



Heartland Regional Health Authority Meeting – Minutes Rosetown - # 301 Centennial Drive – Boardroom #2 July 21, 2015

Authority Members Present:

Mark Stockford	Lorreen Ilott
Gary Groves	George Siemens
Norm McIntyre (attended until 12:00pm)	Lyle Rankin
M.L. Whittles	Hazel Lorenz
Loretta Goring	Richard Anderson
David Nykiforuk	

Others in Attendance:

Christa Garrett, Coordinator of Executive & Medical Affairs
 Ken Brown, Media
 Stacey Bosch, VP of Corporate Services
 Sheila Pajunen – VP of Human Resources
 Greg Cummings, President/CEO
 Ruth Miller, Director of Continuing Care

Regrets:

1. CALL TO ORDER

- The meeting was called to order at **9:05am** by Loreen Ilott.
- The Board watched the Gateway Online orientation for new employee’s video.

1.1 FIRE & SAFETY INSTRUCTIONS

- Shared by Richard Anderson

1.2 DECLARATION OF CONFLICT OF INTEREST

- No conflicts were declared

1.3 REVIEW PREVIOUS MEETING EVALUATION RESULTS

- Authority members reviewed the summary of the self-evaluation from the June 5, 2015 Authority meeting.

2. ADOPTION OF AGENDA

- The agenda for July 21, 2015 was circulated and reviewed.

MOTION 2015/051 George Siemens M.L. Whittles	THAT the Agenda for the July 21, 2015 meeting be adopted as presented.
	CARRIED

3. APPROVAL OF MINUTES

3.1 APPROVAL OF MINUTES

- The Board reviewed the minutes from June 5, 2015 and June 25, 2015.

MOTION 2015/052 Mark Stockford Laura Goring	THAT the Minutes for the June 5, 2015 meeting be adopted as presented.
	CARRIED

MOTION 2015/053 Norman McIntyre David Nykiforuk	THAT the Minutes for the June 25, 2015 meeting be adopted as presented.
	CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. REPORTS

- 5.1 SMO REPORT – DR. LYLE WILLIAMS
 - Not available.

- 5.2 BOARD CHAIR – RICHARD ANDERSON
 - Verbal report provided. No patient voice this meeting – noted the importance to stay on top of concerns brought to the Boards attention through the patient voice. The Chair reiterated the purpose of the patient voice and encouraged transparency. In addition to local people attending that have went thru the health system, HRHA is also encouraging volunteers and staff to attend as representatives of the patient voice.

- 5.3 CEO REPORT – GREG CUMMINGS
 - Written report provided. EMS 3P held on July 7th in Rosetown. Municipal leaders and community members throughout the region were invited to attend. The next step is follow up and communication to municipalities.

- 5.4 LOCAL RMA REPORT – DR. DAN LEDDING
 - Not available

MOTION 2015/054	THAT the Authority approves the Reports as presented.
	CARRIED

6. IN CAMERA

In Camera at 9:30am

MOTION 2015/055 Loreen Ilott M.L. Whittles	THAT the Authority go in camera.
	CARRIED

Out of Camera at 11:05am

1. FINANCIAL STATEMENTS/BUDGET

7.1 UPDATE – STACEY BOSCH

- Financial statements for Qtr. 1 ending, June 30th, 2015.
 - We are in a satisfactory operational financial position with a **deficit of (\$150K)** before any timing adjustments.
 - Compared to Qtr.1, 2014 with a deficit of (\$8K). Major contributors to the year to year swing are: Building Projects – Biggar & Kerrobert (June); increased housekeeping & overall training of staff; OT & ST dollars up from 14/15; Unbudgeted legal expenses \$40K so far; Reciprocal Revenue was \$25K surplus in 14-15; EMS \$18K in 14-15; and Community services vacancies are similar year to year.
- Salaries: YTD Deficit is \$123K – OT & ST & extra staffing for Projects
- Revenues \$175K under budget mainly due to:
 - Timing of Ministry Physician Funding – new Alternate Payment contracts etc.
 - Review of Deferred to be completed.
- Year End Forecast: To balance

MOTION 2015/056 Lyle Rankin Mark Stockford	THAT the Authority approves the Financial Statements.
	CARRIED

2. NEW BUSINESS

8.1 BOARD MONITORING POLICIES – RICHARD ANDERSON

MOTION 2015/057 Loreen Illott David Nykiforuk	THAT the Authority approve the following policy monitoring documents as updated: <ul style="list-style-type: none"> • GP05-10: Committee Principles • GP05-11: Governance Process • GP05-12: Linkage with Municipal Government • GP05-13: Public Meetings of the Authority • GP05-14: Code of Conduct • GP05-15: Terms of Reference Executive Committee • GP05-16: Annual Report
	CARRIED

8.2 OT/ST Update – Sheila Pajunen

- Sheila Pajunen, VP of Human Resources presented on Attendance Management and OT/ST. The report included Overtime & Sick Time Data, as well as Mitigation Strategies.
- Overtime reduction strategies include: Targets identified for all sites/programs for overtime reductions; Staffing Guidelines for Call-in established for all departments in each site/program; regular review and updating; Staffing Replacement Guidelines & Priority Work Functions established in each site/program (clinical workload/ADC); Vacation Guidelines in place for all departments/programs; Appropriate utilization of RN Relief positions; Review and monitor/schedule time in lieu (TIL); Analyze leave requests (paid and unpaid) before approving; encourage entitled paid LOA prior to unpaid; Master Rotations-reviewed to ensure effectiveness, employees’ letter of appointment, maximizing integration wherever possible; All vacancies reviewed; Provide ongoing education and support for Managers and

Employees on overtime issues; Monitor and evaluate guidelines for diagnostics callbacks/overtime; Staff mix/model changes as appropriate; Student Bursaries & limited relocation assistance; Conditional Hires, i.e., CCA, Dietary; Temporary Performance of Higher Duties (TPHD) processes; Temporary Assignments/Relief Assignments; Call-In Postings; SUN OT TIL Quarterly Review Process.

- Sick time reduction strategies:
 - Targets identified for all sites/programs for sick time reductions
 - Written sick time communication protocols
 - Attendance Support Program
 - Early Return to Work & Duty to Accommodate Programs

MOTION 2015/058 Loreen Illott Laura Goring	THAT the Authority approve the Memorandum of Agreement between Health Sciences Association of Saskatchewan (HSAS) and The Saskatchewan Association of Health Organizations (SAHO) for the period April 1, 2013 to March 31, 2018.
	CARRIED

3. SAFETY TALK

9.1 PART – OUR ATTITUDE

- The Safety Talk topic requiring discussion is “PART – Our Attitude”.
- PART (Professional Assault Response Training) is a program that is designed to assist workers with a means of identification and appropriate response to potentially assaultive situations. PART principles support the emphasis of self-control, assessment skills and verbal crisis intervention. PART interventions are to be used when the primary and back up treatment plan does not work, and there is an immediate threat of injury.
- When employees understand the treatment outcomes expected for an individual who has the potential to become or is sometimes aggressive or assaultive, they are better able to provide therapeutic interventions to meet the treatment objectives.
- The principles of the PART program are as follows: Purpose, Professionalism, Preparation, Identification, Response and Recording.
- Care Team Managers and Supervisors are encouraged to incorporate these Safety Talks into team meetings/huddles.

4. LONG TERM CARE

10.1 UPDATE – MEDICATION AUDIT

- Ruth Miller, Director of Continuing Care presented information on the LTC Medication Audit. Included in the report was the Provincial Audit LTC Medication Management Recommendations summary and action plan.

In Camera at 1:31pm

MOTION 2015/059 Lyle Rankin Laura Goring	THAT the Authority go in camera.
	CARRIED

Out of Camera at 1:47pm

5. AGENDA ITEMS FOR NEXT MEETING

6. MEETING EVALUATION

7. MEETING ADJOURNS

- M.L. Whittles moved to adjourned the meeting at **1:47pm**

Authority Chairperson,
Richard Anderson

President/Chief Executive Officer,
Gregory Cummings