

 <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: May 23, 2019</p>	<p>Time: 4:00 p.m. Location: Ruth Parkes Room, Haliburton</p>

<p>Members present:</p> <p>Jeff Gollob, Board Chair Carolyn Plummer, President and CEO Jane Adams Dave Bonham David Gray Theresa MacDermid Paul Morissette Irene Odell Dorothy Owens Diane Duff, VP Clinical Services and CNE (phone) Don Pierson John Kay David O'Brien Jan Walker Dr. Keith Hay, Interim Chief of Staff</p>	<p>Administration:</p> <p>Lauren Hunter, 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 Scott Addison</p> <p>Guests:</p> <p>Lisa Tompkins, ED, HHHSF John Smith, Chair, CAC</p>
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1.0 CALL TO ORDER

Board Chair, Jeff Gollob called the Board Meeting to order at 4:08 p.m.

1.2 Approval of Agenda

MOTION: Moved by David O'Brien, seconded by David Gray
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 Don Pierson, seconded by Dave Bonham
THAT the consent agenda of the May 23, 2019 Meeting of the Board of Directors, as follows, be approved:

BOARD OF DIRECTORS

THAT the Minutes of the Board of Directors' Meeting, held March 28, 2019, be approved.

(Consent Agenda continued)

MEDICAL ADVISORY COMMITTEE

THAT the Minutes of the Medical Advisory Committee Meeting, held March 21, 2019 and April 18, 2019, be received.

COMMUNITY ADVISORY COMMITTEE

THAT the Minutes of the Community Advisory Committee Meeting, held March 7, 2019, be received.

CORRESPONDENCE RECEIVED: (attached)

THAT the Minutes of the Hyland Crest Residents' Council Meeting, held April 9 and May 14, 2019 be received.

THAT the Minutes of the Hyland Crest Family Council Meeting, held April 30, 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, provided a brief report and spoke to a few items addressed at the last meeting of the Executive Committee on May 13, 2019, including:

- Preparations for Accreditation are underway;
- A Board Self-Assessment Survey for 2018-19 will be completed using a tool developed by the Ontario Hospital Association. Board Members are encouraged to provide their candid feedback.

5.2 Finance Committee

David Gray, Finance Committee Chair, reported that the Finance Committee met with the auditors today, May 23, 2019, to review the draft financial statements, which will be presented and approved at the Annual General Meeting in June. Finance Chair Gray noted that HHHS is on track to be in a break-even position, as forecasted, and that the Finance Committee did approve the Capital Equipment List

MOTION: Moved by Dave Gray, seconded by David O'Brien
THAT the Capital Equipment List for 2019-20 (as attached) be approved.

Carried

5.3 Quality Committee (QC)

Quality Chair, Jan Walker, provided a Year-End report from the Committee and addressed the following items:

- There has been excellent participation from physicians on the Committee and with Quality issues in general;

- In a previous year, HHHS created a framework for Risk Management using the tools provided by the Healthcare Insurance Reciprocal of Canada (HIROC). This now comes regularly to the Quality Committee for review on an on-going basis.
- Nearly every Quality Committee meeting includes a Quality Improvement Plan (QIP) report for the organization. The QIP provides indicators for regular review, and HHHS has progressed on a number of indicators – in particular, the clinical team has done good work to reduce pressure ulcers.
- Accreditation has been postponed until later this year, and the Quality Committee will be assisting with preparations in the fall.
- Overall, there is good overall performance on quality and risk in the organization, as well as good risk management and reporting up to the Board.

Quality Chair Walker closed by congratulating President and CEO Carolyn Plummer and the HHHS team for a very busy year with positive outcomes.

5.4 Medical Advisory Committee (MAC)

Interim Chief of Staff, Dr. Keith Hay referred to his pre-circulated written report and highlighted the following items:

- Dr. Devon Tillbrook has agreed to be the Emergency Department lead on an interim basis for the next 6 months.
- A schedule has been developed in coordination with Dr. Stevenson as Medical Director for Long-Term Care to ensure physicians can properly assist with the repatriation efforts at Highland Wood.
- The MAC has met twice since the last Board meeting, and one item that was discussed was the health risks of climate change, with particular attention paid to the impact made by hospitals on the environment, such as the use of paper and plastics. MAC agreed that it would be reasonable to develop an Environmental Working Group to look at the carbon footprint of the hospital and review HHHS' score on an energy scorecard developed by a Canadian coalition of green healthcare providers. Dr. Hay welcomed Board Members to join the Working Group, and Board Members Irene Odell and Theresa MacDermid offered to join. Board Chair Gollob noted that he was looking forward to hearing more about their work.

5.5 Community Advisory Committee (CAC)

Chair of the CAC John Smith reported that Jerry Low, who has been a member of CAC since it started, had to step down due to personal and family health challenges. Jerry Low was recognized for his significant contributions to CAC and the community, and CAC Chair Smith noted that he will be missed.

CAC Chair Smith noted that Health Quality Ontario provided training at the May meeting of the CAC in order to strengthen the committee's ability to be a voice for patients and families. CAC members also stand ready to work with CEO Plummer and her team on the Patient Handbook.

6.0 Report of President and CEO

Referring to her written report that had been pre-circulated, President and CEO Carolyn Plummer apprised the Board on the following items:

- Ontario Health Teams (OHT)
 - HHHS submitted a self-assessment to create a Haliburton Highlands Ontario Health Team (HHOHT) to the Ministry of Health and Long-Term Care (MOHLTC) last week.
 - There was great collaboration around the table with partners, affiliates, and supporters, and this provided an opportunity to recognize the work already being done to work together to deliver services.
 - The collaborative approach taken by HHHS over the past few years with integrated services and the Rural Health Hub, helped prepare HHHS and partners to put the self-assessment forward.
 - CEO Plummer extended her thanks to VP Community Support Services Stephanie MacLaren, who played a significant leadership role in the contributions by HHHS to the HHOHT self-assessment. In her role, VP MacLaren oversees the programs that cross service boundaries, which is significant for HHHS' ability to deliver seamless services.
- Provincial Budget
 - Since the Board last met, the provincial budget was issued.
 - The budget included reference to investments to health care, though details as to how this will affect HHHS are still to come.
- Highland Wood
 - Highland Wood will re-open on June 3.
 - Plans are being put in place to bring residents back in a way that ensures minimal disruption and stress.
 - CEO Plummer expressed her thanks to Chief Financial Officer Kathy Newton and the HHHS Maintenance team for the project management of the repair work.
- Master Planning
 - HHHS has been discussing the need for Master Planning for a number of years, and the first phase is now moving forward as a result of funding received in the last fiscal year.
 - The first phase consists primarily of an assessment of existing facilities and how the organization could grow in the future.
 - The next phase will go more in-depth into the need for services and facilities and will consider current and future community needs for health services. This information is necessary to apply for additional LTC beds if the opportunity arises, and will be compiled based on comprehensive internal and external stakeholder engagement
- Physician Recruitment
 - HHHS continues to experience challenges recruiting physicians to work in the Emergency Department, though there have been some short-term successes.
 - HHHS is working closely with the Haliburton Highlands Family Health Team and the County of Haliburton, and the County has provided funding to hire a professional health services recruiter (Cheryl Kennedy). HHHS looks forward to working with Ms. Kennedy.
- Accreditation
 - The survey will occur in December 2019.
 - Training has already begun, with a session in March and sessions yesterday and today.

- New information has been received about the methodology Accreditation Canada uses on site, which has provided an opportunity for simulations to be carried out. This has also meant HHHS can identify possible gaps so that the organization is better prepared.
- CEO Plummer thanked Chief Nursing Executive Diane Duff for her work on the accreditation process.
- Clinical Information System (CIS)
 - This is on track to move forward according to the set timelines. The vendor has been selected, with a contract being prepared for sign off at the end of June, along with a governance agreement for the 7 participating hospitals.
- Community Support Services Central Intake
 - This successful initiative has continued to grow and evolve, and is helping people in the community to more easily navigate the menu of health services available to them.
 - The process includes a more in-depth assessment when someone calls for help, and introduces participants to a broader variety of programs and services based on the results of the assessment.
 - Over 170 intakes have been completed since the initiative began 6 months ago. 60% have resulted in additional referrals at HHHS and 15% have resulted in referrals to other providers.

7.0 OLD BUSINESS / STANDING AGENDA ITEMS

No items.

8.0 NEW BUSINESS

8.1 Corporate Membership

Dave Bonham, Past Chair, noted that the list was pre-circulated and includes 17 members, 13 of which are Board members. Chair Gollob noted the significance of the membership is that those current members are the ones who will be allowed to vote at the AGM.

MOTION: Moved by David Gray, seconded by Theresa MacDermid
THAT the Haliburton Highlands Health Services Corporation Membership List for 2019-20 (as attached) be approved

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 a busy month of May, which included the following events:

- Second annual Hike for Hospice at the start of May. Participants and Board Members were thanked for their support, and it was noted that HHHSF will be looking to improve upon the event in future years, by joining Hike Haliburton and hosting a short hike as a way to start the conversation earlier.
- Shoppers Drug Mart hosted a mental health & wellness event with proceeds going to HHHSF and the art program. Results from this event will be shared shortly, but

HHHSF was pleased to have the Director of Mental Health Services and clients support the event with displays and activities.

- On May 6, Jerry and Dale Walker hosted a preview night at the new Haliburton Home Hardware with proceeds donated back to HHHSF to support the purchase of cardiac telemetry equipment. HHHSF is grateful to the Walkers and all who contributed.
- The Cash for Care lottery will soon award \$23,000 in prizes, with a total of approximately \$525,000 raised this year. Members and the public are reminded to purchase their tickets before the lottery closes.
- The Haliburton site has an updated donor wall, which includes a static display and digital content to acknowledge the community's generosity and tell 'healthcare hero' stories. A similar display will be installed at the Minden site.
- Last week, HHHSF had an opportunity to join foundations from across Canada through the Association of Healthcare Philanthropy conference. A key takeaway was that the challenges posed by a changing health and donor landscape are universal and the solutions are scalable.
- HHHSF is also part of the Fundraising Working Group for the Youth Wellness Hub, which will be participating in the upcoming Trash and Treasures event on June 15. Donations can be dropped off at Point in Time and in Minden at the municipal office on Friday before the sale or early Saturday morning at Head Lake Rotary Park. Small items can also be received at the Foundation office.

9.2 Minden Health Care Auxiliary

Marie Lennard and Anne Stephens, Co-Presidents MHCA, circulated a written report in advance.

9.3 Haliburton Hospital Auxiliary

On behalf the Haliburton Hospital Auxiliary, President Jacqui Clarkson referred to her pre-circulated report and highlighted the following items:

- The Haliburton Auxiliary also had a busy May, which started with the annual tea. This was successful even though it didn't sell-out, and the Auxiliary raised over \$4,100 to start fundraising for this year.
- Geraniums that were purchased this year through the gift shop can be picked up Saturday in Eagle Lake.
- The Auxiliary will participate in the Haliburton Home and Cottage Show next weekend, where there will be tickets sold for their wheelbarrow of wine, along with items from the gift shop for sale and information about the Auxiliary on display.
- A new event will be 'Bring Your Bank to Town', which will accept pennies that are no longer in circulation, thanks to arrangements made with a local bank.
- The Auxiliary is starting to plan their international dinner, which will take place on Saturday, October 19 at the Haliburton Legion. The theme will be "A Taste of Greece" and Rhubarb will provide the catering. Tickets go on sale in early June.

10.0 PUBLIC QUESTION PERIOD

No questions received.

11.0 OTHER MATTERS

11.1 ADJOURNMENT AND NEXT MEETING: The next meeting of the Board is to be held on June 20, 2019 immediately following the AGM at the Minden site.

MOTION: Moved by John Kay, seconded by Dorothy Owens.
THAT the meeting adjourn at 4:57 p.m.

Carried

Jeff Gollob, Board Chair

ACTION ITEMS / FOLLOW-UP FROM BOARD MEETINGS

Source	Description	Responsibility	Completion