

 <p><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: January 25, 2018</p>	<p>Time: 3:00 p.m. Location: Minden Board Room</p>

<p>Members present:</p> <p>Dave Bonham, Board Chair Carolyn Plummer, President and CEO David Gray John Kay Paul Morissette Dorothy Owens (<i>via telephone</i>) Don Pierson Jan Walker (<i>via telephone</i>) Dr. Kristy Gammon, Chief of Staff</p>	<p>Administration:</p> <p>Marlene Vieira, Executive Assistant (Recorder) Kathy Newton, VP, Clinical Services/CFO Stephanie MacLaren, VP, Community Services</p> <p>Regrets:</p> <p>Dr. Norm Bottum, President of Medical Staff Jeff Gollob Scott Addison</p>
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1.0 CALL TO ORDER

Board Chair, Dave Bonham, called the Board Meeting to order at 3:05 p.m.

1.2 Approval of Agenda

The following items were added to the agenda:

Item 8.2 - Resignation of Annette Richardson

Item 8.3 - Nominating Committee Update

MOTION: Moved by Don Pierson, seconded by John Kay
THAT the agenda be approved, as amended.

Carried

1.3 Conflict of Interest

There were no conflicts of interest declared.

2.0 Consent Agenda

MOTION: Moved by Paul Morissette, seconded by Dorothy Owens
THAT the consent agenda of the January 25, 2018 Meeting of the Board of Directors, as follows, be approved

(Continued...)

2.0 Consent Agenda (Cont'd)

BOARD OF DIRECTORS

THAT the Minutes of the Board of Directors' Meeting held November 30, 2017 be approved.

MEDICAL ADVISORY COMMITTEE

THAT the Minutes of the Medical Advisory Committee Meeting held December 21, 2017 be received.

QUALITY COMMITTEE

THAT the Minutes of the Quality Committee, held December 11, 2017 be received.

CORRESPONDENCE RECEIVED: (attached)

THAT the Minutes of the Highland Wood Family Council Meeting held November 22, 2017 be received.

THAT the Minutes of the Highland Wood Residents' Council Meeting, held December 13, 2017 be received.

THAT the Minutes of the Highland Wood Residents' Council Meeting, held January 10, 2018 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 – Nil

5.0 COMMITTEE REPORTING

5.1 Executive Committee

Board Chair, Dave Bonham, reported that the Executive Committee met on December 11, 2017 and January 22, 2018. Those meetings addressed some of the following matters: strategic planning refresh session held in December 2017; report on meeting of collaborative governance committee; board representation on the Central East LHIN. It was noted that feedback and the summary from the strategic planning refresh will be developed into a formal document for distribution in upcoming months.

The Executive Committee had also reviewed revised terms of reference for the Community Advisory Committee. President and CEO, Carolyn Plummer, explained that the terms of reference have been updated and the Committee will be renamed "Patient, Family and Community Advisory Committee". The updated terms of reference were also presented and approved at the last meeting of the Community Advisory Committee.

MOTION: Moved by John Kay, seconded by David Gray
THAT the Terms of Reference for the Patient, Family and Community Advisory Committee, as attached, be approved.

Carried

5.2 Finance Committee

David Gray, Finance Committee Chair, provide a report on the meeting of the Finance Committee, held on January 22. The meeting had included discussions on some of the following: financial statements ending November 2017; completion of palliative centre on budget; draft 2018-19 Budget for submission to the Central East LHIN; 2017-18 Capital Equipment List and draft 2018-19 Capital Equipment List; Grants and Special Funded Projects.

The following motions were brought forward from the Finance Committee.

MOTION: Moved by David Gray, seconded by Paul Morissette
THAT the Finance Committee recommends to the Board,
That the Financial Statements ending November 2017, and the draft Third Quarter Report, be approved.

Carried

MOTION: Moved by David Gray, seconded by Dorothy Owen
THAT the 2018-19 budget (Hospital Annual Planning Submission, Community Annual Planning Submission and Long-Term Care Annual Planning Submission), as presented with a projected net surplus of \$35K, be approved; subject to any further LHIN requested adjustments that would not result in any material change to net financial position.

Carried

MOTION: Moved by David Gray, seconded by Don Pierson
THAT the President and Chief Executive Officer be delegated authority to sign on behalf of the Board in the event the Corporation's approval is required for final submissions to the Central East LHIN. (The Board will be informed should this be required.)

Carried

Chair Bonham thanked VP, Support Services/Chief Financial Officer, Kathy Newton, President and CEO, Carolyn Plummer, staff, and the Finance Committee, for the remarkable achievement of the past year balancing the budget, particularly with no changes made to programs.

5.3 Quality Committee (QC)

Chair Bonham provided a report on the QC Meeting held on December 11, 2017, which had included the following matters: credentials process; exit interviews (offered to all staff or the option of having one carried out by the Employee Assistance Program); draft 2017-18 Quality Improvement Plan. CEO Plummer spoke about the criminal records check process and informed the Board that HHHS has had discussions with Health Force Ontario and the Ontario Hospital Association, and both groups will take the matter up with the College of Physicians and Surgeons to determine if there could be some streamlining for credentialing as it relates to police record checks.

5.4 Medical Advisory Committee (MAC)

Dr. Kristy Gammon, Chief of Staff, updated the committee on the business of the MAC, noting the most recent meeting had been held on January 18, 2018. Discussion had included the following items: access to primary care; regional credentialing and recruitment; order sets; continuing education projects; behavioural supports education; managing surge capacity in the hospital; review of draft 2017-18 Quality Improvement Plan. As well, Dr. Gammon informed the Board about a new family physician, Dr. Devon Tillbrook, who will work at the Haliburton Family Medical Centre and in the Haliburton Hospital Emergency Department.

5.5 Community Advisory Committee (CAC)

There was no report.

6.0 Report of President and CEO

Referring to the CEO's report that was pre-circulated with the agenda, CEO Plummer provided a report to the Board that included highlights on the following items:

- Provincial and Central East LHIN Updates
 - Transitions in Care / Health Quality Ontario
 - Auditor General's Report
 - Ontario Hospital Association
- HHHS Updates
 - Special thanks for Christmas Day meals provided by McKeck's Tap & Grill
 - National Non-Smoking Week
 - Rural Health Hub Update
 - Strategic Plan Refresh Update
- HHHS Program Reports
 - Community Programs
 - Community Paramedicine Program
 - Meals on Wheels Pilot Project with SIRCH
 - Emergency Response System Upgrade
 - Clinical Services
 - New Interim VP Clinical Services/Chief Nurse Executive
 - Quality-Based Procedure Order Sets
 - Flu Season
 - Bone Mineral Densitometry Service now available
 - Support Services
 - Facilities Update (special funding and grants for improvements at both facilities)

There were no questions of clarification on the CEO's report.

7.0 OLD BUSINESS / STANDING AGENDA ITEMS

No items to report.

8.0 NEW BUSINESS

8.1 Resignation of Annette Richardson

MOTION: Moved by John Kay, seconded by Don Pierson
THAT the resignation of Board Director, Annette Richardson, be received
Carried

Chair Bonham recognized the contributions of Annette Richardson who joined the HHHS Board in June 2014 from the Community Care board during the year of integration with Community Care.

8.3 Board Membership / Nominating Committee Update

Past Board Chair and Nominating Committee Chair, John Kay, reported that HHHS will be advertising in February for new Board members and hopes to recruit two more new directors for the Board. The advertisement will outline what skills the Board is looking for, and the Nominating Committee will interview applicants late March or early April. Based on the matrix of skills, candidates will be chosen and recommended for nomination at the Annual General Meeting on June 22, 2018.

9.0 FOUNDATION AND AUXILIARIES

9.1 HHHS Foundation

Lisa Tompkins, Executive Director of the HHHS Foundation, reported that the bone densitometry equipment is now in use at HHHS, and she thanked donors for contributing to the fundraising. She also noted that \$124K was raised through the 2017 Christmas campaign and the funds will support purchase of priority equipment. Hike for Hospice will be re-launched on May 6, 2018.

9.2 Minden Health Care Auxiliary

Val DuManoir, Co-President of the Minden Health Care Auxiliary, provided highlights of the Minden Health Care Auxiliary's work, which included: new fundraising activities identified; Gift Shop to be restocked for spring/summer season.

9.3 Haliburton Hospital Auxiliary

Jacqui Clarkson, President of the Haliburton Hospital Auxiliary, was not able to attend the meeting; there was no report.

10.0 PUBLIC QUESTION PERIOD

Jenn Watt of *The Echo*, referring to the CEO's report, asked if the Meals on Wheels pilot is to be adopted. Stephanie MacLaren, VP Community Services, responded that it is anticipated it would be after some logistics are resolved. She also noted that it would involve preparation of 17,000 meals per year and 1 or 1.5 employees.

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10.0 PUBLIC QUESTION PERIOD (Cont'd)

Kenny Trenton of *Moose FM* asked about the Community Paramedicine program and whether there is infrastructure to accommodate growth. Stephanie MacLaren acknowledged that there is capacity to grow and take on more clients. At this point, it is too soon to have statistics related to its success in avoiding visits to the Emergency Departments.

Mark Arike of *The Highlander* asked about board/Haliburton representation on the Central East LHIN board of directors. CEO Plummer noted that there has been no representation for about a year (since Marg Risk was a director at the LHIN).

In addition to further questions from Mark Arike, it was confirmed that the final cost for the Palliative Centre was \$1,250,928. CEO Plummer agreed to provide a definition of patient surge capacity following the meeting.

With respect to the status of the Haliburton Youth Hub, VP, Stephanie MacLaren, confirmed that an application was submitted with a great deal of support from agencies in the community (17 letters). The community partners are actively exploring ways to make it a reality regardless of the funding (through CAMH). The proposal was for \$300K annually for a period of three years, plus \$100K philanthropic donation for capital costs.

11.0 ADJOURNMENT AND NEXT MEETING

11.1 NEXT MEETING: The next meeting of the Board is to be held on March 29, 2018 in the Haliburton Board Room.

MOTION: Moved by Don Pierson, seconded by Paul Morissette
THAT the meeting adjourn at 4:05 p.m.

Carried

Dave Bonham, Board Chair

ACTION ITEMS / FOLLOW-UP FROM BOARD MEETINGS

Source	Description	Responsibility	Completion
January 25, 2018	There were no items for follow up.		