



Heartland Regional Health Authority Meeting – Minutes Rosetown - # 301 Centennial Drive – Boardroom #2 Nov 29, 2016

Authority Members Present:

Mark Stockford
Gary Groves
Lyle Rankin
Geoff Legge
Norm McIntyre

Richard Anderson
Bernadette Heintz
Carey Baker
Loretta Goring
Lorreen Ilott (FaceTime)

Others in Attendance:

Stacey Bosch, VP of Corporate Services
Christa Garrett, Coordinator of Executive & Medical Affairs
Gayle Riendeau, Interim CEO
Dr. Lyle Williams, SMO

Regrets:

1. CALL TO ORDER

- The meeting was called to order at **9:05am** 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 October 25, 2016 Authority meeting.

1.4 PATIENT VOICE – TAMMY BLACKWELL

- Judy McConnell shared with the Board two stories regarding family members – mother in law and sister in law. She noted that the concern handling process was a long process with little follow-up.
- The Board would like an update and final report on the follow up that has been done to address the concerns. How can management address the processes that aren't working?

1.5 BOARD SHARING – ALL

- Mark voiced his concern on the current and upcoming physician vacancies in Kindersley.

- Lyle Rankin spoke about the wait times to see a physician in several communities across the region.

2. ADOPTION OF AGENDA

- The agenda for Nov 29, 2016 was circulated and reviewed.

MOTION 2016/078 Carey Baker Norm McIntyre	THAT the Agenda for the Nov 29, 2016 meeting be adopted as presented.	
		CARRIED

3. APPROVAL OF MINUTES

3.1 APPROVAL OF MINUTES

- The Board reviewed the minutes from Oct 25, 2016 meeting.

MOTION 2016/079 Lyle Rankin Lorreen Ilott	THAT the Minutes for the Oct 25, 2016 meeting be adopted to include the following revisions: Remove Greg Cummings, President/CEO from attendance list.	
		CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. IN CAMERA

In Camera at 09:48am

MOTION 2016/080 Laura Goring Geoff Legge	THAT the Authority go in camera.	
		CARRIED

Out of Camera at 10:45am

6. FINANCIAL STATEMENTS/BUDGET

6.1 UPDATE

- Financial statements closed for October 31, 2016. Finished with a \$672K surplus. Heading into a more expensive quarter. On track from last year. Plan to balance as of March 31, 2017. Repairs and maintenance are up \$283K from last year and \$200K over budget. Facility salaries over \$545K. Vacancies in Community Services and regional positions are offsetting this negative variance.

7. FINANCE/AUDIT COMMITTEE

7.1 UPDATE

- The committee met on November 24, 2016. They reviewed the remaining Board monitoring policies to bring them up to date for the current year.
- The next meeting has been scheduled for January 18, 2017.

7.2 BOARD MONITORING POLICIES

MOTION 2016/081 Laura Goring Geoff Legge	THAT the Authority accept the recommendation of the Finance and Audit Committee to approve monitoring policies: GP05-08: Chairperson’s Role GP05-09: Community Advisory Networks GP05-10: Committee Principles GP05-11: Governance Process GP05-12: Linkage with Municipal Governments GP05-13: Public Meetings of Authority GP05-14: Code of Conduct GP05-15: Terms of Reference Executive Committee GP05-16: Annual Report GP05-17: Internal Audit EE03-09: General Executive Expectations EE03-10: Programming & Program Change EE03-11: Public Image of Region EE03-13: Signing Authorities EE03-14: Treatment of Staff EE03-15: Financial Conditions	
		CARRIED

8. REPORTS

8.1 SMO REPORT – DR. LYLE WILLIAMS

MOTION 2016/082 Norm McIntyre Geoff Legge	THAT the Authority approve the SMO Report as presented.	
		CARRIED

8.2 BOARD CHAIR – RICHARD ANDERSON

- The next meeting dates have been scheduled for January 25, 2017 and March 8, 2017.

MOTION 2016/083	THAT the Authority approve the Chair Report as presented.	
		CARRIED

8.3 CEO REPORT – GAYLE RIENDEAU

MOTION 2016/084 Lyle Rankin Carey Baker	THAT the Authority approve the CEO Report as presented.	
		CARRIED

9. NEW BUSINESS

9.1 AMBULANCE PURCHASE – STACEY BOSCH

MOTION 2016/085 Mark Stockford Laura Goring	THAT the Authority approves to proceed with the lease purchase of two (2) ambulance vehicles for the 2017-2018 fiscal year.
	CARRIED

10. SAFETY TALK

10.1 DON'T FALL FOR WINTER – GAYLE RIENDEAU

- Walk the same way you should drive in winter! Many falls on snow or ice occur so quickly that the person has no time to react and is on the ground and in pain before realizing what's happened. Serious injuries and even death may occur when someone's body crashes onto a snow or ice-covered surface. When walking on slippery surfaces slow down and take smaller steps. Don't assume that just because you have the right-of-way, traffic will stop. Many drivers travel too fast for road conditions and can't stop in time for pedestrians. Keep both hands free to help you maintain your balance. Don't keep your hands in your pockets as you walk. Watch where you are walking, especially for potential trouble spots such as stairways or ramps.
- Be careful when stepping into or out of vehicles. Keep a tight grip on hand holds. Immediately report slippery surfaces that you encounter on sidewalks or parking lots surrounding your workplace or at building entrances. Wear the right footwear for the conditions. Shoes or boots should have slip resistant soles with plenty of tread.
- While working at heights in winter conditions, use extreme caution. Ensure that ladder rungs and scaffold decks are kept clear of snow. Always use handrails on stairways. Don't take shortcuts across piles of snow or areas that haven't been cleared and salted/sanded. Once inside, carefully wipe your footwear on the entry mat to remove snow or water.
- If YOU START TO FALL: Avoid putting your arms out to break your fall. You are likely to break an arm or wrist. Instead, relax, go limp and let your thighs, hips and shoulders contact the ground in sequence. If you fall backwards, try to keep your head forward (raised) to reduce the chances of striking it on a hard surface.
- Walking seems fairly automatic, but you can't afford to be on auto-pilot when walking in winter conditions. Slow down and watch where you are going.

11. LONG TERM CARE

11.1 UPDATE – RUTH MILLER

- Seniors Week (Sept 26 – Oct 2) – many successful & innovative events happened in facilities celebrating not just senior clients in facilities, but seniors in our communities – all who have contributed so much to their respective communities.
- Provincial Auditor's office for update on recommendations from their audit of 2014 on LTC Medication management. Working at getting it sent in by early December for their review. Following their review, they may decide to do other site visits in the new year.
- LTC client & family experience surveys - Volunteers assisted clients to complete – as at Nov 15, 107 client & 34 family ones had been input. By early December, we will request the survey be closed & Ministry will send us the data in spread sheet. Once received, will review to develop plan for any improvement projects and how to share (i.e. with client/family councils). Ministry will still be doing review of data & HHR's data will be included in their report.

- Program Guidelines for SCH - Alignment of P&P with Program Guidelines - 126 standards to be aligned by Dec 31, 2016. Continuing to work on process. Viewing of DVDs & completion of 9 module quizzes. Target – 100 % care staff by March 31, 2017, 100% of other staff by March 31, 2018. As at end of Q2: Care staff – 21.5 % and other staff – 10%. Facilities continuing to work on their respective processes. Video is now on Share Point as well as have ordered more DVDs for some facilities to increase access.
- Quality Indicators – Q2 data has been received, improvement reports due back to Ministry by Dec 2nd
 - Still trending down on antipsychotic use (Q1 – 19.94%; Q2- 19.39%. Ministry target is 28%) – first data was Q4 '13-'14 – 35.63%
 - Other QIs (physical restraints, falls, and pain worsening) also decreased. Worsening pressure ulcers was the same and new pressure ulcers and bladder continence worsening had increases.
 - Jeannette & Ruth have been revising the investigation template for stage 3 or 4 pressure ulcers to focus on identifying gaps in wound development i.e. did appropriate consults occur?
- CEO tours – will continue to be requirement for next year. Christa will be working with managers to schedule them between Jan & May 2017.
- Behaviour Support Coordinator
 - Position was temp funded thru Mental Health nursing
 - Current incumbent will be leaving Nov 30th – end of the 1 year temp
 - Desire to post permanent to continue work started
- Accreditation – Suicide prevention was identified as yellow on ROP road map
 - Marie Igini-Close has done some suicide prevention training to staff in LTC
 - Plan to continue this education with new Behavior Support Coordinator
- Bed Allocation
 - Continue with twice-monthly meetings
 - Bed pressures remain in north/northwest
- Bad Debt
 - Review each month & contact facility managers re: where process is at
 - Have some ideas that may be able to put into formal P&P
 - auto debit mandatory (no health regions have as mandatory, only strongly recommended)
 - concept of liens
 - Getting more information on admission re: executor etc.
 - Having processes that don't allow clients to move to their place of choice until bad debt is cancelled (process with some health regions).
- MAID
 - All provincial standardized processes are now in place for provider assisted death
 - Small working group looking at aspect of self-administered medications
 - At beginning of November, 5 cases of MAID in SK

In Camera at 11:50am

MOTION 2016/080 Mark Stockford Lorreen Ilott	THAT the Authority go in camera.
	CARRIED

Out of Camera at 12:11pm

13. AGENDA ITEMS FOR NEXT MEETING

- Mental Health Services

14. MEETING EVALUATION

15. MEETING ADJOURNMENT

- Carey Baker moved to adjourn the meeting at 12:42pm.

Authority Chairperson,
Richard Anderson

Interim President/CEO,
Gayle Riendeau