

SUN COUNTRY REGIONAL HEALTH AUTHORITY

MINUTES **February 22, 2017**

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
Brian Romaniuk	RHA Member

STAFF

Marga Cugnet	President and CEO
John Knoch	VP – Corporate and Finance
Murray Goeres	VP Health Facilities
Janice Giroux	VP Community Health
Dean Biesenthal	VP Human Resources
Dr. Dimitri Louvish	VP Medical
Lesley Chapman	Recording Secretary

REGRETS

Gary St. Onge	RHA Member
Murray Setrum	RHA Member
Robert Brickley	RHA Member
Gary St. Onge	RHA Member
Leigh Rosengren	RHA Member

1.0 CALL TO ORDER AND ADOPTION OF AGENDA

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

Moved by: B. Romaniuk/M. Garnier

Carried.

That the Sun Country Regional Health Authority adopts the Regional Health Authority agenda for February 22, 2017.

2.0 CONFLICT OF INTEREST

No conflict was reported.

3.0 Presentation of Lean Leader Certificates

The CEO extended congratulations, and presented certificates, to Lori Tulloch, RD of Population Health, and Shelley Miller-Hertes, RD of Nutrition in recognition of the extensive work (including mistake-proofing projects) they conducted to obtain their Lean Leader certification.

4.0 SCHR WALL WALK – STRATEGY DEPLOYMENT

Enhancing Primary Care and Mental Health and Addictions Partnership to Improve Care Hoshin

The VP Community Health provided a summary and status update on this hoshin.

Highlights included:

- This hoshin is on target
- An insomnia workbook will be provided to clients visiting the Weyburn PHC site.
- Information sessions will be held for the community on the topics of addiction, and mental health first aid. The police will also participate in the sessions.
- More training is planned for Cognitive Behavior Therapy (CBT).

Culture of Safety – Believe in Zero Hoshin

An overview of this hoshin was provided by the VP Corporate and Finance.

Highlights included:

- The team is divided into three groups.
- Included in the sub-team are Patient and Family advisors.

- A couple of the Board members are participating in the Patient and Staff Voice team, which is focused on encouraging patients and families to speak up about concerns.
- The team is on track with the milestones.
- One measure they are examining is a survey at acute sites.
 - 93% of patients surveyed said they would be comfortable speaking up.
 - Mechanisms are being developed to make it easier for people to speak up. As of the end of January 2017, nine mechanisms have been set up.

- The second sub-team is the Safety Management System, which is a provincial initiative. By March 31, 2017, we are working to have the WSCH (our pilot project) site fully compliant. One mechanism being utilized is the measurement of WCB claims. The target for claims for the full year was five. At our current rate of 6 claims, we are over target leading to the close of the fiscal year.
- WCB time loss claims for all of SCHR was 99 by March 31, 2017. As of February 22, 2017 we are at 95 claims.
- The target at WSCH to implement elements 1 through 3 by October 31, 2016 was not achieved. Corrective measures, however have been established, and to date only three pieces are outstanding.
- Work continues on elements 1, 2, and 3.
- Regional Directors (RDs) are developing policies and mechanisms for elements 4, 5, and 6.

- Staff and Patient Alignment – Daily Visual Management Boards are being implemented at SCHR sites. As of February 6, 2017, all but five sites have established DVM Boards.
 - We are trending about 12% on the percentage of good catches and near misses.

5.0 BUSINESS ARISING FROM THE MINUTES

5.1 2016/17 Audit Involvement – Virtus Group and Provincial Auditor - Motions

5.1.1 Virtus Group – Terms of Engagement

10/17

Moved by: K. Stephenson/B. Romaniuk

Carried

That the Sun Country Regional Health Authority approves the Virtus Group Chartered Accountants and Business Advisors LLP Terms of Engagement to

audit the financial statements of the Sun Country Regional Health Authority for the year ending March 31, 2017 and authorizes Marilyn Charlton, Chairperson, Finance and Audit committee, to sign the engagement letter of February 10, 2017.

5.1.2 Provincial Auditor – Audit Involvement Memorandum

11/17

Moved by: B. Romaniuk/M. Garnier

Carried

That the Sun Country Regional Health Authority confirms that they have read and understand the Audit Involvement Memorandum proposed by the Provincial Auditor Saskatchewan for the year ending March 31, 2017 and authorizes Marilyn Charlton, Chairperson, Finance and Audit Committee to sign the letter of January 31, 2017.

5.2 Oxbow Helipad Motion

It was mentioned that this motion would be deferred to the March 29, 2017 SCRHA meeting. Further information has been requested.

6.0 ADOPTION OF MINUTES

6.1 RHA Minutes – January 25, 2017

12/17

Moved by: B. Romaniuk/M. Garnier

Carried

That the Sun Country Regional Health Authority adopts the RHA Minutes of January 25, 2017 as presented.

6.2 Finance and Audit Committee Minutes – February 10, 2017

13/17

Moved by: K. Stephenson/M. Garnier

Carried

That the Sun Country Regional Health Authority adopts the Finance and Audit Minutes of February 10, 2017 as presented.

2:30 p.m.

7.0 WSCH Safety Management System Presentation – Dayle Ehr and Felecia Watson

Highlights of the Safety is Safety: Building the Culture Presentation included:

- The purpose of the presentation was to outline and celebrate the accomplishments the 2016/17 Safety Hoshin, provide details of the Weyburn Special Care Home (WSCH) story, and highlight the 2017/18 targets and proposed actions.
- Alignment of Patient and Staff Safety – Key accomplishments included the development of a draft root cause analysis toolkit, and a Daily Visual Management rollout.
- The Voice – There has been great engagement from Board members and Patient and Family Advisors who have been involved in the “Speak Up and Save Lives” campaign.
- Safety Management System – 89% of elements 1, 2, and 3 have been completed. We need to complete to the green stage by March 31, 2017. Once the SMS has been rolled out in WSCH, it will be rolled out in other facilities.
- Safety is being discussed at all WSCH daily huddles.
- The Safety Suitcase – contains daily visual management tools, communication tools, and a binder with other different materials.
- Targets and Measures – Before March 31, 2018
 - All SCHR sites will have implemented both the Safety Management System, and the Safety Alert/Stop the Line.
 - 100% of Code 3, and 4, and Time Loss incidents will be investigated via a root cause analysis procedure.
 - 18% of all reported incidents will be near misses reported.
 - 90% of staff /managers will feel supported in identifying safety concerns
 - 90% of patients/families will feel comfortable to speak up and Stop the Line

8.0 REPORT OF THE CHAIRPERSON

- On February 8th, the Board Chair completed a Governance survey on Leading in the Boardroom.
- On February 10th, she attended the Finance and Audit Committee meeting.

- February 11th, the Board Chair and Vice Chair travelled to Estevan for Strengths Deployment Inventory training with some Affiliate Board members.
- On February 15th, she participated in a conference call with the Deputy Minister regarding transition updates.
- On February 23, she will travel to Estevan for the Board to Board meeting with St. Joseph's Hospital Board.

9.0 PRESIDENT AND CEO REPORT

Highlights included:

- Finance – Staff are working on the 2017/18 budget. The Auditors will be here in first week of May.
- Procurement – The training on the new IV Cathalons used by physicians, nursing, and EMS staff is going well.
- Risk Management – The Regional Director (RD) is in the process of updating code procedures.
- Patient Family Centred Care – Managers continue to meet on a monthly basis.
- The Patient Safety Committee met in January. SCHR has just received a provincial alert to ensure patients receiving blood products are the correct patient.
- Concerns – In January, 10 concerns were received and resolved by the Quality of Care Coordinator.
- Nutrition and Food Services have been encountering some staff challenges.
- Capital Planning – We haven't received any updated news from the Ministry.
- The Provincial Auditor will be reviewing SCHR's medication management. That will be presented at public accounts in Regina at a future date.
- Human Resources - We've placed a physician in Redvers. Dr. Minoo will work in Redvers until May, and will then move to Kipling.

- Dr.Oudji will start practicing in Radville in March.
- PHC physicians – Dr. Jayeoba and Dr. Osondu will be leaving Kipling in September, and Dr. Bimesl will be leaving Weyburn and moving back to Ontario.
- Orientation was cancelled this month as there were only 10 new employees hired.
- Payroll and Scheduling – have undertaken work to improve the coding of time sheets to ensure accuracy.
- Attendance Support – Several outbreaks at LTC facilities have contributed to an increase in staff sick time.
- Acute Care – General Surgeon Dr. Cadili has started performing procedures at Weyburn General Hospital (WGH).
- EMS – A new Lifepack 15 was purchased for Kipling EMS.
- Therapies – There are both PT and OT vacancies. They are looking to recruit therapy assistants.
- Adult SLPs are working with Dieticians in LTC re: swallowing assessments of residents.
- PHC - There is a disruption of NP Services in Pangman, Bengough , and Coronach. We anticipate that when Dr. Oudjil starts in Radville, she will be able to provide one day of services in Coronach in the future.
- Live Well with Chronic Conditions – plans are underway for spring sessions.
- VP Medical – Dr. Philip Fong has retired. We will work to recruit Nurse Practitioners to our two LTC sites in Weyburn. Dr. Behesti and Dr Matiza have taken over medical services at these sites.
- Targets for Mental Health and Addictions – for most part, they are achieving targets.
- Continuous Quality Improvement are continuing with Kanban and 5s work throughout SCHR.

10.0 FINANCIAL CONDITIONS

10.1 SCRHA Board Financial Income Statement (7111030) to January 31, 2017

As of January 31, 2017, we are just below a \$9000 surplus.

10.2 SCRHA Statement of Operations to January 31, 2017

Highlights included:

- Revenue – We are close to where we anticipated we would be at this point and time.
- Expenses – We are a bit behind on salaries. We anticipate that next month, we will be in favourable position. We are showing surpluses in some areas.
- We overspent in transfers to Affiliates, due to collective agreement increases that occurred after we budgeted for these costs.
- Our below the line transfers are in a surplus position.
- Out of scope management positions (e.g. administrative-type positions) have been frozen. By March 31, 2017, the Ministry would like us to have achieved the targeted surplus.
- As of the end of January 2017, we are showing a surplus of slightly less than one day of operating expenses.

10.3 Sun Country Regional Health Authority Board Report Template to January 31, 2017

It was mentioned that since the February 2017 Board meeting fell a week earlier, the Board template was not available at this time. The statement will be available next month.

10.4 Budget 2016/17

Highlights included:

- We are on track with our budget and anticipate that we will end the year in a slight surplus position.
- Unionized positions are being filled, but, in the main, out of scope positions have been frozen.

10.5 Budget 2017/18

- Leadership and Finance have started the 2017/18 budget process with the direction of a status quo budget.
- To date, we haven't received targets from the Ministry, and we anticipate that we won't until budget day towards the end of March 2017.
- We will need to find savings, and it will be a stringent budget.

11.0 BOARD BUSINESS

11.1 Quality Improvement Report - November to December 2016

Highlights included:

- There's been a 34% increase of reporting from the previous period.
- There were no code 4 or critical incidents.
- We are looking at the root causes of falls.
- We conducted a mistake-proofing session regarding sharps in garbage cans.
- The report also included a bouquet for the work conducted by the Patient and Family advisors.
- Page 5 of the report indicates the tools utilized for root cause analysis.
- The report also contains an ongoing report to the SCRHA Board pertaining to the status of the intake and placement process for long term care. 35 clients are on the waiting list, a large decrease from original baseline. Screening has been done very expeditiously and clients have been offered a bed in a very timely manner, with some clients immediately being offered a bed in their facility of choice.

11.2 Patient Safety and Risk Management Dashboard Quarter 3, 2016

Highlights included:

- The report is for the period of October to December 2016.
- For medication reconciliation, we are above target at 98% at admission at acute care facilities. Our target for discharge remains a challenge; however, we are getting closer to achieving that target.

- The rate of MRSA infections has increased. Staff need to be more diligent in handwashing, and ensuring proper cleaning of high touch areas.
- 100% of concerns were resolved.

11.3 Health Transformation Update

Highlights included:

- The latest update was sent out this morning.
- The VP of Human Resources is on the Joint Health and Human Resources Committee, and the VP Corporate and Finance is on the FMC Committee.
- The IT sector was the first to be looked at. Several meetings are being held to inform work streams, governance, and legislation.
- The eHealth IT consolidation task teams will meet over the next few months. For SCHR, the impact on IT will be very minimal, as 2.5 of our IT staff are already eHealth staff.
- The Ministry has offered the option to CEOs and VPs of expression of interest for a voluntary separation package. Any VP or CEO who is interested in applying has until March 1, 2017 to submit their application. Decisions on who will be offered a package will be decided by the middle of March.

12.0 CORRESPONDENCE

There were no items under correspondence.

13.0 NEXT BOARD MEETING

March 29, 2017

RHA Board Meeting

1:30 p.m.

Conference Room , Tatagwa View

Weyburn

14.0 ADJOURNMENT

The meeting was adjourned at 1500 hours by D. Rodine