

**SUN COUNTRY REGIONAL HEALTH AUTHORITY**

**MINUTES  
June 24, 2015**

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

**PRESENT**

Marilyn Charlton	RHA Chairperson
Karen Stephenson	RHA Member
Derrell Rodine	RHA Member
Gary St. Onge	RHA Member
Robert Brickley	RHA Member
Audrey Trombley	RHA Member

**STAFF**

Marga Cugnet	President and CEO
John Knoch	VP – Corporate and Finance
Murray Goeres	VP – Health Facilities
Dr. Dimitri Louvish	VP – Medical
Janice Giroux	VP – Community Health
Chris McKee	Executive Director – Kaizen Promotion Office
Joanne Helmer	Communications Coordinator
Melanie Hartness	Recording Secretary

**REGRETS**

Chris Cecchini	VP – Human Resources
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**1.0 CALL TO ORDER AND ADOPTION OF AGENDA**

M. Charlton called the meeting to order at approximately 1336 hours.

30/15

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

**Carried.**

That the Sun Country Regional Health Authority adopts the Regional Health Authority agenda for June 24, 2015 with the following additions:

9.4 SCRHA Auditors Report

10.8 Issue Paper – Border-line Housing Fire Sprinkling System

10.9 Issue paper – SJH Cooling System

**2.0 CONFLICT OF INTEREST**

No conflict of interest was declared.

**3.0 PRESENTATION**

**3.1 LEAN Leader Certification – Wanda Miller**

Wanda Miller was presented with her Lean Leader certificate of completion.

**4.0 SCHR WALL WALK – STRATEGY PLAN 2015-16**

M. Cugnet and Leadership Team members conducted a Wall Walk at 1337 hours and provided a report out on the 2015-2016 Strategic Plan. The Wall Walk was completed at 1357 hours. Thank you to all those that work on the Visibility Wall.

**5.0 ADOPTION OF MINUTES****5.1 Regular RHA Minutes – May 27, 2015**

A copy of the May 27, 2015 Regular RHA minutes was circulated to all members.

31/15

**Moved by G. St. Onge and A. Trombley****CARRIED**

That the Sun Country Regional Health Authority adopts the Regular RHA minutes of May 27, 2015 as presented.

**6.0 BUSINESS ARISING FROM THE MINUTES**

There was no business arising from all the minutes presented.

**7.0 REPORT OF THE CHAIRPERSON for June**

June 5, 2015 M. Charlton participated in a conference call on the Seniors initiative. SCHR has one year to rollout the Seniors initiative as a Hoshin.

Marilyn attended the SCHR long service awards. Sharon Schindel received an award for 45 years. This speaks to the long time that staff are with us. The retirees and their service was also recognized.

**8.0 PRESIDENT AND CEO REPORT**

Highlights:

- Staff safety – “Watch your Back” campaign continues.
- Gentle Persuasion training is being provided.
- Oxbow – discussion continued regarding the proposed Helipad.
- RN recruitment continues and SCHR is currently working with a contract agency.
- Redvers set to re-open in August.
- Therapies – the waiting list is growing due to a staff vacancy. The team is working in groups and re-organizing to alleviate some of the back log.
- Scooter Awareness training – Scheduled for Redvers, Carlyle and Lampman and there are plans to hold sessions in Estevan and Weyburn
- Health Quality Symposium was held in Estevan.
- Primary Health – 2 Physicians have not renewed their contract but replacements have been recruited and by January there will be a full complement.
- Recruitment – there continues to be challenges in hiring into cook positions.
- Mental Health – SCHR provides a 12 hour training course on Mental Health First Aide.
- The contract with Can Talk for interpretation services is being finalized.
- Public Health – M. Cugnet presented some stats on recent outbreaks.
- Infrastructure – the heating system at Coronach is being replaced.
- Planning for the Sunset Haven sprinkler system continues.

- Steering Committee for the new WGH had its first meeting. A Consultant will be meeting with a group of physicians, staff and administrators. SCHR met with city regarding the site options.
- Lean – 96% of staff have participated in Kaizen Basics training.
- A CT scanner has been purchased. SCHR is finalizing the contract for the turn-key operations. Anticipate start of program is October 2015.
- Arcola has had 800 injury free days. Managers must learn from the good work they are doing and spread it across region. Staff had a celebration of this significant achievement.

## 9.0 FINANCIAL CONDITIONS

### 9.1 Provincial Auditors Report

The Provincial Auditors Report has been received. There were no specific recommendations for SCHR but there were recommendations for other Health Regions (Regina Qu'Appelle Health Region & Five Hills Health Region) that will be reviewed to ensure that SCHR meets these recommendations as well.

### 9.2 SCRHA Board Financial Income Statement (7111030)

The Leadership Team thanked the board for working within the allocated budget. Advertisement was almost at budget, but this does not happen often.

Using conference calls / telehealth to reduce travel is working well when meeting with provincial teams.

### 9.3 SCHRA Statement of Operations to May 31, 2015

The Statement of Operations was circulated to Board. The forecasted revenue budget is on target. There are a few expenses: compensation / salary and repairs budgets are being watched closely. The Region is currently at a modest surplus.

### 9.4 SCHR Auditor's Report

The Board approved the Internal Auditors report last month but there were some additions. The Auditor noted that the agreement with Border-line Housing is not signed. The leadership team is working on correcting this for next year.

32/15

Moved G. St. Onge/D. Rodine

**CARRIED**

That the Sun Country Regional Health Authority approves the final draft of the Internal Auditors' Report including the forth coming amendments.

## 10.0 BOARD BUSINESS

### 10.1 RMHC Demolition Project

#### 10.1 Demolition Contract Award

Demolition of the vacated Radville Marian Health Centre has begun. Abatement of asbestos has started. There is now fencing around the perimeter. The project is on schedule and it is expected that by

September the project should be completed including the restoration of the site.

SCHR has been working closely with community members and there are no concerns so far.

Because there is asbestos in the building there are procedures in place to keep the risk of exposure to a minimum. The contract staff will be trained on working in the area where there is asbestos.

33/15

**Moved by K. Stephenson/D. Rodine****CARRIED**

That the Sun Country Regional Health Authority accepts the recommendation of the Committee of the Whole and approves awarding of the contract to Silverado Demolition Operation Inc. to demolish the Radville Marian Health Centre.

### **10.2 Capital Planning – Weyburn General Hospital**

J. Knoch participated in a 3P in Prince Albert to see the process of how Lean tools were used for patient flow and using models to test assumptions.

SCHR will be developing a 3P for the Weyburn General Hospital.

At Prince Albert they have completed their functional plan and are working on their 3P, so they are a little ahead of us in the progress of their project.

Front line staff and patients will be involved in the 3P planning and design phases as well as the follow on for the 30, 60, 90 day reviews. Staff and patients provide valuable advice on the space as they will be there every day.

Marga drafted a letter to request a representative from the City of Weyburn sit on the WGH Planning Committee.

K. Stephenson sits on the Weyburn and District Hospital Foundation committee. They have met their funding goal for the facility and are working on raising funds for equipment. A donation from the RM of Griffin has been received – this will help increase the opportunities for fundraising. On behalf of the Board and SCHR Leadership K. Stephenson will send a thank you for their work.

### **10.3 2014-2015 Annual Report (Draft)**

A draft Annual Report was circulated to the board.

The final version will be released at the end of July and posted on the SCHR Website.

The Board thanked Joanne Helmer for her work in completing the document.

34/15

**Moved by A. Trombley and K. Stephenson****CARRIED**

That the Sun Country Regional Health Authority approve the draft with forth coming amendments of the 2014/2015 Annual Report and directs M. Cugnet, President and CEO to submit this document to the Ministry of Health for approval and for tabling in the legislative assembly.

**10.4 Patient Safety & Risk Management Dashboard**

Circulated the Patient Safety & Risk Management Dashboard.

Marga reviewed the stats. Janine Schenher does a great job – 97% of concerns are resolved in less than 30 days. Fire Drills are at 95%.

There was one critical incident and there were some recommendations as a result of the investigation.

**10.5 LEAN Report Kaizen Event - WGH Lab Information Flow**

A Kaizen event was held in September and resulted in 7 changes to the flow of information in the Lab. The main focus of the event was to eliminate errors due to not having the correct physician's name on the requisition which caused physicians to receive results that they shouldn't and those that should did not receive a copy of the requisition. Dr. McCollam was part of the project.

Kaizen Planning:

There will be 2 RPIWs held in October and 2 in November.

5S and Kanban, Strategy Deployment will all be on the integrated timeline.

Many of the events could use corrective actions. There are 30, 60 and 90 day audits and you can always make improvements but after 90 days it should be ready for replication. When things are not measured they can slide back.

The Executive Director, KPO has been supporting La Ronge and Sunrise to certify their coaches. Provincially there has been a lot of sharing of resources so that every Region receives the required training.

**10.6 Quality Symposium**

Was a great day! Thank you to M. Charlton and K. Stephenson that attended.

Dr. Jenny Basran, Gerontology, was a great presenter. She realizes that she can't be everywhere so her mission is to create tools that other Doctors can use to move this work forward.

Dan Florizone spoke about quality improvement, Lean and our journey so far.

Jacque Williams was the patient representative. She gave a really positive presentation. Jacquie talked about the positive interactions and drove home that staff and patient connections are so important.

There were really great breakout sessions.

#### **10.7 Employment Recognition Long Service Event**

Thank you to the organizing committee – the event was well attended. Sharon Schindel received a 45 year award. Many of the award recipients were in attendance.

#### **10.8 Issue Paper – Border-Line Housing Fire Sprinkling System**

The Board was advised that the installation for the Boarder-Line Fire Sprinkling System cost is forecast at \$1,000,000,000. There is \$903,000 in funding in place but there are some shortfalls and this will be reported back to the Board.

Work on the Sprinkling System is to be started July 20<sup>th</sup>.

35/15

**Moved by G. St. Onge / A. Trombley**

**CARRIED**

The Sun Country Regional Health Authority Board approve up to \$1,000,000 for the installation of a fire sprinkling system for Border-Line Housing and designate signing authority for this project to the President and CEO.

#### **10.9 Issue Paper – SJH Cooling System**

The project came in under-budget. Forecast cost is \$880,000 so there is a surplus – asking the Ministry what we can do with the surplus.

This building is 25 years old and the need to replace infrastructure needs to be monitored so we can keep facilities in working order.

36/15

**Moved by K. Stephanson / G. St. Onge**

**CARRIED**

That the Sun Country Regional Health Authority approve up to \$1,000,000 for the replacement and installation of a cooling system for St. Joseph's Hospital and designate signing authority for this project to the President and CEO.

### **11.0 BOARD EDUCATION**

#### **11.1 Privacy and Confidentiality Presentation**

There is no standard for retaining electronic records so we follow the current standards for paper records.

Citizen portal – similar to health viewer – would allow patients to login and see their Health information. K. Bostock is attending a presentation on the Citizen Portal tomorrow. The timeline for implementation is not known.

The Health Information Management (HIM) department is planning training for the Fall focused on privacy breaches occurring in our coffee rooms.

Protocol for suspensions – termination if staff breach confidentiality - this is on an individual basis and is left up to HR and the manager. HIM supports HR and the managers to work through the process. Try to align discipline across province.

HIM will be invited back to provide information on la FOIP requests.

**12.0 CORRESPONDENCE**

An invitation to the September or October Board meeting.

CUPE Union's request for LPN presentation will be addressed by an invitation to the September or October Board meeting.

**13.0 NEXT MEETING**

The next regular RHA meeting is scheduled for Wednesday, September 30, 2015 at 1:30 p.m., Conference Room I, Tatagwa View, Weyburn, Sk.

**14.0 ADJOURNMENT**

By August there may be a new Board appointed. Thank you to all the Board members and Leadership for the past years and we feel fortunate to have had such a good relationship.

The RHA members thanked Marilyn for her service as the Chair.

A. Trombley adjourned the meeting at approximately 1530 hours.

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Marilyn Charlton, Chairperson

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Marga Cugnet, President and CEO