



Heartland Regional Health Authority Meeting – Minutes Rosetown - # 301 Centennial Drive – Boardroom #2 Apr 28, 2016

Authority Members Present:

Mark Stockford
Gary Groves
Norm McIntyre
Geoff Legge
Richard Anderson

Lorreen Ilott
Bernadette Heintz
Carey Baker
Loretta Goring

Others in Attendance:

Christa Garrett, Coordinator of Executive & Medical Affairs
Greg Cummings, President/CEO
Dr. Lyle Williams, SMO
Jeannie Munro, VP of Primary Health & Quality Services
Stacey Bosch, VP of Corporate Services

Regrets:

Lyle Rankin

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 March 30, 2016 Authority meeting.

1.4 WALL WALK

- Greg Cummings, CEO provided a thorough walk through of the Wall Walk of April 26, 2016.

2. ADOPTION OF AGENDA

- The agenda for April 28, 2016 was circulated and reviewed.

MOTION 2016/032 Laura Goring Carey Baker	THAT the Agenda for the April 28, 2016 meeting be adopted as presented.
	CARRIED

3. APPROVAL OF MINUTES

3.1 APPROVAL OF MINUTES

- The Board reviewed the minutes from March 30, 2016.

MOTION 2016/033 Mark Stockford Geoff Legge	THAT the Minutes for the March 30, 2016 meeting be adopted as presented.
	CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. IN CAMERA

In Camera at 11:43am

MOTION 2016/034 Norm McIntyre Geoff Legge	THAT the Authority go in camera.
	CARRIED

Out of Camera at 12:35pm

In Camera at 1:00pm

MOTION 2016/035 Norm McIntyre Laura Goring	THAT the Authority go in camera.
	CARRIED

Out of Camera at 1:45pm

6. FINANCIAL STATEMENTS/BUDGET

6.1 UPDATE

- The Audit and Finance Committee met with KPMG regarding the audited financial statements.
- The region ended with \$313K surplus after capital transfer, this is 59% down from previous year. Significant one time funding contributed to the positive bottom line - WCB surplus distribution, patient fees, vacation from dental contributions. Facility deficit struggles continue but were offset by savings from community services and regional administrative vacancies.

Qualified statements due to co-ownership agreements were removed this year due to change in recording.

MOTION 2016/036 Geoff Legge Laura Goring	THAT the Authority approves the 2015-16 financial statements subject to no significant change.
	CARRIED

7. REPORTS

7.1 SMO REPORT – DR. LYLE WILLIAMS

MOTION 2016/037 Gary Groves Lorreen Ilott	THAT the Authority approve the recommendation of the Practitioner Advisory Committee to approve Anesthetic privileges under the Active Staffing Category for Dr. Harjeet Nanda.
	CARRIED

7.2 BOARD CHAIR – RICHARD ANDERSON

- Needs Assessment meeting with Kindersley Town Council – presented by Mark Stockford. Presentation was very well accepted. Thank you to Mark and Jeannie for their work involved and the presentation. The Board Chair commended Board members for their community relations and attending community meetings.

MOTION 2016/038 Carey Baker Gary Groves	THAT the Authority approve the Board Chair Report as presented.
	CARRIED

7.3 CEO REPORT – GREG CUMMINGS

MOTION 2016/039 Lorreen Ilott Gary Groves	THAT the Authority approve the CEO Report as presented.
	CARRIED

8. NEW BUSINESS

8.1 OT/ST UPDATE – SHEILA PAJUNEN

- Tabled

8.2 2016/17 STRATEGIC/OPERATIONAL PLAN – JEANNIE MUNRO

8.3 BOARD GOVERNING FUNCTIONING TOOL & ACTION PLAN

- The functioning tool goes through the accreditation standards. There is a report generated from the functioning tool and action plan. The CEO went through red ratings and identified best practices and action plans for each of those red ratings.

8.4 BOARD MONITORING POLICY – RICHARD ANDERSON

GP05-05: AUTHORITY MEMBER DESCRIPTION

GP05-06: AUTHORITY MEMBER ORIENTATION

GP05-07: AUTHORITY SELF EVALUATION

- Discussed Board Monitoring Policies at the Finance and Audit Committee to be reviewed by the Committee semiannually.

<p>MOTION 2016/040 Mark Stockford Lorreen Illott</p>	<p>THAT the Authority accept Board Monitoring Policies: GP05-05: Authority Member Description GP05-06: Authority Member Orientation GP05-07: Authority Self Evaluation</p>	
		<p>CARRIED</p>

9. SAFETY TALK

9.1 ACCOUNTABILITY & COMPLIANCE – GREG CUMMINGS

- The general definition of accountability includes:
 - Being bound to give an explanation of your conduct
 - Being responsible; answerable
- This means that you could be required to explain your behavior because of something that you did, or did not do.
- The general definition of compliance includes inclined to consent and obliging.
- This means that you are in agreement; that you will follow the rules.
- In day to day work, accountability and compliance means: following the law, policies and safety rules, using the skills you have received in training, being responsible for your actions and the decisions you make, performing your job duties accurately and appropriately and using your knowledge, skills and abilities and asking for help/assistance, for additional information or training.
- Examples of being accountable and compliant are: using safeguards that are in place. Safeguards protect workers, make tasks safer, and may be required by law. Safeguards could be: a false bottom in a laundry bag. This is a safeguard to reduce space available so that the bags are not stuffed to the maximum. Overstuffing could result in a load that is way too heavy for a manual lift and will cause injuries to happen. Keep the false bottom in place and fill the bag only to a manageable, safe and permitted weight. A guard on a mixer. If a guard is not in place a serious injury can occur - a loss of a finger, many fingers or even a hand. Ensure that guards are securely in place and working as intended. Using appropriate and available equipment designed for the task being done: whether it is a client/patient lift, dolly or wheeler, powered mobile equipment or even your personal protective equipment (PPE), when used appropriately the equipment will assist in reducing or eliminating injuries; ensure you are trained to properly use the equipment, and that you use equipment appropriately and for the task for which it is designed. Reporting any hazards you identify to your supervisor right away; such as noticing a slider sheet, sling, electrical cord or flooring is worn and needs to be replaced or repaired.
- Is your safety worth taking a risk or taking a shortcut? No, it isn't.

10. LONG TERM CARE

10.1 UPDATE – GREG CUMMINGS

- There were 17 recommendations made to medical management to Long Term Care. The region is currently in full compliance with 14 out of the 17 recommendations. The region is on track to indicate full compliance on all 17 recommendations.

ACTION: Provide update to Board regarding the 17 recommendations and where they are at.

11. CORRESPONDECE/INFORMATION

11.1 ETHICS MINUTES - LAURA GORING

- Teleconference held on May 14th. The committee is trying to get a community member to sit on the ethics committee. The Committee discussed a case study around medical marijuana. There was discussion around the LTC facilities re LTC procedures. See minutes. Discussion around bringing an Ethicist to the region for consultations and a facilitated discussion around physician assisted dying.

12. AGENDA ITEMS FOR NEXT MEETING

- Regional Health Status Report (Dr. Torr)

13. MEETING EVALUATION

13a. FINANCE & AUDIT COMMITTEE UPDATE

- The committee reviewed the current terms of reference.

Recommendation: The Finance and Audit Committee recommend that the Authority approve the following additions to the Terms of Reference:

- i) Retain the opportunity to review expenses of the Board Chair and the President/ CEO semi-annually; and
- ii) Responsibility to conduct President/CEO, Board Chair and Vice Chair evaluations and performance reviews.
- iii) Responsibility to conduct Board Self-Assessment and Evaluations.

MOTION 2016/041 Norm McIntyre Geoff Legge	THAT the Authority accept the recommendations of the Finance and Audit Committee
	CARRIED

14. MEETING ADJOURNMENT

- Lorreen Ilott moved to adjourned the meeting at **3:06pm**.

Authority Chairperson,
Richard Anderson

President/Chief Executive Officer,
Gregory Cummings