

SUN COUNTRY REGIONAL HEALTH AUTHORITY

MINUTES **June 29, 2016**

The Regular RHA meeting was held in Conference Room I, Tatagwa View, Weyburn, Saskatchewan.

PRESENT

Marilyn Charlton	RHA Chairperson
Marilynn Garnier	Vice Chair
Karen Stephenson	RHA Member
Derrell Rodine	RHA Member
Gary St. Onge	RHA Member
Robert Brickley	RHA Member
Brian Romaniuk	RHA Member
Murray Setrum	RHA Member (via teleconference 1345)

STAFF

Marga Cugnet	President and CEO
John Knoch	VP – Corporate and Finance
Murray Goeres	VP Health Facilities
Dean Biesenthal	VP Human Resources
Joanne Helmer	Communications Coordinator
Lesley Chapman	Recording Secretary

REGRETS

Leigh Rosengren	RHA Member
Janice Giroux	VP Community Health

1.0 CALL TO ORDER AND ADOPTION OF AGENDA

M. Charlton called the meeting to order at approximately 1330 hours.

Moved by: K. Stephenson/M. Garnier

Carried.

That the Sun Country Regional Health Authority adopts the Regional Health Authority agenda for June 29, 2016 as presented.

2.0 CONFLICT OF INTEREST

No conflict was reported.

3.0 SCHR WALL WALK – STRATEGY DEPLOYMENT

Highlights included:

The CEO spoke of the two Hoshins which we are working on this year. The VP of Corporate and Finance gave a brief overview of the Culture of Safety Hoshin.

- Regarding staff injuries we'd like to get to Zero time lost through WCB claims by March 1, 2020. We are also working on Implementing a Safety Alert system, Stop the Line.
- We have three sub-teams. Milestones identified the targets we'd like to achieve. Each sub-team has specific initiatives they'd like to accomplish this year.
- One team will be focusing on root cause analysis. We are making progress, but there is room for improvement.
- Another team is looking at the Stop the Line Initiatives – focusing on good catches and near misses. We need to emphasize to staff the need to report the good catches and near misses, as well as actual adverse events.
- The goal is to reduce the number of events we have, to ensure conditions are safe for patients and residents, and to ensure that if an event occurs, harm is minimized.
- The third component is Staff Safety . We have a pilot project taking place at Weyburn Special Care Home. We are starting to see reduced WCB claims with implementation of elements of the Safety Management System (SMS).
- In the absence of the VP Community Health, the CEO provided an update on the second Hoshin, namely, the Enhancing Primary Care and Mental Health Partnerships to improve patient care.
- Our target is that by March 31, 100% of the appropriate level 3 and 4 mental health clients identified and managed by providers at the Weyburn Primary Health Care site.

- The focus now is on clients who are designated as emergent, meaning they need to be seen right away. Urgent clients would be seen within 24 to 48 hours.
- We are looking at ways to improve access for service for these level 4 and 5 clients. They are looking at the number of individuals being screened using the Healthy Living questionnaire. They are on target with their milestones. Next step will be the creation of an algorithm for use by PHC providers.
- The Changeways program has received good reviews from the public and staff to date.

Murray Setrum joined the meeting via teleconference at 13:45 hours.

4.0 ADOPTION OF MINUTES

4.1 Regular RHA Meeting

A copy of the May 25, 2016 Regular RHA minutes was circulated to all members.

20/16

Moved by: M. Garnier/D. Rodine

Carried

That the Sun Country Regional Health Authority adopts the Regular Regional Health Authority Minutes of May 25, 2016 as presented.

4.2 Finance and Audit Committee Minutes – May 18, 2016

A copy of the May 18, 2016 Finance and Audit Committee Meeting Minutes was circulated to all members.

21/16

Moved by: B. Romaniuk/R. Brickley

Carried

That the Sun Country Regional Health Authority adopts the May 18, 2016 Finance and Audit Committee Meeting minutes as presented.

4.3 June 8, 2016 Special Board Meeting Minutes

22/16

Moved by: D. Rodine/G. St. Onge**Carried**

That the Sun Country Regional Health Authority adopts the June 8, 2016 Special Board meeting minutes as presented.

5.0 BUSINESS ARISING FROM THE MINUTES

There was no business to report.

6.0 REPORT OF THE CHAIRPERSON

The Board Chair attended a meeting here in Weyburn on June 1st and met in the morning with the Minister of Health and the Deputy Minister of Health regarding information on what the SCHR budget would look like for the 2016/17 fiscal year. The Chair informed the Board that we've maintained the budget we received last year. She indicated that she was pleased to see that there weren't too many cuts in the budget. On the afternoon of June 8th, she attended the SCRHA Special Board Meeting. On June 13th she attended the Radville and Marian Health Centre annual general meeting. Present was the Radville Marian Health Centre Board and representatives from Emmanuel Care. On June 17th she, along with the CEO and VP Corporate and Finance, met with the Kipling and District Health Foundation. On June 21st she attended the Quarterly Chairs meeting in Regina with the Minister and Deputy Minister of Health, and on June 22nd attended the Provincial Leadership Team (PLT) meeting.

7.0 PRESIDENT AND CEO REPORT

Highlights included:

- Patient and Family Representative Committee – 92% of patients and families interviewed indicated they would be comfortable speaking up about a safety concern.
- Accreditation – The next survey is in 2018, and is about continuous improvement. There are new required organizational practices and standards. We need to ensure our best practices are in line with these.

- Quality Symposium – 176 staff attended. Weyburn Special Care Home received an award for an improvement project regarding environmental cleaning.
- Info on Code Whites – We are looking at how best to plan and respond to these incidents. We are seeing an increase of these incidents in the province.

The consensus of the Board members who attended the Quality Symposium was that it was a very interesting and a worthwhile event.

- The Patient Safety Conference will be held in the Fall. Three keynote speakers have been confirmed. They include Jerry Bell, who used to manage the Allan Blair Cancer Clinic in Regina, and Reg Watson, our Legal Counsel.
- Risk Management and Emergency Preparedness – It was mentioned that the CEO and various staff had met with HIROC, who provides us with tools to discern if we are covering the risks we should be addressing, at the appropriate levels.
- Concerns – Janine Schenher, our Quality Care Co-ordinator handles concerns, some of which are nonjurisdictional.
- Food and Nutrition Services – A significant amount of work is going on in this area. We continue to experience difficulty in recruiting Cooks.
- Environmental Services – Most of the SCHR laundry is now being shipped to Regina; the Estevan transition went fairly smoothly.
- It was mentioned that our Regional Director Shirley Wheeler is retiring after 43 years of service.
- Information Systems – It was mentioned that a telehealth port has been added to Pangman. We are also gradually replacing outdated phone systems in the Region.
- Physical Plant and Maintenance – It was mentioned that staff are very pleased with the work of newly hired Manager Sam Baison, who has several projects underway or completed since he started in SCHR.

- Finance – Staff are busy creating the budget document as well as their daily work.
- Human Resources – Physican recruitment – It was mentioned that Dr. Ali has settled into the Radville clinic. Dr. Mbata is practicing at the Weyburn Primary Health Care clinic for 6 weeks before going to Radville.
- It was mentioned that out of the seven candidates in SIPPA, five candidates were unsuccessful. Two have moved on to clinical assessment. We will be conducting interviews for new candidates for SIPPA intake in September.
- In Redvers – Dr. Melissa Duncan will be going on maternity leave in July, but may come back part time in the fall. Dr. Prabhu has renewed his contract with the community of Redvers.
- Dr. Jared Oberkirsch will be commencing work at the Weyburn Primary Health Care Clinic on September 1st.
- It was mentioned that a recruitment fair was attended on May 10th for hard to recruit health professionals.
- Attendance Support – We are working on ways to assist staff with attendance support. For a time, the attendance rate had significantly improved, but it has once again started to decline.
- Employee Safety – We are experiencing challenges in filling the Employee Health Nurse position.
- Long Term Care – Significant work is being carried out with respect to the Special Care Home Guidelines. The screening process has been changed, resulting in a reduction to eight days from screening to placement. Some clients are being offered a bed in their preferred facility right away, instead of being placed in another facility and having to wait until a bed in their facility of choice becomes available.
- Hospira Smart Pump Project – It was reported that all staff have been trained. We will be tracking whether nurses are overriding the pump and not using the drug library, or are utilizing the Smart Pump as it was designed to be used. It was mentioned that over 98% of

nurses in the Regina Qu'Appelle Health Region are using the drug library every time they administer a drug.

- Therapies – We received the resignation of a Physiotherapist (originally from Ontario), who decided to return back home.
- Falls Prevention – We are still trying to recruit for a Falls Prevention Officer while Laura Bouvier is on leave.
- PHC has been very busy. The Radville transition has been very successful to a regional operated primary health clinic. There has been some discussion of changing over trusteeship of medical records at the Carnduff Tony Day Clinic now that the Primary Health Care physician is no longer working there.
- VP Medical – It was reported that volume of day surgeries (DS) are ahead of schedule and that the number of inpatient procedures are behind. The DS numbers will increase with the increase in number of cataract surgeries being performed.
- Distributive Medical Learning – The College of Medicine representatives will be conducting a site visit in Estevan. Marga and Dr. Louvish will be attending the visit.
- Community Health Services Access to Psychiatry – We are on target. Corrective action is in place for targets they aren't meeting.
- Public Health – They have been holding presentations in high schools.
- Vaccine Preventative Disease Monitoring – It was discussed that the Region is very fortunate that public health staff are focused on primary prevention and achieving reaching target rates.
- We have completed the influenza program for this year.
- The Region has seen many animal bites this year. Three patients required preventative medications as we were unable to confirm if the animals had rabies.
- We are experiencing shortages of certain medications which might not be available to treat certain communicable diseases.

8.0 FINANCIAL CONDITIONS

8.1 2015/2016 SCRHA Audited Financial Statement – Draft

- The Statement of Operations shows the revenues and expenses for the 2015/16 fiscal year. It identifies the main source of revenue which is from the Ministry of Health. The statement shows that revenues that we received in 2016 were higher than what we budgeted for. The financial statements were favourable and therefore we ended 2016 in a surplus position. With that surplus, some of the commitments we've made have been noted in number 15. Our overall surplus was equivalent to just under two days of operating.
- The Statement of Changes in Fund Balances at the end of the last fiscal year shows the transfers in and out and how each apply to the three different streams of funds we utilize in the region.
- The Statement of Cash Flows indicates the cash we have available to operate, as well as any claims on that cash. It also shows the breakdown of operations in the 2015/16 fiscal year and how we compare this year.
- It was mentioned that there are also notes to support the financial statements. For example, under Note 3, there are statements that reflect asset, showing a breakdown of assets in SCHR.
- There is also a breakdown of all the mortgages we have. It was mentioned that some will be coming due this 2016/17 fiscal year.
- Note number 10 indicates that the Pay for Performance program was suspended for 2015/16.
- Note 17 denotes a correction that was made. In previous fiscal years, SCHR was in a co-ownership agreement for the Kipling Integrated Health Centre, with Sun Country Health Region owning 27.8 % and the Ministry of Health 72/2%. Sun Country now owns the full 100 per cent.
- Our statements will not be qualified for the year 2015/16.

8.1.2 Independent Auditors' Report 2015/2016

It was mentioned that this report is a summary of what the auditor has identified on behalf of SCHR. It identifies the opinions that the auditors have

that these financial statements are without qualification. They do, however, under emphasis of matter, refer to the issue of co-ownership. The Kipling Integrated Health Centre is now 100% owned by Sun Country Health Region. There is also a copy of the memo to the Provincial Auditor which states that the audit was completed, meeting all legislative requirements.

23/16

Moved by: B. Romaniuk/K. Stephenson

Carried

Hereby move that whereas this is the third year the Sun Country Regional Health Authority is using Public sector accounting Board standards; and

Be it resolved that the Sun Country Regional Health Authority approves the SCHR 2015/2016 Audited Financial Statements for the year ended March 31, 2016 as presented. That the Sun Country RHA approves the final draft of the Internal Auditors' report.

8.1.3 SCRHA Audit Completion Report

It was mentioned that this is a statement from the external auditors to the Finance and Audit Committee and the CEO. The report covers items of note that the auditors wish to draw the Board's and CEO's attention (e.g. the co-ownership issue re: Kipling Integrated Health Facility). They also state that one facility is vacant; namely, the Kipling Memorial Health Centre. The report also identifies a summary of adjusted items and advises the Board that management has accepted the expense for N52nds. It also mentions the write off for Kipling Memorial Health Centre, which is now valued at zero.

8.1.4 Letter to David Prost re: March 31, 2016 Audited Financial Statements.

It was mentioned this is the management letter that VP Corporate and Finance and the CEO writes to the auditor, explaining what items we have committed to . We detail everything regarding ownership and valuation and the method we put in place to avoid fraud and error. We also state that we commit to following the legislation that they've identified that we must comply with.

8.2 SCRHA Board Financial Income Statement (7111030) to May 31, 2016

It was mentioned that although the statement shows a negative variance, the budget numbers have not yet been approved, so this

could change. It was also brought to the Board's attention that there was communication and advertising that took place in April. There were other areas around travel and board expenses that we are well within budget.

8.3 SCRHA Statement of Operations to May 31, 2016

It was mentioned that this is a draft statement. It shows that in terms of revenue, we are behind re: our targets due to out of province revenue. We budgeted more than what we have received to this date. Revenues from the Ministry of Health we budgeted more, and we anticipate our bi-weekly payments will reflect this soon.

In terms of expenses, overall we are trending below, and are therefore in a surplus situation. Overall we have a surplus of \$562,000.00 which is just over one day's operating costs. There are variances that exist where we are under budget – e.g. salaries.

8.4 Budget 2016/2017

The CEO indicated that the budget isn't finalized yet. We've been advised that we will be getting collective agreement commitments. We expect to present a finalized balanced budget to the Board at the Special Board meeting on July 19th. The VP Corporate and Finance advised that there are no specific reduction targets that we've been asked to achieve, except the Administrative reallocation. SCHR has been asked to take a share of the provincial government's shift from administrative costs to front-line long term care costs. We will be increasing Long Term Care specific positions at specific sites. These recommendations will be brought back to the Board in July.

9.0 BOARD BUSINESS

9.1 Mainprize Manor and Health Trust

There is ongoing support to the First Responder program.

Moved by: K. Stephenson/M. Garnier

Carried

That the Sun Country Regional Health Authority approve the transfer of funds from the Mainprize Manor and Health Centre Trust to the Affinity Credit Union in the total amount of \$31,053.07.

9.2 Mainprize Manor and Health Trust

25/16

Moved by: G. St. Onge/D. Rodine**Carried**

That the Sun Country Regional Health Authority approve the transfer of funds from the Mainprize Manor and Health Centre Trust to the Affinity Credit Union in the total amount of \$73, 424.70.

9.3 Galloway Health Centre Trust

26/16

Moved by: R. Brickley/B. Romaniuk**Carried**

That the Sun Country Regional Health Authority approve the transfer of funds from the Galloway Health Centre Trust to the Affinity Credit Union in the total amount of \$6,715.18.

10.0 EMPLOYEE RECOGNITION EVENT

The CEO reported that we had about a third of our staff who were to be recognized that actually attended the event. She also thanked the Board members that attended. It was mentioned that the entertainment and food was very well received. We are currently reviewing the Employee Recognition process, to explore whether or not we may do things differently, as some recipients have expressed dissatisfaction with the gifts. It was mentioned that we've always been open to new members on the committee and that we will again attempt to recruit new membership. It was also mentioned that it was very nice to recognize Dr. P. Fong for his 50 years of service to the SCHR.

11.0 CORRESPONDENCE

There were no correspondence items.

12.0 NEXT BOARD MEETING

RHA Board Meeting
1:30 p.m. July 19, 2016
Conference Room 1
Tatagwa View

13.0 ADJOURNMENT

The meeting was adjourned at approximately 14:45 by D. Rodine.

Marilyn Charlton, Chairperson

Marga Cugnet, President and CEO