

 <p>HALIBURTON HIGHLANDS HEALTH SERVICES</p> <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 30, 2020</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 David Gray, Vice-Chair Jane Adams Scott Addison (<i>via telephone</i>) Dave Bonham John Kay Linda Dietrich Paul Morissette David O'Brien (<i>via telephone</i>) Theresa MacDermid Irene Odell Don Pierson Jan Walker (<i>via telephone</i>) Diane Duff, VP Clinical Services and CNE Dr. Keith Hay, Interim Chief of Staff</p>	<p>Administration:</p> <p>Marlene Vieira, Executive Assistant (Recorder) Kathy Newton, VP Clinical Services and CFO</p> <p>Regrets:</p> <p>Dr. Norm Bottum, President of Medical Staff</p>
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1.1 CALL TO ORDER

Board Vice-Chair, David Gray chaired the meeting on behalf of Board Chair, Jeff Gollob, who was participating by telephone. He called the Board Meeting to order at 4:10 p.m.

1.2 Approval of Agenda

MOTION: Moved by Paul Morissette, 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 Don Pierson, seconded by Dave Bonham
THAT the consent agenda of the January 30, 2020 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 December 5, 2019, be approved.

MEDICAL ADVISORY COMMITTEE

THAT the Minutes of the Medical Advisory Committee Meetings, held November 21, 2019 and December 19, 2019 be received.

QUALITY COMMITTEE

THAT the draft Minutes of the Quality Committee, held December 16, 2020 be received.

COMMUNITY ADVISORY COMMITTEE

THAT the Minutes of the Community Advisory Committee Meetings, held September 12, 2019 and November 7, 2019 be received.

CORRESPONDENCE RECEIVED:

THAT the Minutes of the Highland Wood Residents' Council Meetings, held December, 2019 and January 8, 2020 be received.

THAT the Minutes of the Hyland Crest Residents' Council Meetings, held December 10, 2019 and January 14, 2020 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

On behalf of Board Chair, Jeff Gollob, Board Vice-Chair, David Gray, reported that the last meeting of the Executive Committee was held on January 20, 2020 and included discussion on the following items: process for the CEO's performance evaluation; work plan for the Executive Committee; accreditation follow-up/action plan; Health Standards Ontario – Governance for Health Services Public Review; Nominating Committee Update.

5.2 Finance Committee

Board Vice-Chair, David Gray, reported on the business of the Finance Committee on behalf of Finance Committee Chair, David O'Brien. He noted that the Finance Committee met on January 20, 2020 and HHHS continues to face a year-to-date deficit of \$167K as of the end of November 2019. This negative position is largely the result of the operating pressures resulting from the Highland Wood closure in the first quarter, as previously reported.

(Continued...)

5.2 Finance Committee (Cont'd)

HHHS is continuing to work closely with the Central East LHIN, its healthcare partners and the Ministry of Health and Ministry of Long-Term Care to address the continued funding shortfalls for the services HHHS provides, especially Long-Term Care. As well, the management team is continuing to work on strategies and action plans to address these pressures, and is successfully holding the line on current operating costs on a monthly basis, without impacting services to the community.

2020/21 Balanced Operating Plans were submitted to the LHIN for review and approval by end of January 2020; however, recent announcements regarding the Ontario Health Teams and transition of the LHINs have put approval of these plans on hold for now.

MOTION: Moved by David Gray, seconded by Jane Adams
THAT Financial Statements at end of November 2019 be approved; and
THAT the final Operating Plan Assumptions and Budget Submission for HAPS, LAPS, and CAPS for 2020-21, be approved.

Carried

5.3 Quality Committee (QC)

Board member, Jane Adams, on behalf of Quality Committee Chair, Jan Walker, reported that the QC met on December 16, 2020. Meeting business addressed some of the following items: risk management report; review of HHHS' credentials process; review of the Medical Advisory Committee's work plan in relation to the QC's work; 2018-19 Mid-Year Quality and Quality Improvement Plan Report for Hospital, Community Programs, Infection Prevention and Control, Occupational Health and Human Resources; review of the first draft of the Annual Quality Improvement Plan, and sentinel events review. The QC meets again on February 24, 2020.

5.5 Medical Advisory Committee (MAC)

Interim Chief of Staff, Dr. Keith Hay, reported that the MAC has met twice since the last Board meeting. He referred to his pre-circulated written report and highlighted the following items: Dr. Devon Tillbrook has developed a comprehensive Emergency Department (ED) Orientation Handbook for the Haliburton site for all new ED physicians at the site; order sets and a process to review current sets, as well as a means to find and implement others that are applicable in the rural context; virtual psychiatric assessments to be available weekdays beginning March 2, 2020 in both EDs; installation and go live of new cardiac monitors in Minden and Haliburton; "Medical Assistance in Dying" brochure finalized and distributed at both hospital sites.

5.6 Community Advisory Committee (CAC)

Chair of the CAC, John Smith, reported that the CAC met on January 2, 2020 and meeting business included: communications plan update; review of the draft of the 2020-2021 Quality Improvement Plan; update on accreditation; HHHS/Community Support Services orientation presentation.

5.7 Green Advisory Group

Board Member, Theresa MacDermid, one of two Board representatives on the Green Advisory Group, provided an update on the work of the committee, and its meeting of January 16, 2020, which included: new logo “It’s Ours to Care For” which will be used on educational materials; a “change plan” which identified areas for focus to meet the goal of HHHS becoming more environmentally responsible; a communication plan. Future activities for the group will include: environmental sustainability policy and environmental mission statement; submission of data for the green hospital scorecard.

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:

- HHHS has officially received its accreditation designation; the hard work and effort of all staff, physicians, board members, volunteers, and participants on committees was acknowledged
- An action plan has been developed to address items identified in the accreditation survey
- 2019 Novel Coronavirus
 - regular communication is being received from all levels of government
 - HHHS is following steps such as providing masks and hand sanitizer
 - a joint media statement with Health Unit and other hospitals was issued
- Haliburton Highlands Ontario Health Team (HHOHT)
 - progress report was submitted to the Ministry of Health
 - group now includes physician representation and has local unanimous support from local physicians’ group
 - website will be developed and will be used as a location to engage with community as community input is sought
- Implementation of new telemetry equipment has had a very positive response to date
- Collaboration between Trillium Lakelands District School Board, Haliburton County Youth Wellness Hub, and HHHS has been established to explore possibility of a PSW training program
- Clinical Information System work is moving ahead and will include physician representation
- Funding was received from the Central East LHIN to support the addition of Personal Computer Video Conferencing (PCVC) equipment in HHHS’ Emergency Departments for mental health services (crisis videoconferences with psychiatrist and other specialists)
- Long-Term Care staff are engaged in additional training for palliative and end-of-life care education
- Formal opening ceremony for the Youth Wellness Hub on February 6, 2020 at 11:00 a.m. which will include tours of the facility earlier the same day
- Audio-visual upgrades for HHHS’ Board Rooms taking place thanks to funding from the Foundation (technology can be accessed for telephone participants as well through Zoom)
- received funding from Health Infrastructure Renewal Fund – upgrades to HVAC system at Haliburton site and augmenting some accessibility features; applied for both sites but only received funding for Haliburton site; however, HHHS will still proceed with work at both and apply for different funding for Minden site

7.0 OLD BUSINESS / STANDING AGENDA ITEMS

There were no items.

8.0 NEW BUSINESS

8.1 Interim Chief of Staff

It was confirmed that Dr. Gammon has continued her sabbatical from the Chief of Staff position and Dr. Keith Hay has agreed to continue with the Interim Chief of Staff position, which will require an extension of the motion for his appointment.

MOTION: Moved by John Kay, seconded by Theresa MacDermid
THAT the appointment of Dr. Keith Hay as Interim Chief of Staff be extended until June 30, 2020.

Carried

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 items: \$148,285.00 was donated through the *Believe in the Magic* fundraising campaign; *Cash-for-Care* lottery will hold final draws on February 14, 2020, plans are underway for *Hike for Hospice* and the Golf Tournament.

9.2 Minden Health Care Auxiliary

Anne Stephens, Co-President of the Minden Health Care Auxiliary, sent regrets but did forward the following brief update: no decisions have been made about 2020 fundraisers; Wine on Wheels raffle will continue for 2020; further decisions will be reported after the Auxiliary's March meeting.

9.3 Haliburton Hospital Auxiliary

President Jacqui Clarkson, Haliburton Hospital Auxiliary, sent regrets; however, she reported electronically that the Auxiliary has ordered a third bed for 2020 (approved on capital list already).

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 March 26, 2020.

MOTION: Moved by Irene Odell
THAT the meeting adjourn at 4:50 p.m.

Carried

Jeff Gollob, Board Chair

ACTION ITEMS / FOLLOW-UP FROM BOARD MEETINGS

Source	Description	Responsibility	Completion
	No items		