



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JUNE 13, 2012

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

AGENDA

PAGE #

1. **CALL TO ORDER**

(immediately following the ACRD Board Meeting)

2. **APPROVAL OF AGENDA**

(motion to approve, including late times)

3. **ADOPTION OF MINUTES**

a. Board of Directors Meeting – May 9, 2012

1-4

THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on May 9, 2012 be adopted.

4. **PETITIONS, DELEGATIONS & PRESENTATIONS**

5. **CORRESPONDENCE FOR ACTION**

6. **CORRESPONDENCE FOR INFORMATION**

7. **REQUEST FOR DECISIONS & BYLAWS**

a. Administrative Memo
Finance Warrant Number 451

5-6

THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 451 in the amount of \$341,830.13 dated May 31, 2012

8. **REPORTS**

- a. Bamfield Outpost Hospital – E. Geall
- b. Alberni-Clayoquot Continuing Care Society – J. McNabb
- c. VIHA Capital Planning Committee – C. Solda/G. Wong
- d. West Coast Native Health Care Society – P. Cote
- e. Tofino General Hospital – P. Schmunk/B. Irving
- f. Alberni-Clayoquot Health Network – C. Solda

g. Other Reports

THAT the Regional Hospital Board of Directors receives the reports a-g.

9. **UNFINISHED BUSINESS**

10. **LATE BUSINESS**
(requires 2/3 majority vote)

11. **QUESTION PERIOD**

12. **ADJOURN**



Alberni-Clayoquot Regional Hospital District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MAY 9, 2012

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS PRESENT: Cindy Solda, Chairperson, City of Port Alberni
 Glenn Wong, Vice-Chairperson, Electoral Area "F" (Cherry Creek)
 Eric Geall, Electoral Area "A" (Bamfield)
 Mike Kokura, Electoral Area "B" (Beaufort)
 Tony Bennett, Electoral Area "C" (Long Beach)
 Penny Cote, Electoral Area "D" (Sproat Lake)
 John McNabb, Electoral Area "E" (Beaver Creek)
 John Jack, Councilor, Huu-ay-aht First Nation
 John Douglas, Mayor, City of Port Alberni
 Perry Schmunk, Mayor, District of Tofino
 Bill Irving, Mayor, District of Ucluelet
 Alan McCarthy, Member of Legislature, Yuułuꞵiꞵath Government

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
 Mike Irg, Manager of Planning and Development
 Teri Fong, Manager of Finance
 Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER
 The Chairperson called the meeting to order at 3:15 pm.

2. APPROVAL OF AGENDA

MOVED: Director Cote
SECONDED: Director Bennett

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Board of Directors Meeting – April 11, 2012.

MOVED: Director Bennett
SECONDED: Director Cote

THAT the minutes of the Alberni-Clayoquot Regional Hospital District held on April 11, 2012 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION

6. CORRESPONDENCE FOR INFORMATION

7. REQUEST FOR DECISIONS & BYLAWS

- a. Administrative memo regarding Finance Warrant No. 450.

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 450 in the amount of \$121,559.81 dated April 30, 2012.

CARRIED

8. REPORTS

- a. Bamfield Outpost – No Report

- b. Alberni-Clayoquot Continuing Care Society

Director McNabb reported there continues to be issues with grounds maintenance at Echo Village. They continue to look for solutions to this issue.

- c. VIHA Capital Planning Committee

Director Wong reported on the Regional Hospital District/VIHA Capital Planning Meeting in Nanaimo on May 4th.

- d. West Coast Native Health Care Society

Director Cote reported that the spa bathroom at Rainbow gardens is near completion.

- e. Tofino General Hospital

Director Schmunk provided an update on Tofino General Hospital. The helicopter pad at the Hospital has been closed. They are trying to arrange a meeting with VIHA and the Ministry of Transportation to find out why it's been closed. To date VIHA has not responded.

MOVED: Director Irving

SECONDED: Director Bennett

THAT the Regional Hospital Board of Directors forward a letter to VIHA requesting an explanation as to why the helicopter pad at Tofino General Hospital has been closed.

CARRIED

f. Alberni-Clayoquot Health Network

The Chairperson reported the Alberni-Clayoquot Health Network Hiring Committee will be interviewing 3 candidates for the contract coordinator position.

MOVED: Director Bennett

SECONDED: Director Cote

THAT the Regional Hospital Board of Directors receives the area reports.

CARRIED

9. UNFINISHED BUSINESS

- a. John Douglas advised that he would like the Regional Hospital District to consider working with West Coast General Hospital to expand local services such as CT scans and surgical procedures.

10. LATE BUSINESS

11. QUESTION PERIOD

12. ADJOURN

MOVED: Director Kokura

SECONDED: Director Douglas

THAT this meeting be adjourned 3:40 pm.

CARRIED

Certified Correct:

Cindy Solda,
Chairperson

Russell Dyson,
Chief Administrative Officer



M E M O R A N D U M

TO: Regional Hospital District Board of Directors
FROM: Teri Fong, CGA, Manager of Finance
DATE: June 6, 2012
RE: Finance Warrant No.451

Recommendation:

That the Regional Hospital District Board of Directors approves Finance Warrant Number 451 in the amount of \$341,830.13 dated May 31, 2012.

Chief Administrative Officer Comments:

Concur

IMPLICATIONS OF THE RECOMMENDATION

1. **GENERAL**

That the Regional Hospital District Board of Directors reviews the details of the expenditures made in the previous month and when satisfied, approves the finance warrant.

2. **TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS** – none

3. **FINANCIAL** – none

4. **POLICY OR LEGISLATIVE** – none

5. **RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN**

Improve financial controls by increasing the transparency of the Hospital District's financial affairs.

6. **COMMUNICATIONS ISSUES** - none

Submitted by: Teri Fong, CGA, Manager of Finance



Alberni-Clayoquot Regional Hospital
Cheque Register - Detail - Supp.



AP5100

Page : 1

Date : Jun 06, 2012

Time : 9:14 am

Supplier : 0050 To 912
 Trans. Date : 01-May-2012 To 31-May-2012
 Cheque Date : 01-May-2012 To 31-May-2012
 Cheque No. : All
 Batch No. : All

Bank : 1 To 1
 Status : All
 Medium :
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1125	MUNICIPAL FINANCE AUTHORITY					
EFT-10	08-May-2012	Issued	12	E	22013.13	
537-1/2012	01-4-6030-000	ACCOUNTS PAYABLE		22013.13		
Invoice Description --> DEBENTURE DEBT						
Total :				22013.13	0.00	22013.13
EFT-11	30-May-2012	Issued	12	E	5785.91	
517-1/2012	01-4-6030-000	ACCOUNTS PAYABLE		5785.91		
Invoice Description --> DEBENTURE DEBT						
Total :				5785.91	0.00	5785.91
EFT-12	30-May-2012	Issued	12	E	8647.40	
624-1/2012	01-4-6030-000	ACCOUNTS PAYABLE		8647.40		
Invoice Description --> DEBENTURE DEBT						
Total :				8647.40	0.00	8647.40
Supplier Total :				36446.44	0.00	36446.44

1850	VANCOUVER ISLAND HEALTH AUTHORITY					
75	02-May-2012	Issued	13	M	305383.69	
MAY2/12	01-4-6030-000	ACCOUNTS PAYABLE		305383.69		
Invoice Description --> E1-617-621, 623 & P-622, 624-625						
Total :				305383.69	0.00	305383.69
Supplier Total :				305383.69	0.00	305383.69

Total Computer Paid :	<u>0.00</u>	Total EFT PAP :	<u>36,446.44</u>	Total Paid :	<u>341,830.13</u>
Total Manually Paid :	<u>305,383.69</u>	Total EFT File Transfer :	<u>0.00</u>		