

 <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 26, 2017</p>	<p>Time: 3:00 p.m. Location: Haliburton Board Room</p>

<p>Members present:</p> <p>Dave Bonham, Board Chair Carolyn Plummer, President and CEO Jeff Gollob, Vice-Chair Andria Cowan Colleen Dunning (via telephone) David Gray John Kay Paul Morissette Dorothy Owens Don Pierson Dale Robinson</p> <p>Dr. Kristy Gammon, Chief of Staff Michelle Douglas, Interim CNE</p>	<p>Administration:</p> <p>Kris Baird, Director, Human Resources Kathy Newton, Chief Financial Officer Stephanie McLaren, Director, Community Support Services April DeCarlo, Director, Long-Term Care Thomas Jones, Director, Integrated Mental Health Services</p> <p>Marlene Vieira, Executive Assistant (Recorder) Angela Jones, Casual Executive Assistant</p> <p>Regrets: Scott Addison Annette Richardson Jan Walker Dr. Norm Bottum, President of Medical Staff</p>
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EDUCATION SESSION:

The meeting did not include an education session.

1.0 CALL TO ORDER

Board Chair, Dave Bonham, called the Board Meeting to order at 3:00 p.m.

1.2 Approval of Agenda

MOTION: Moved by John Kay, seconded by Andria Cowan
THAT the agenda be approved.

Carried

1.3 Conflict of Interest

There were no conflicts of interest declared.

2.0 Consent Agenda

MOTION: Moved by Dorothy Owens, seconded by Dale Robinson
THAT the consent agenda of the January 26, 2017 Meeting of the Board of Directors, as follows, be approved

BOARD OF DIRECTORS

THAT the Minutes of the Board of Directors' Meeting, held December 1, 2016, be approved.

FINANCE COMMITTEE

THAT the Minutes of the Finance Committee Meeting, held November 28, 2016, be received.

MEDICAL ADVISORY COMMITTEE

THAT the Minutes of the Medical Advisory Committee Meeting, held December 15, 2016, be received.

CORRESPONDENCE RECEIVED: (attached)

THAT the Minutes of the Hyland Crest Family Council Meeting held November 20, 2016, 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 January 16, 2017 and the primary item of business was the Broader Public Sector Executive Compensation Act, Regulation 3014/16. The Act requires all boards to develop an executive compensation plan, which is to be posted on each organization's website by September 5, 2017.

Vice-Chair, Jeff Gollob, provided a brief overview of the Executive Committee meeting held on December 19, 2016. The meeting had addressed the review of the Corporation's By-Laws (corporate and professional), currently underway. An updated version of the By-Laws will be presented at the 2017 AGM for the Corporation's approval. As well, the Committee had reviewed the Community Advisory Committee's Terms of Reference, and there had been discussion about the Executive Compensation Act.

5.2 Finance Committee

David Gray, Chair of the Finance Committee, reported that the Committee met on November 28, 2016 and the meeting business had included review and approval of the September 2016 financial statements. The next Finance Committee meeting will be held on January 30, 2017 and will include a review of the third quarter statements. It was noted that sick time, staffing, and utilities continue to be areas of financial pressure.

5.3 Quality Committee (QC)

Vice-Chair, Jeff Gollob, provided highlights of the QC meeting of January 16, 2017 which included: updates on the Quality Improvement Plan for 2016-17; draft of the Quality Improvement Plan for 2017-18; Long-Term Care Resident Quality Inspections and detailed action plans that staff will be following; discussion on the challenge of sick time costs.

5.4 Medical Advisory Committee (MAC)

MOTIONS: Moved by Andria Cowan, seconded by Jeff Gollob
THAT effective January 1, 2017, Dr. Kristy Gammon be appointed Chief of Staff for a period of two years.

Carried

Chief of Staff Dr. Kristy Gammon, reported that the MAC has met twice since the December 1st Board Meeting. The January MAC meeting included some of the following items: Connecting Ontario (formerly ConnectingGTA); review of Emergency Department (ED) statistics; recruitment of ED physicians; role of Physician Assistants; Medical Assistance in Dying (MAID); Chief of ED position; scheduling for the ED.

Results of the research and review of work done regarding MAID at other hospitals had been provided to the MAC by Dr. Karl Hartwick. A sub-committee will be formed to continue the work to date on establishing a MAID process/policy for HHHS.

The MAC also had discussion in January about the midwifery presentation that had been provided in November by Midwifery Services of Haliburton-Bancroft. Dr. Gammon noted that physicians support midwives having courtesy hospital privileges to enable administration of Rogam injections, and the doctors will be providing a letter of support for the midwives to pursue applications for privileges.

It was noted that Dr. Mike Armstrong will be the physician representative for Clinical Information Systems, and Dr. Aoife Conway will chair the Pharmacy and Therapeutics Committee.

Dr. Gammon commended Long-Term Care Directors, April DeCarlo and Michelle Douglas, and Long-Term care staff on the recent Ministry of Health and Long-Term Care inspection that resulted in no compliance orders for HHHS.

MOTIONS: Moved by Dorothy Owens, seconded by Don Pierson
THAT courtesy privileges, with admission privileges be approved for Dr. Kevin Workentin for 2016-17.

Carried

The Board expressed appreciation for outgoing Chief of Staff, Dr. Greg Karaguesian, for contributions during his tenure as Chief of Staff from 2013 to 2017. Board members acknowledged his attributes of enthusiasm, professionalism and sense of humour.

5.6 Community Advisory Committee (CAC)

Chair of the Community Advisory Committee, Dave Coulson, reported that three individuals were interviewed and recommended for appointment as new members on the Community Advisory Committee. Bios had been pre-circulated to Board members and Dave Coulson provided a brief overview of their background and qualifications.

MOTIONS: Moved by John Kay, seconded by Paul Morissette
THAT the following individuals be approved as members of the Community Advisory Committee:
Jane Adams, Kathleen Perecko, and Lynda Williams.

Carried

Dave Coulson noted that the CAC has identified communication as its highest priority recommendation to HHHS' Board. President and Chief Executive Officer, Carolyn Plummer, will bring forward a communication plan at a future CAC meeting. She also acknowledged that plans are moving forward for a speaker system in the Board Room to assist those with hearing impairments.

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:

- Funding Announcement
- Palliative Care Expansion
- Flooring replacements at Haliburton and Minden sites
- Rural Health Hub Update
- Physician Recruitment Update
- ALC Update
- Flu Season
- Ministry of Health and Long-Term Care News
- Central East LHIN News

In response to questions of clarification, the CEO confirmed that the flooring renovations currently underway will not be done in HHHS' two Long-Term Care homes, but the administration will continue to look for funding opportunities to carry this out in future.

7.0 OLD BUSINESS / STANDING AGENDA ITEMS

7.1 There were no items.

8.0 NEW BUSINESS

8.1 Community Advisory Committee (CAC)

Chair Bonham explained that terms of reference were developed for the CAC before the committee was established, and it had been agreed that the Board would review the terms after a year. Board member, Dorothy Owens, suggested that different members of the Board attend CAC meetings to gain an understanding of the committee's work.

(continued...)

8.1 Community Advisory Committee (Cont'd)

It was agreed that the following amendments would be made to the terms of reference:

- **Under Meetings:** Meetings will be held bi-monthly and then evaluated periodically for required frequency in the future (except July and August)
- **Under Functions:**
Add - Board will approve new CAC members, upon recommendation of the CAC

MOTIONS: Moved by David Gray, seconded by Andria Cowan
THAT the Terms of Reference for the Community Advisory Committee be approved, as amended and attached.

Carried

8.2 Whistle-Blower Policy

The Board discussed the above-noted policy, which had been pre-circulated with the agenda. Some amendments were suggested with respect to the following: clarification about how a concern is brought to the Board Chair; approval of expenses before they are incurred. It was agreed that the policy should be referred to the Quality Committee for further review and amendment, and then brought back to the Board for approval.

MOTION: Moved by Andria Cowan, and seconded by Jeff Gollob
THAT the Whistle-Blowing Policy for Haliburton Highlands Health Services be referred to the Quality Committee for further review and revisions, to be brought back to the Board for approval.

Carried

9.0 FOUNDATION AND AUXILIARIES

9.1 HHHS Foundation

Peter Oyler, Chair of the HHHS Foundation board, reported that over \$940K has been raised to date for the Palliative Care Centre, and an announcement will be made on January 27th regarding the fundraising goal of \$1.2M.

Executive Director of the Haliburton Highlands Health Services Foundation, Dale Walker, reported that the early bird draw for the Cash for Care Lottery will be held on February 10, 2017.

9.2 Minden Health Care Auxiliary

There was no report from the Minden Health Care Auxiliary.

9.3 Haliburton Hospital Auxiliary

A written report had been pre-circulated with the agenda, and Vice-President of the Haliburton Hospital Auxiliary, Maureen Cook, provided the Board with an update regarding the following: Christmas Open House and Bake Sale raised over \$3,400; 20th Anniversary Christmas ornament; Germanium Sales and Tea, Trash and Treasure Sale; Tag Day and International Night dinner in October. Funds are now available towards costs associated with the Compassion Care Suite in Long-Term Care and washrooms in the Emergency Department wait room area.

10.0 PUBLIC QUESTION PERIOD

Mark Arike, of The Haliburton Highlander, asked for the name of the physician on the MAC compiling the research and documentation on Medical Assistance in Dying.
(Dr. Karl Hartwick)

Jenn Watt of The Echo, asked for clarification on the role of the Activities Department in Long-Term Care. Long-Term Care Director, Michelle Douglas explained that the department provides recreational/fun activities for Long-Term Care residents, and staff try to include ALC patients in Acute Care to ensure they partake in the benefits of these activities.

Jenn Watt asked for more information about HHHS' sick time strategies and supports for employees on sick leave. Vice-Chair, Jeff Gollob, responded that HHHS tries to support staff and encourages/promotes good attendance; however, if an employee is on sick leave, and able to return to work, but not able to perform their normal job, they can be accommodated with other duties.

11.0 ADJOURNMENT AND NEXT MEETING

NEXT MEETING: The next Open Session of the Board is to be held on March 23, 2017 at 3:00 p.m. in the Minden Board Room.

MOTION: Moved by Jeff Gollob, and seconded by John Kay
THAT the meeting adjourn at 4:00 p.m.

Carried

(After a brief recess, the Board moved back into an In Camera Session in order to complete the agenda of the In Camera Meeting.)

Dave Bonham, Board Chair

ACTION ITEMS / FOLLOW-UP FROM BOARD MEETINGS

Source	Description	Responsibility	Completion
January 26, 2017	Whistle-Blowing Policy to be referred to Quality Committee for further review/amendments and brought back to Board for approval.	C. Plummer / M. Vieira	