

REGIONAL HEALTH AUTHORITY  
CHURCHILL, MANITOBA R0B 0E0 CANADA

**BOARD OF DIRECTORS MEETING**

Thursday October 22<sup>nd</sup>, 2009  
Executive Board Room @ 5:00 p.m.

**PRESENT:**

V. Flett, Chair (*Teleconference*)  
S. Kernaghan, Vice Chair  
D. Daley, Board Member  
D. Macri, Board Member  
B. Tattuinee, Board Member (*Teleconference*)  
K. DeMeulles, Board Member

**ALSO PRESENT:**

D. Martens, Chief Executive Officer  
P. MacEwan, Director of Clinical Services  
R. Sweeney, Director of Human Resources  
B. Sigurdson, Chief Financial Officer  
M. Petit, Director of Community Services

**RECORDER:**

Valerie Brew, Executive Assistant

**REGRETS:**

J. Brown, MB Health Liaison

**1.0 CALL TO ORDER**

S. Kernaghan Vice-chair called the meeting to order at 5:05 p.m.

**2.0 ADDITIONS TO AGENDA**

There were no additions to the agenda.

**3.0 ACCEPTANCE OF AGENDA**

**RESOLUTION: 64/09**

*Moved by K. DeMeulles and seconded by D. Daley to accept the agenda of October 22<sup>nd</sup>, 2009 as presented. CARRIED*

**4.0 MINUTES OF THE PREVIOUS MEETING**

**4.1 Board of Directors Minutes – August 25<sup>th</sup>, 2009.**

**RESOLUTION: 65/09**

*Moved by D. Daley and seconded by D. Macri to accept the previous Board of Directors minutes from August 25<sup>th</sup>, 2009 as presented. CARRIED*

**4.2 Thirteenth Annual General Meeting Minutes – September 3<sup>rd</sup>, 2009.**

**RESOLUTION: 66/09**

*Moved by D. Daley and seconded by K. DeMeulles to accept the Thirteen Annual General Meeting minutes from September 3<sup>rd</sup>, 2009 as presented. CARRIED*

**5.0 BUSINESS ARISING FROM PREVIOUS MEETING**

There was no business arising from previous meeting.

## 6.0 COMMITTEE SUBMISSIONS

### 6.1 NPTP Minutes – October 9<sup>th</sup>, 2009.

Reviewed for information.

### 6.2 Churchill RHA Advisory Committee – September 4<sup>th</sup>, 2009

S. Kernaghan chaired the Churchill RHA Advisory Committee in September. At the meeting he suggested the Committee elect a chair or as per the terms of reference, one would be appointed by the Board of Directors. The next Churchill RHA Advisory Committee meeting is scheduled for Friday, December 4<sup>th</sup> at 12 noon.

D. Marci added a request was submitted to the NPTP Committee from the Churchill RHA Advisory Committee asking to advise the specialists in the south of the high cost of travel. V. Brew reported a letter was submitted by Medical Clinical to all specialists.

### 6.3 Parent Advisory Committee – October 14<sup>th</sup>, 2009.

S. Kernaghan commented the Parent Advisory Committee was better attended than in previous meetings.

## 7.0 CEO MONITORING REPORTS

### 7.1 BP- B-60 Audited Reports & Financial Statements

D. Martens reported on the monitoring report BP-B-60 Audit Reports & Financial Statements and reported compliance.

**RESOLUTION: 67/09**

**Moved by D. Macri and seconded by D. Daley to approve the monitoring report BP-B-60 Audit Reports and Financial Statements as presented by D. Martens, CEO. CARRIED**

### 7.2 BP-B Compensation and Benefits

D. Martens reported on monitoring report BP-B-110 Compensation and Benefits and reported compliance.

**RESOLUTION: 68/09**

**Moved by K. DeMeulles and seconded by D. Macri to approve the monitoring report BP-B-110 Compensation and Benefits presented by D. Martens, CEO. CARRIED**

## 8.0 POLICY VIOLATIONS

No violations reported.

## 9.0 BOARD SELF EVALUATION

### 9.1 BP-C-10 Appointments of Auditors

B. Sigurdson reported a discrepancy in the length of the term (3 years) on the Request for Proposal to provide Audit Services and the policy BP-C-10 Appointment of Auditor's that states (4 years).

**RESOLUTION: 69/09**

**Moved by D. Daley and seconded by K. DeMeulles to change the length of the term to request for proposal to provide audit services to 4 years as per policy BP-C-10. CARRIED**

**10.0 POLICY CHANGES**

No policy changes.

**11.0 EDUCATION**

V. Flett, D. Macri & B. Tattuinee will be attending the Provincial Health Conference scheduled for October '28, 29 & 30<sup>th</sup>.

**12.0 COMMUNICATION****12.1 Board Chair's Report**

V. Flett discussed the Five (5) Year Strategic Plan taking place in January and whether or not to hire a facilitator. D. Martens will find out the cost and timeframe involved and report back.

**12.2 Nunavut Members' Update**

B. Tattuinee reported on a few questions about the Transient Centre and will speak to Harry Towtongie.

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

D. Martens submitted August and September reports for review. No questions were raised.

**12.4 Chief Financial Officer Report\***

B. Sigurdson submitted the financial reports for the months of August & September 2009.

**RESOLUTION: 70/09**

***Moved by D. Daley and seconded D. Macri to approve the Finance Reports for August and September 2009. CARRIED***

**12.5 Chief of Staff's Report**

Chief of Staff – No report.

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

P. MacEwan submitted the Director of Clinical Services reports for the months of August and September. The graphs showed the completion of the second quarter.

**12.7 Director of Community Services & Chief Planning Officer Report\***

M. Petit submitted the Director of Community Services reports for the months of August and September and added there has been a significant increase in Mental Health so far for month October.

**12.8 Director Human Resources Report\***

R. Sweeney submitted the Director of Human Resources reports for the months of August and September and reported the vacancies are not as great as last report. K. DeMeulles questioned the pharmacy vacancy. R. Sweeney reported M. Michaels, Pharmacist has resigned as of December 15<sup>th</sup> and another pharmacist is being recruited at this time.

**13.0 NEW BUSINESS****13.1 Nomination Letter – Heather Botelho**

The Board of Directors reviewed the nomination letter from H. Botelho for membership on the Churchill RHA Advisory Council. H. Botelho is currently a member of the Town Council and a full-time employee of the Churchill RHA.

**RESOLUTION: 71/09**

**Moved by B. Tattuinee and seconded by D. Daley to appoint H. Botelho as a member of the Churchill RHA Advisory Council. CARRIED**

**13.2 Pandemic Flu Business Continuity Plan -Guidelines**

M. Petit reported the Pandemic Flu Business Continuity Plan is a document designed to help child care programs plan their own response to the risk of a pandemic flu. It was developed MB Child Care Association and will be adapted into the CRHA Pandemic Plan.

**RESOLUTION: 72/09**

**Moved by K. DeMeulles and seconded by D. Macri to approve the Pandemic Flu Business Continuity Plan Guidelines as presented. CARRIED**

**13.3 Strategic Planning**

D. Martens reported the Council of Chairs and Planning Office reviewed the Strategic Plan and would like to standardize the strategic plan across the province. The standardized template would include responsibilities of both Management and Board of Directors.

**14.0 CORRESPONDENCE/INFORMATION**

**14.1 Board Leadership Publication**

Circulated for information.

**15.0 CONSENT AGENDA**

None

**16.0 PUBLIC PARTICIPATION**

There was no public participation.

**17.0 IN CAMERA**

**RESOLUTION: 73/09**

**Moved by D. Daley and seconded by K. DeMeulles to proceed with an In Camera session. CARRIED**

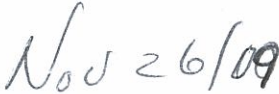
**18.0 DATE OF NEXT MEETING**

The next meeting will be held on **November 26<sup>th</sup>, at 4:00 pm** in the Executive Board Room

**19.0 ADJOURNMENT**

The meeting was adjourned at 5:50 p.m.

  
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**Churchill RHA Inc. Board Chair**

  
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**Date Approved**