

**CHRISTIAN MADISH INSTITUTE OF KASAI**

**RECOMMENDATIONS OF THE REUNION OF THE CA FOR NOVEMBER 2017**

<b>NOT*</b>	<b>WORDING</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>	<b>OBSERVATION</b>
1	Report recommendations from board meetings and ship to all participants on time.	- The director, - The administrator	continual	
2	Develop a collection schedule and make it available to all members	- Administrator - President of recovery	continual	
3	Seek relief from international or local organizations for the transport of the IMCK ambulance from Kinshasa to Kananga	- The director - The administrator	6 months	
4	Make the appointments of IMCK officials notarized and seek their recognition from the Ministry of Justice	- director - Administrator - Legal representative	6 months	
5	Notify signatories of the BCDC account	- Legal representative	2 weeks	
6	Select among the 3 audit houses one that can do the external audit of all funds received for a period of 4 years 2013, 2014, 2015 and 2016 in accordance with international standards.)	- Director of IMCK - Administrator	5 months	
7	Contact MBF for the revival of the PAACS project	- Director of IMCK	3 months	
8	Contact PCUSA and AIMA to plan the surgeon who will replace Dr. Fletcher as soon as he comes to term, but waiting for his replacement ; request the extension of his mandate within the IMCK as a surgeon.	- Secretary General of the 31 <sup>th</sup> CPC -	3 months	
9	Contact the American Doctor for the	- Director IMCK - Dr. Fletcher	6 months	

	manufacture of prostheses and orthoses			
10	Have the new hire sign the riders before signing the contract	- Administrator	continual	
11	Present the data in the form of comparative statistics for a period of three years	- Medical Director - director - Administrator	continual	
12	Combine many efforts to reduce the number of months of non-payment	- director - Administrator	continual	
13	Have both vehicles broken down to facilitate transportation of personnel	- director - Administrator	Three months	
14	Prepare a modification of certain articles of the company regulations and discuss with the union delegation and the labor inspectorate before its adoption by the Board of Directors	- Director, - Administrator - Trade union delegation	continual	
15	Show the number of converted members at the end of each prayer	- chaplain		
16	Present the number of visit cases and specify the reason for each visitor	- director - Administrator - Chief of Staff	continual	
17	Insert Health Zone data into the report to the Board of Directors	- Director IMCK - Medical Director	continual	
18	Mention donations in the report specifying the donor	- director - Administrator	continual	
19	Present and submit to the legal representative all contentious files of the IMCK for their treatment	- director - Administrator	continual	
20	Send an IMCK agent to attend the conference in Kinshasa as part of a biblical group of hospitals	- director - Administrator - chaplain	10 months	
21	Present the institutions' report according to the period covered	- director - DG ISTM - ITM Prefect	continual	
22	Terminate the contract of Dr Mbanza and Dr Mireille in accordance with the IMCK's statute	- director - Legal representative	1 month	
23	Review the ISTM budget	- Chief	One week	

	for its \$ 290 imbalance	<ul style="list-style-type: none"> <li>- Accountant</li> <li>- The prefect of the ITM</li> </ul>		
24	Fai re reconciling accounts of each subscriber and to report to the CA	<ul style="list-style-type: none"> <li>- The expanded collection committee</li> <li>- The administrator</li> </ul>	continual	
25	Implement the merger of two payrolls in order to avoid the different penalties by the state services.	<ul style="list-style-type: none"> <li>- The management of the IMCK</li> </ul>	2 months	
26	Pay \$ 7500 debt from Maitre Albert for service rendered since 2013	<ul style="list-style-type: none"> <li>- Administrator</li> <li>- Medical Director</li> </ul>	8 months	
27	Avoid putting etc. in the financial report	<ul style="list-style-type: none"> <li>- Chief Accountant</li> </ul>	continual	
28	To be charged at 100% of salary (net salary plus retained ; IPR, INSS ; INPP) staff by the department that uses this staff	<ul style="list-style-type: none"> <li>- Dental clinic</li> <li>- ITM Prefect</li> <li>- Director General ISTM</li> <li>- Director of IMCK</li> <li>- Administrator</li> </ul>	continual	
29	Regularize the situation of retired agents of 2015 at the INSS	<ul style="list-style-type: none"> <li>- Administrator</li> <li>- Chief Accountant</li> <li>-</li> </ul>	6 months	
30	Pour the proportionate share of the promoter IMCK	<ul style="list-style-type: none"> <li>- Prefect of the ITM</li> <li>- DG ISTM</li> </ul>	continual	
31	Study and analyze with the labor inspector the care of the medical personnel, the end-of-career out-of-care benefits and the social assistance by the department where the staff provides the service (ITM, ISTM and Dental Clinic)	<ul style="list-style-type: none"> <li>- Director of IMCK</li> <li>- Administrator</li> <li>- Chief of Staff</li> </ul>	6 months	0
32	Reduce the number of months of payment	<ul style="list-style-type: none"> <li>- Director of IMCK</li> <li>- The Administrator</li> </ul>	6 months	0
33	Remove penalties and fines in the unexpected financial report	<ul style="list-style-type: none"> <li>- Chief Accountant</li> </ul>	continual	
34	Remove the charges for	<ul style="list-style-type: none"> <li>- Chief</li> </ul>		

	each department	Accountant - Administrator		
35	Standardize the accounting accounts of the ISTM and those of the IMCK	- DG ISTM - Chief Accountant		
36	Valuing the costs of machines in poor condition in collaboration with technicians and put them on sale after the approval of the finance committee	- Direct IMCK - The technicians	6 months	
37	Seeking partners for the internal and external rehabilitation of unreplaced parts of Pax	- director - Administrator	6 months	

DONE

at Tshikaji ; the 19th of November 2017

THE DIRECTION

Kastin KATAWA NTUMBA