



REGIONAL HEALTH AUTHORITY  
CHURCHILL, MANITOBA R0B 0E0 CANADA

## BOARD OF DIRECTORS MINUTES

Thursday March 29, 2007  
Board Room @ 4:00 p.m.

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**PRESENT:**

D. Macri, Vice Chair  
J. Massan, Board Member  
S. Kernaghan, Board Member  
V. Flett, Treasurer  
B. Tattuinee, Board Member  
R. Penwarden, Chair (at 5:40 p.m.)

**GUESTS:**

Brenda Atkinson (until 5:30 p.m.)  
Dr. Manal Awad (at 4:26)

**ALSO PRESENT:**

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

**REGRETS:**

P. Kabloona, Board Member  
J. Brown, MB Health Liaison  
K. Grant, Director of Social Services & CPO

**RECORDER:** A. Long, Executive Secretary

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### 1.0 CALL TO ORDER

D. Macri called the meeting to order at 4:09 p.m.

### 2.0 ADDITIONS TO AGENDA

There were no additions to the agenda.

### 3.0 ACCEPTANCE OF AGENDA

**Resolution 16/07**

**Moved by S. Kernaghan, seconded by V. Flett to accept the agenda of March 29, 2007 as presented.**

**CARRIED**

### 4.0 MINUTES OF THE PREVIOUS MEETING

**Resolution 17/07**

**Moved by J. Massan, seconded by S. Kernaghan to approve the Board of Director's meeting minutes of February 28, 2007 as presented.**

**CARRIED**

### 5.0 BUSINESS ARISING FROM PREVIOUS MEETING

#### 5.1 Tele-Justice

M. Lessing-Turner will try to contact the Honourable Eric Robinson, Minister of Culture and Heritage. Currently there is a community generated petition with a lot of signatures circulating around town.

## **5.2 Process for reviewing CEO reports in other RHA's**

M. Lessing-Turner addressed the process for reviewing CEO reports in other RHA's at the Audit Committee meeting. On the advice of the Internal Auditors, the Audit Committee Terms of Reference and expense guidelines have been revised based on information from other RHA's within Manitoba.

## **5.3 Strategic Planning\***

M. Lessing-Turner reported that the March 28, 2007 Strategic Planning session was very successful. Minutes were circulated for review. Patient safety goals need to be clearly defined in this year's Strategic Plan. Two patient safety issues arose regarding falls and security procedures that will be added to the plan. The goal will be revised to read 'support and enhance a safe environment for our clients, patients, residents, staff and visitors.'

### **Resolution 18/07**

**Moved by B. Tattuinee, seconded by V. Flett to approve Goal #1 of the Strategic Plan as amended.**

**CARRIED**

### **Resolution 19/07**

**Moved by V. Flett, seconded by J. Massan to approve the Strategic Plan as amended.**

**CARRIED**

## **5.4 CEO's treating patients**

Concerns were raised by J. Massan regarding the CEO providing physiotherapy services to patients. M. Lessing-Turner informed the Board that she is covered by HIROC, is fully licensed, and had access to patient files on a need to know basis. M. Lessing-Turner will speak to the lawyer to determine if her contract needs to be revised. She will not provide physiotherapy services in the interim.

There was general Board support for M. Lessing-Turner to continue to provide services. J. Massan stated that she could not support this and wanted her objections noted in the minutes.

## **6.0 COMMITTEE SUBMISSIONS**

There were no committee submissions.

## **7.0 CEO MONITORING REPORTS**

### **7.1 General Executive Constraint (BP-B-70)**

#### **Resolution 20/07**

**Moved by S. Kernaghan, seconded by J. Massan to approve the CEO Monitoring Report General Executive Constraint (BP-B-70) as presented.**

**CARRIED**

## **8.0 POLICY VIOLATIONS**

There were no policy violations.

## **9.0 BOARD SELF EVALUATION**

### **9.1 Governance Commitment**

The Board is in compliance.

## **10.0 POLICY CHANGES**

### **10.1 Policy BP-C-30 Signing Authority (DRAFT)\***

Policy BP-C-30 was revised by M. Lessing-Turner and B. Sigurdson evidencing that all senior executive have signing authority except the Chief Financial Officer. M. Lessing-Turner clarified that she must legally designate someone in writing during her absence. The draft policy bullet #4 will be revised to read that 'cheques to a maximum of \$60,000 per cheque . . .'

#### **Resolution 21/07**

**Moved by V. Flett, seconded by B. Tattuinee to adopt Policy BP-C-30 Cheque Signing Authority as amended.**

**CARRIED**

### **10.2 Policy BP-C-100 MB Health Policy, Accountability, Monitoring, Evaluation – Health Accountability and Planning (DRAFT)\***

Policy BP-C-100 was brought forward by D. Macri. M. Lessing-Turner revised this policy based on policies from Manitoba Health. Part 1 #6 will read, 'ensure the Board understands . . .' There will be a typing correction made to the first line in Part 2, and 4.0 procedures will read, 'on an annual basis, the contract agency will provide an accountability report . . .' The Children's Centre will be required to provide the Board with an annual report.

#### **Resolution 22/07**

**Moved by S. Kernaghan, seconded by J. Massan to adopt Policy BP-C-100 MB Health Policy, Accountability, Monitoring, Evaluation – Health Accountability and Planning as amended.**

**CARRIED**

## **11.0 EDUCATION**

There was no education discussed.

## **12.0 COMMUNICATION**

### **12.1 Chairman's Report**

R. Penwarden informed the Board that he felt that the CRHA should acknowledge Dr. J. A. Hildes contribution to our Centre with a special plaque and unveiling ceremony.

### **12.2 Nunavut Members' Update**

B. Tattuinee requested a copy of the picture that was taken during the opening of the Rankin Inlet Hospital.

**Action:**

**M. Lessing-Turner will forward a copy of the Rankin Inlet Hospital opening to B. Tattuinee and P. Kabloona.**

**12.3 Chief Executive Officer's Report\***

M. Lessing-Turner reviewed her report and added that the architects have written a letter to comment on the need to resolve the issue of the flashing on A and B Block and the front steps.

**12.4 Chief Financial Officer Report\***

B. Sigurdson indicated that her report was reviewed during the Audit Committee meeting. She stated that the data on the land ambulance is broken out on the monitoring report. NPTP had an increase in medivacs year to date.

**12.5 Chief of Staff's Report\***

No report.

**12.6 Director of Clinical Services & CNO Report\***

D. Martens' report was previously circulated. She stated that the shadow billing training is complete and the statistical information will start to be reflected for Churchill. D. Macri raised a concern that shadow billing will be discontinued. M. Lessing-Turner stated that the Manitoba Centre for Health Policy relies on the statistical information received from shadow billing to write their reports and that we have not officially heard that the billing will be discontinued.

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

K. Grant's report was previously circulated. B. Sigurdson felt that there maybe a discrepancy on the number of inter-facility transfers.

**Action:**

**K. Grant to provide clarification of the interpretation of inter-facility transfers.**

**12.8 Director Human Resources Report\***

R. Sweeney's report was previously circulated. There were two Worker's Compensation Board claims made. It was recommended that names be removed from the report.

**Action:**

**R. Sweeney will revise and resubmit his report without names.**

**12.9 Audit Committee Report**

V. Flett informed the Board that there was an Audit Committee meeting scheduled but there were not enough participants to have a quorum. The draft Terms of Reference were distributed for approval. The Terms of Reference were revised as recommended by the internal auditors. M. Lessing-Turner stated that the CEO expense guidelines is an appendix to 5.2.

**Action:**

**Audit Committee to speak to M. Verway to determine if spot checks are to be completed.**

**Resolution 23/07**

**Moved by J. Massan, seconded by D. Macri to approve the Audit Committee minutes of January 2007 as presented.**

**CARRIED**

**Resolution 24/07**

**Moved by S. Kernaghan, seconded by J. Massan to adopt the Audit Committee Terms of Reference and CEO Expense Guidelines as amended.**

**CARRIED**

**13.0 NEW BUSINESS****13.1 In Camera session**

The Board and M. Lessing-Turner went in camera at 5:54 at the end of the Board meeting.

**13.2 ARAMARK Contract**

M. Lessing-Turner stated that ARAMARK is aware of the possible changes to their contract. RHAM has confirmed that their prices include freight. The Churchill RHA would be saving money on administrative fees if they changed to RHAM however there are penalties if the ARAMARK contract is cancelled. Ordering will continue as previously practised. M. Lessing-Turner will be meeting with S. Campbell next week.

**13.3 Contracts**

M. Lessing-Turner informed the Board that she will need to review a number of contracts with our lawyer.

**14.0 CORRESPONDENCE/INFORMATION****14.1 John & Miriam Carver Board Leadership Newsletter**

Circulated for information.

**14.2 Letter from National Defence**

M. Lessing-Turner stated that the National Defence thanked the Churchill RHA for their involvement even though the winter exercise will not be done in Churchill.

**15.0 CONSENT AGENDA**

There was no consent agenda to discuss.

**16.0 ADVISORY COUNCIL INFORMATION****16.1 Advisory Council Minutes – December 7, 2006**

M. Lessing-Turner stated that there were concerns that the Board was not addressing the Advisory Council's concerns in a timely fashion. She explained that the Board receives the

approved minutes of the Advisory Council which causes a delay. She has asked Rev. Dave Caskey to place this issue on the Advisory Council agenda to see if they would prefer to have the draft minutes go to the Board to speed up the process.

At the Strategic Planning session concerns were raised about chronic patient files. M. Lessing-Turner stated that to make sure of the continuity of care the clinic nurse will review the chart. There have been discussions of implementing a running tally on their charts.

D. Martens has located the light therapy lamps that use to be used in the Quiet Room. It was questioned whether this is considered best practice. The Mental Wellness Department will be consulted.

#### **17.0 PUBLIC PARTICIPATION**

Brenda Atkinson attended for a short period at the beginning of the meeting.

#### **18.0 DATE OF NEXT MEETING**

Thursday, April 26<sup>th</sup> at 4:00 p.m.

M. Lessing-Turner stated that D. Daley has been verbally appointed as a new Board member and the official letter is in the mail. There were no comments about reappointment. R. Penwarden indicated that he would contact the Ministers office about reappointments.

#### **19.0 ADJOURNMENT**

**Resolution 25/07**

**Moved by J. Massan, seconded by V. Flett to adjourn the meeting at 5:54 p.m.**

**CARRIED**