25% of his profit per visit, to equal no less than \$500.00 per visit.
- He provide the CRHA with patient statistics per visit
- A service evaluation is completed annually (evaluation / survey sent out to patients)

Podiatrist

Dr. Gupta has served notice that he will not be returning to Churchill after he completes his 2007 visits (August / November). He stated that due to the low number of podiatry clients, it is no longer feasible for him to continue travelling to Churchill.

**13.6 CCHSA Accreditation**

As discussed in item #12.3 CEO Report.

**13.7 J.A. Hildes Event**

M. Lessing-Turner reported that R. Penwarden has requested that she organize a celebration in honour of J.A. Hildes and the work he has done bringing health care to the north and for being a good friend to Churchill. A bronze plaque, with his picture inscribed is being designed. D. Martens has contact information for the Hildes family members and in discussion with NMU a draft guest list is being formed. M. Lessing-Turner noted that she needs a feeling for how far the board would like to go with this celebration.

**Resolution: 58/07**

**Moved by D. Daley, seconded by J. Massan that the board is in agreement to cover the flight costs and accommodations for the Hildes family (4 people), the cost of the plaque and expenses related to the celebration (i.e. invitations, etc).**

**CARRIED**

**13.8 Council of Chair meeting minutes**

J. Massan expressed an interest in reading these minutes. B. Penwarden informed her that the minutes are filed in a binder in the Corporate office and all Board Members are welcome to review them at any time.

**13.9 Aboriginal / Culture Awareness Training**

In preparation for her upcoming Aboriginal Committee meeting, J. Massan requested information on what types of Aboriginal / Culture Awareness training is available within the CRHA. Discussion covered the issues around Inuit Liaison Office, interpreters, welcoming policy. M. Lessing-Turner also noted that we have been discussing this possibility of adding Aboriginal Cultural Awareness training to our orientation package. She also noted that our staff is comprised of 65% aboriginals.

**14.0 RHA's Services for First Nations**

J. Massan also requested information on RHA Services for First Nations and was provided with the following list:

- Inuit Interpreters
- Diabetes programming
- Culturally appropriate act within the Dancing Sky PCH.

**14.0 CORRESPONDENCE/INFORMATION**

There was no correspondence to discuss.

**15.0 CONSENT AGENDA**

There were no consent agenda items for approval

**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**

The next Board of Directors meeting will be held on August 30, 2007.

**19.0 ADJOURNMENT**

The meeting was adjourned at 6:18 p.m.