



Heartland Regional Health Authority Meeting – Minutes Rosetown - # 301 Centennial Drive – Boardroom #2 Dec 15, 2015

Authority Members Present:

Mark Stockford	Lorreen Ilott (Skype)
Gary Groves	Bernadette Heintz
Norm McIntyre	Richard Anderson
Geoff Legge	Carey Baker
Loretta Goring	Lyle Rankin

Others in Attendance:

Christa Garrett, Coordinator of Executive & Medical Affairs
Ken Brown, Media
Stacey Bosch, VP of Corporate Services
Greg Cummings, President/CEO
Dr. Lyle Williams, SMO
Jeannie Munro, VP of Primary Health & Quality Services
Tammy Blackwell, Director of Staff Development
Ruth Miller, Director of Continuing Care
Mike Morrill, Director of Primary Health & Quality Services

Regrets:

1. CALL TO ORDER

- The meeting was called to order at **9:06am** by Richard Anderson.

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 Nov 10, 2015 Authority meeting.

1.4 PATIENT VOICE

- Tammy Blackwell, Director of Staff Development and Safety provided a presentation on Patient Family Centered Care (PFCC). PFCC is working with patients and families, rather than just doing to or for them. Tammy identified the Core Concepts of PFCC: Dignity and Respect, Information Sharing, Participation and Collaboration = Partnership. The patient defines family. Family members are not “visitors”. They are, according to the patient’s preference, integral members of the patient care and treatment plan. PFCC has shown a shorter length of stay, decreased mortality, decreased emergency department return visits, fewer medication errors, lower infection rates, higher functional status and improved clinical care.

2. ADOPTION OF AGENDA

- The agenda for December 15, 2015 was circulated and reviewed.

MOTION 2015/076 Mark Stockford Gary Groves	THAT the Agenda for the Dec 15, 2015 meeting be adopted as presented.
	CARRIED

3. APPROVAL OF MINUTES

3.1 APPROVAL OF MINUTES

- The Board reviewed the minutes from Nov 10, 2015.

MOTION 2015/077 Norm McIntyre Geoff Legge	THAT the Minutes for the Nov 10, 2015 meeting be adopted as presented.
	CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. IN CAMERA

In Camera at 9:36am

MOTION 2015/078 Laura Goring Lorreen Illott	THAT the Authority go in camera.
	CARRIED

Out of Camera at 12:07pm

6. REPORTS

6.1 SMO REPORT – DR. LYLE WILLIAMS

- The candidate recruited for Outlook is currently finishing up his Clinical Field Assessment in Esterhazy and is set to start practicing mid-January.

6.2 BOARD CHAIR – RICHARD ANDERSON

- The Board discussed meetings dates for 2016. It was decided that the January meeting would be held on Tuesday, January 19th. February and March meetings will be held on the last Wednesday of the month. The April date is to be determined based on year end. Starting in May meetings will be the last Tuesday if each month.

6.3 CEO REPORT – GREG CUMMINGS

- Written report provided.

6.4 LOCAL RMA REPORT – DR. DAN LEDDING

- No Report

MOTION 2015/079 Mark Stockford Geoff Legge	THAT the Authority approves the Reports as presented.
	CARRIED

7. FINANCIAL STATEMENTS/BUDGET

7.1 UPDATE – STACEY BOSCH

- The region ended October in a good financial position, surplus of \$1.2 M. Surplus composed of \$622K WCB – onetime payment, vacancies in Community Services, timing of professional fees, utilities and benefits.
- Pressure on non-salary supplies such as drugs, medical surgical supplies and dietary as no inflationary increases received this year.
- Region is forecasting to finish in a surplus due to the WCB payment.

8. NEW BUSINESS

8.1 OVERVIEW OF EHEALTH INITIATIVES IN SASK – SUSAN ANTOSH

- Susan Antosh, eHealth CEO provided an overview of eHealth initiatives in Saskatchewan. Her presentation focused on what eHealth does and what its priorities are.

8.2 AMBULANCE PURCHASE – GREG CUMMINGS

MOTION 2015/080 Lyle Rankin Lorreen Illott	THAT the Authority approves to proceed with the lease purchase of two (2) ambulance vehicles for the 2016-2017 fiscal year.
	CARRIED

MOTION 2015/081 Gary Groves Laura Goring	That the Authority approves the submission of capital project briefs to the Ministry for the second and third highest FCI rated facilities in the region.
	CARRIED

8.3 ETHICS UPDATE – JEANNIE MUNRO/ RUTH MILLER

- Ruth Miller, Director Continuing Care and Jeannie Munro, VP of Primary Health & Quality Services provided an update on the Ethics committee. ‘Did you Know’ posters are the first of regular posters sent to facilities highlighting aspect of ethics or ethical practice. Topics have included information on Advanced Care Directives & Power of Attorney; Ethical Dilemmas & Ethical Decision-Making.
- March – Ethics Awareness Month - Dr. Qaiser Fahim (ethicist with SKHR) conducted ‘Ethics Facilitator Course’ in Heartland for managers and supervisors. There were 30 participants and general evaluation was that it was relevant and that material covered would apply to their work environment. Dr. Fahim was also pleased with the course: the group’s participation and commitment to attend as well as their engagement during the day and wanting to make a difference in their practices.

8.4 QUALITY & SAFETY UPDATE – JEANNIE MUNRO

- A Lean project was recently completed at the Unity Health Centre, known as a “Kaizen Event”, which roughly translated is the Japanese phrasing for an improvement project. This particular Kaizen Event focused on the main supply room for the Unity Health Centre. A Lean 5s event consists of the following five processes, followed in this sequence:
 1. Sorting – separate the necessary items from the unnecessary, surplus items.
 2. Simplifying – create a place for everything.
 3. Sweeping – add visual cues to organize and control the work area.
 4. Standardizing – Document the agreed upon “way of doing things” in standard work.
 5. Self-Discipline – follow-through on all the 5S agreements.
- There are usually many different kinds of improvements associated with a 5S event: improvements benefitting staff, improvements benefitting our materials management system, financial savings, and better utilization of space. Staff spend less time and less travel looking for supplies and equipment, once a 5S event has occurred. Materials Management also finds it easier to keep track of inventory and to restock supplies once a supply area has been through 5S. A 5S event also typically creates cost savings, as surplus items are returned for credit. It also improves safety by taking expired supplies out of circulation.
- Besides the financial impact, a reduction in supplies and equipment also tends to generate a savings in terms of physical space. While we did not measure all the outputs of our Unity 5S event, we note the following results:
 - A total of 35,231 surplus items were returned for a credit of \$11,570. This is a one-time cost savings for supplies.
 - A total of 2,590 items were discarded since they had passed their expiry date. While this sounds high, it amounted to approximately \$430 in wasted inventory.
 - The number of items in inventory dropped from 103,295 items to 65,664, a 34% decrease in inventory. With the initial 5S event complete, further follow-up will occur to ensure the team in Unity maintains the gains that were made.
- Written update provided in package.

8.5 ENVIRONMENTAL SERVICES REPORT – WAYNE PIERREPONT

- Deferred

9. SAFETY TALK

9.1 PREPARE FOR WINTER DRIVING – GREG CUMMINGS

- To be prepared for winter driving conditions, both the Automotive Industries Association (AIA) of Canada and the Canadian Automobile Association (CAA) recommend the following: Let others know your itinerary before you go out on the road; Strongly consider putting winter tires on your vehicle, regardless of your area’s snow accumulation. Rubber in all-season tires starts to lose elasticity and harden at around 7°C, significantly reducing the tire’s ability to grip the road. Winter tires harden at around -40°C, allowing them to maintain elasticity in much colder temperatures; Carry a fully charged cell phone to call a friend or roadside assistance if needed; Take your car into your local service technician to have it maintained for the seasonal transition. This service can include having your battery inspected for wear before the start of the season and ensuring the right grade of oil in your vehicle for optimal winter use.
- Invest the time in preparing a winter driving kit for your vehicle. Suggested contents of a winter driving kit include:
 - Warm winter gloves, toque and boots

- Blanket or extra clothing
- Bag of sand or kitty litter (non-clumping)
- Small shovel
- Ice scraper and/or snow brush
- Snacks for energy
- Extra windshield washer fluid
- First aid kit
- Hardcopy local map (not just a GPS unit)
- Flashlight and batteries
- Flares
- Waterproof matches
- Battery jumper cables

10. LONG TERM CARE

10.1 UPDATE – RUTH MILLER

- Deferred to January meeting.

11. AGENDA ITEMS FOR NEXT MEETING

12. MEETING EVALUATION

13. OTHER

In Camera at 3:06pm

MOTION 2015/082 Mark Stockford Lyle Rankin	THAT the Authority go in camera.
	CARRIED

Out of Camera at 4:21pm

14. MEETING ADJOURNS

- Norm McIntyre moved to adjourned the meeting at **4:25pm**

Authority Chairperson,
Richard Anderson

President/Chief Executive Officer,
Gregory Cummings