

 <p>HALIBURTON HIGHLANDS HEALTH SERVICES <i>Leaders in Innovative Rural Health Care</i></p>	<p>HALIBURTON HIGHLANDS HEALTH SERVICES</p> <p>OPEN SESSION Minutes of the Meeting of the Board of Directors</p>
<p>Date: December 5, 2019</p>	<p>Time: 4:00 p.m. Location: Haliburton Board Room</p>

<p>Members present:</p> <p>Jeff Gollob, Board Chair (<i>via telephone</i>) Carolyn Plummer, President and CEO Jane Adams Dave Bonham John Kay Linda Dietrich David O'Brien Irene Odell Don Pierson Jan Walker Dr. Keith Hay, Interim Chief of Staff Dr. Diane Duff, VP Clinical Services and CNE (<i>via telephone</i>)</p>	<p>Administration:</p> <p>Marlene Vieira, Executive Assistant (Recorder) Kathy Newton, VP Clinical Services and CFO Stephanie MacLaren, VP, Community Programs</p> <p>Regrets:</p> <p>Dr. Norm Bottum, President of Medical Staff David Gray, Board Vice-Chair Paul Morissette Theresa MacDermid</p>
--	---

1.1 CALL TO ORDER

Jan Walker, Quality Committee Chair, chaired the meeting on behalf of the Board Chair; she called the Open Session of the Board Meeting to order at 3:00 p.m.

1.2 Approval of Agenda

MOTION: Moved by David O'Brien, seconded by Linda Dietrich
THAT the agenda be approved.

Carried

1.3 Declaration of Conflict of Interest

There were no conflicts of interest declared.

2.0 Consent Agenda

MOTION: Moved by Irene Odell, seconded by Don Pierson
THAT the consent agenda of the December 5, 2019 Meeting of the Board of Directors, as follows, be approved:

(Continued...)

(Consent Agenda Continued)

BOARD OF DIRECTORS

THAT the Minutes of the Board of Directors' Meeting, held October 31, 2019, be approved.

MEDICAL ADVISORY COMMITTEE

THAT the Minutes of the Medical Advisory Committee Meeting, held October 17, 2019 be received.

CORRESPONDENCE RECEIVED:

THAT the Minutes of the Highland Wood Residents' Council Meeting, held November 6, 2019, be received.

THAT the Minutes of the Hyland Crest Residents' Council Meeting, held November 12, 2019, be received.

Motion Carried

3.0 BUSINESS ARISING FROM PREVIOUS BOARD MEETINGS

There were no outstanding items from previous Board meetings.

4.0 NOTICE OF MOTIONS

No notices of motion were received.

5.0 COMMITTEE REPORTING

5.1 Executive Committee

Board Chair, Jeff Gollob, reported that the last meeting of the Executive Committee was held on November 12, 2019 and had included discussion on accreditation preparation.

5.2 Finance Committee

Finance Committee Chair, David O'Brien, reported that the Finance Committee met on November 12, 2019 and the meeting addressed some of the following business: deficit position of \$205K, largely attributed to operating pressures resulting from Highland Wood closure in the first quarter, 2019-20; 2020-21 Operating Plans for submission to the Central East LHIN were reviewed.

MOTION: Moved by Irene Odell, seconded by John Kay
That the Financial Statements at end of September 2019 be approved.
Carried

MOTION: Moved by David O'Brien, seconded by Scott Addison
That the Operating Plan Assumptions and Draft Budget Submission for HAPS, LAPS, and CAPS for 2020-21, be approved.
Carried

5.3 Quality Committee (QC)

Quality Committee Chair, Jan Walker, reported that the QC has not met since the last report to the Board. The next meeting is scheduled for December 16, 2019.

5.4 Medical Advisory Committee (MAC)

Interim Chief of Staff, Dr. Keith Hay, reported that the MAC met on November 21, 2019 and the meeting included: presentation from the company (Epic) providing the Clinical Information System; review of a brochure on End-of-Life services (palliative and MAID).

5.5 Community Advisory Committee (CAC)

Chair of the CAC, John Smith, informed the Board about the CAC meeting held on November 7, 2019, which addressed some of the following items: welcome to new member, Bonnie Barry (Hyland Crest Family Council); review of final HHHS Ethics brochure; update on Client Experience Partner Engagement Framework. As well, three members of the CAC, along with other individuals, participated in HHHS' accreditation process as part of a client focus group with the accreditation surveyors.

5.6 Green Advisory Group

Irene Odell apprised the Board of a new group that was formed a few months ago which is led by Dr. Keith Hay, and includes staff membership and Board representation. The goal of the group is to look at HHHS becoming more environmentally responsible, reducing its carbon footprint, and helping with education of staff with respect to climate change and the environment. A student from Haliburton Highlands Secondary School has designed a logo for the group.

6.0 CEO's Report to the Board

Referring to her written report that had been pre-circulated, President and CEO Carolyn Plummer highlighted items in her report which included:

- Haliburton Highlands Ontario Health Team (OHT) is continuing in the development stage; a progress report is due to the Ministry of Health in January 2020
- 14 LHINs have been realigned to five interim and transitional regions
- a number of OHTs have been announced to date including the Durham OHT, Peterborough OHT and Northumberland OHT
- HHHS Updates:
 - starting the process of developing the annual Quality Improvement Plan
 - revised Ethics Policy and Frameworks was approved by the Board
 - Client Experience Partner Engagement Framework and Process has been developed
 - Accreditation Canada surveyors completed their survey and final report will be issued in 21 days
 - Auditor General Report – will be reviewed
 - Clinical Information Systems (CIS) – presentation made by vendor, Epic, to staff and physicians on November 21st
 - Youth Wellness Hub officially opening soon

(Continued...)

6.0 CEO's Report to the Board

- planned power outage occurred on November 24; HHHS had an action plan and mitigation strategy to ensure operations were maintained safely during the outage; it went smoothly during the eight hours, but it was an opportunity to test out the planning process for a code grey; staff were commended for ensuring smooth operations during the power outage
- will be having a formal debrief on Highland Wood evacuation due to roof leak; on December 9 and 10 there will be facilitated focus groups for staff, family and residents, with a leadership debrief in January

7.0 OLD BUSINESS / STANDING AGENDA ITEMS

No items.

8.0 NEW BUSINESS

8.1 Client Experience Partner Engagement – Framework and Process

Referring to the above-noted documentation that had been pre-circulated to the Board, Vice-President, Community Programs, Stephanie MacLaren, informed the Board of the framework and process that was developed for client (HHHS patients, residents, clients) engagement. The process had included looking at all the ways HHHS gathers client satisfaction and the new framework will help the organization with providing patient-centred care and to bring client stories to the Board.

9.0 FOUNDATION AND AUXILIARIES

9.1 HHHS Foundation

Lisa Tompkins, Executive Director of the Haliburton Highlands Health Services Foundation (HHHSF), updated the Board on the following fundraising items: Cash for Care Lottery (first early bird draw was held December 2nd and next early draw will be held in January); Christmas Holiday Campaign (digitizing of x-ray).

9.2 Minden Health Care Auxiliary

Anne Stephens, Co-President of the Minden Health Care Auxiliary, reported on the following activities: new board of directors was elected at AGM in November, with President and Vice-President now rather than three Co-Presidents; successful Christmas Lunch and Sale held on November 23; \$2,100.00 raised and a donation of \$1,000.00 received; draw for "Feasting in the Highlands"; Gift Shop doing well with introduction of accepting credit cards.

9.3 Haliburton Hospital Auxiliary

There was no report.

10.0 PUBLIC QUESTION PERIOD

There were no questions.

11.0 OTHER MATTERS

There was no other business.

11.1 ADJOURNMENT AND NEXT MEETING: The next meeting of the Board is to be held on January 30, 2020.

MOTION: Moved by Irene Odell, seconded by John Kay
THAT the meeting adjourn at 4:35 p.m.

Carried

Jeff Gollob, Board Chair

ACTION ITEMS / FOLLOW-UP FROM BOARD MEETINGS

Source	Description	Responsibility	Completion
	No items		