



HALIBURTON HIGHLANDS HEALTH SERVICES

DRAFT MINUTES

REGULAR OPEN MEETING of the BOARD OF DIRECTORS

Thursday, February 27, 2025 / 2:00 pm / HHHS Boardroom

Members:	Irene Odell, Board Chair* Diana McNiven, Director* Kurtis Bishop, Director* Sharon Kaasalainen, Director* Clifford Ottaway, Director* Dr. Keith Hay, Chief of Staff	Mark Bell, Director* Connie Phillipson, Director* Don Pierson, Director* Charlotte Snider, Director* Michael Tambosso, Director* Al Aubry, Director*
Ex-Officio:	Veronica Nelson, CEO	Jen Burns West, CNE & VP
Regrets:	Dr. Norm Bottum Liz Danielson, Director*	John Herald, Director* Jennifer Dailloux, Director*
Guest:	Ulvi iskhagi-Bayat, CFO	
Staff	Michel Henry, EA, Recorder	
Resources:		
*counts toward quorum		

1. **CALL TO ORDER**

Irene Odell, Chair, called the (Open) meeting to order at 2:00 pm.

The Chair recognized public member in attendance and informed them of an opportunity to ask questions after the Open meeting adjourned.

1.1 **Quorum** – Quorum was confirmed.

1.2 **Approval of Agenda** – The agenda was reviewed and there were no changes.

MOTION: *THAT the agenda be approved as circulated.*

Cliff Ottaway/Don Pierson, **CARRIED.**

1.3 **Declarations of Conflict of Interest** – None declared.

2. **CONSENT AGENDA**

Items identified as part of the consent agenda were pre-circulated and the related motions were presented as follows:

1. **MOTION:** That the draft minutes of the (Open) Board of Directors meeting of January 30, 2025 be approved.

2. **MOTION:** That the (OPEN) draft minutes of the Quality, Governance & Planning Committee meeting of February 11, 2025 be received.

3. **MOTION:** That the (OPEN) draft minutes of the Finance, Resources & Audit Committee meeting of February 13, 2025 be received.

4. **MOTION:** That the Board of Directors approves the Board of Directors, Banking and Investments Policy POL.GOV.36747.

5. **MOTION:** That the Board of Directors approves the Financials Authorizations Policy POL.GOV.34535.

6. **MOTION:** That the Board of Directors approves the Job Description, Chief of Staff Policy GU.ADM.37856.

7. **MOTION:** That the (OPEN) draft minutes of the Finance, Resources & Audit Committee meeting of February 18, 2025 be received.

8. **MOTION:** That the minutes of the Hyland Crest Residents Council meeting of February 2025 be received.

9. **MOTION:** That the minutes of the Highland Wood Residents Council meeting of February 2025 be received.

Thereafter, there was a

MOTION: *THAT the Board of Directors approves motions 1 through 9 on the (Open) Consent Agenda for February 27, 2025.*

Mark Bell/Diana McNiven, **CARRIED.**

3. **BOARD BUSINESS – QUALITY, GOVERNANCE & PLANNING COMMITTEE**

3.1 Quality, Patient Safety & Patient Experience (QPSPE) Report Q3

CNE Jen Burns West provided some highlights from the QPSPE report including developing plans for the 2025/2026 Quality Improvement Plan (QIP) and highlighting the indicators noting that the final draft will be presented to the Quality, Governance and Planning Committee in March. The program Pay for Results (P4R) was explained.

3.2 HHHS Cyber Awareness Training

CEO Nelson reported the difficulty with Board members getting access to the Cyber Awareness Training, which had now been repaired. In March, the list of required education will be presented to the Quality, Governance & Planning Committee.

4. **BOARD BUSINESS – FINANCE, RESOURCES & AUDIT COMMITTEE**

4.1 2024/25 Operating Q3 Results

CFO Ulvi iskhagi-Bayat presented the Q3 operating results noting that despite expecting a deficit, the embargoed funding has positioned the organization in a surplus position. It was

explained that a surplus is required to offset the current working capital deficit which is just over \$6MM.

4.2 2025/26 Operating Budget

CFO Ulvi iskhagi-Bayat presented the 2025/26 draft operating budget noting that it was prepared pre-tariffs. Because funding is unknown at this point, the proposed budget shows an \$8M deficit which excludes all one-time funding that had been previously received. Mark Bell, Chair of Finance, Resources & Audit Committee, stated the expenses are in line with current year and therefore, an acceptable plan. Discretionary spending remains in effect. It is expected that more details on funding will be provided in May.

Thereafter, there was a

MOTION: THAT the Board of Directors approves the 2025/26 Operating Budget.

Mark Bell/Sharon Kaasalainen, **CARRIED.**

5. BOARD BUSINESS – EXECUTIVE COMMITTEE

5.1 No meeting was held this month.

6. REPORTS

6.1 Report of the Chief of Staff

In addition to his written report, Dr. Hay informed the Board that the General Internist had begun an outpatient clinic one Friday per month with inpatient and long-term care residents consults on Saturday. Plans for a gynecologist to open an outpatient gynecology clinic four days per month would begin in April. Along with referrals from primary care, she would also attend patients without a primary care provider. Dr. Hay further reported having been in touch with two family physicians from the UK who seemed interested in Haliburton. Dr. Hay responded to questions regarding medical residents in the Emergency Department during the busy summer season.

MOTION: THAT the Board of Directors receives the Report of the Chief of Staff.

Al Aubry/Connie Phillipson, **CARRIED.**

6.2 Report of the Chief Executive Officer

In addition to the written report, an update was provided regarding two high school students starting here in September as part of a co-op program. Our partnership with Nipissing University will continue providing community placement opportunities for nursing students.

Following an opportunity for discussion, there was a

MOTION: THAT the Board of Directors receives the Report of the President & CEO.

Connie Phillipson/Diana McNiven, **CARRIED.**

7. OTHER BUSINESS

7.1 Next Meeting Date:

The next Board meeting was scheduled for Thursday March 27, 2025.

8. **FOR INFORMATION**

8.1 Canadian Medical Association Journal Article – Supporting Future & Current Rural Physicians

8.2 Primary Care Action Plan

9. **MOTION TO ADJOURN THE OPEN MEETING & MOVE INTO THE CLOSED MEETING**

On a motion by Al Aubry, the open meeting adjourned and following a brief break, the closed portion of the meeting would commence.

Chair

Date