


Date: March 10, 2023



Time: 1:00pm-2:30pm

Location: ZOOM

Invited: Debbie Derouin, Marianne Fletcher, Tam Gallagher, Melissa Cummins, Sarah James, Leslie Motz, Justine Boyd, Kelly Book, Sara Pereira, Emma Hillman (recorder), Emma Cullen Shaw

Absent:

Item	DESCRIPTION	
1.0	Call to order	
2.0	Approval of Agenda	
3.0	<p>Approval of Previous Minutes</p> <p>February HAC Minutes</p>  <p>HAC Minutes - February 2023.pdf</p>	Approved
4.0	<p>Outstanding Items/Action Items:</p> <p><i>ACTION:</i> Sara to follow up w Taherul for a draft mock-up of the workflow of IWAs and to outline the process for online Workload forms</p> <ul style="list-style-type: none"> - Sara met with Taherul to discuss the workflow of online Workload forms to ensure the process follows the CA language for Workload forms - Sara to include Melissa Cummins on all Online workload communications going forward 	
5.0	<p>Ongoing/Standing Agenda Items</p> <p>5.1 – Article 10.11, 10.12 & 10.16</p> <p>10.11 (d) Outside of BU</p> <p><i>When applicable</i></p> <p>10.12 (c) Agency</p> <p><i>Provided by Finance Quarterly</i></p> <p>- Q4 due April 2023</p>	

	<p>10.16 (b) Vacancies Filled, Rescinded, Unfilled <i>Provided monthly</i></p> <p>10.16 (d) RN/RPN Ratio Date <i>Provided by Payroll semi-annually on March 31 and September 30</i> <i>- Next report due March 31, 2023</i></p> <p>17.8 EI Rebate <i>Provided by Finance following first pay in April</i></p> <p>5.2 HAC Trends</p> <p>5.3 IWA Forms On-Line Update</p>	
6.0	<p>Workload Forms</p> <p>6.1 5S100 – Stacey Shepherd</p> <p> Feb 12, 2023 - 5S100.pdf</p> <p>*DEFER to April*</p> <p>6.2 7S100 – Amar Singh</p> <p> February 9, 2023.pdf</p> <p><i>Amar Singh attended to speak to the above workload</i></p> <ul style="list-style-type: none"> - Has hired an additional FT RN since workload was submitted - Correct IWA to reflect 0 service support – currently says 1 - Have since implemented Telemetry monitors in both 7 South 100 and 200 	<p>5S100 IWAs Deferred</p> <p>Amar Singh @ 1:05pm</p>
7.0	<p>New Business</p> <p>No new business</p>	
8.0	<p>Review of Action Items from this Meeting:</p> <p><i>ACTION: Sara to include Melissa Cummins on all Online IWA updates</i></p>	
9.0	<p>Adjournment</p>	
<p>NEXT MEETING: April 14, 2023</p>		