

 <p><i>Leaders in Innovative Rural Health Care</i></p>	<p><b>HALIBURTON HIGHLANDS HEALTH SERVICES</b></p> <p><b>OPEN SESSION</b> <b>Minutes of the Meeting of the Board of Directors</b></p>
<p><b>Date: October 28, 2021</b></p>	<p><b>Time: 3:00 p.m.</b> <b>Location: Zoom Videoconference</b></p>

<p><b>Board Members present:</b></p> <p>Jan Walker, Board Chair David O'Brien, Vice Chair Carolyn Plummer, President and CEO Jane Adams Scott Addison Linda Dietrich Jeff Gollob Sharon Kaasalainen Diana McNiven Irene Odell Ted Parent Don Pierson Charlotte Snider Dr. Tina Stephenson, Chief of Staff Andrea Lucas, VP Clinical Services/CNE</p>	<p><b>Administration:</b></p> <p>Brian Edmonds, Interim Vice-President/CFO Paul Truscott, Integrated Chief Information Officer Marlene Vieira, Executive Assistant (Recorder)</p> <p><b>Regrets:</b></p> <p>Dr. Norm Bottum, President of Medical Staff</p>
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**1.1 CALL TO ORDER**

Roll call was taken and a quorum of the Board confirmed.  
Board Chair, Jan Walker, called the Board Meeting to order at 3:00 p.m.

**1.2 Approval of Agenda**

**MOTION:** Moved by David O'Brien, 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 David O'Brien, seconded by Jane Adams  
**THAT** the consent agenda of the October 28, 2021 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 September 23, 2021, be approved.

### **QUALITY COMMITTEE**

**THAT** the Terms of Reference for the Quality Committee for 2021-2022, as attached, be approved.

### **MEDICAL ADVISORY COMMITTEE**

**THAT** the Minutes of the Medical Advisory Committee Meeting, held September 16, 2021, be received.

### **CORRESPONDENCE RECEIVED:**

**THAT** the Minutes of Highland Wood Family Council Meeting, held July 20, 2021, be received.

**THAT** the Minutes of Highland Wood Residents Council Meetings, held August 24, September 28, and October 19, 2021, be received.

**THAT** the Minutes of Hyland Crest Residents' Council Meetings, held July 15, August 26, and September 30, 2021, be received.

**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, Jan Walker, reported that a meeting of the Executive Committee was held virtually on October 18, 2021, and the agenda included updates on the Haliburton Highlands Ontario Health Team, HHHS' By-Laws Review, Clinical Information Services (EPIC), the Committee's annual rolling work plan. She also noted that a review of the Medical Advisory Committee's terms of reference will be conducted by Board Member, Don Pierson.

### **5.2 Finance Committee**

Finance Committee Chair, David O'Brien, informed the Board that the Finance Committee did not meet in October, but will meet again on November 22, 2021.

### 5.3 Quality Committee

Quality Committee Chair, Jane Adams, reported that the Quality Committee (QC) met on October 18, 2021 and the meeting business included the following items: overview of the QC and orientation; Rolling Work Plan for 2021-22; Terms of Reference; Quarterly Quality Score Card for Hospital, Long-Term Care, and Human Resources; Long-Term Care Resident Quality Inspection. A Modified Quality Improvement Plan for 2021-22 was also presented for the QC's review and once finalized will be brought to the Board for approval. There was no requirement from Health Quality Ontario to submit a Quality Improvement Plan this year, as the work remains on pause during the pandemic; however, HHHS proceeded with developing its own abbreviated version of the QIP for 2021-22.

### 5.4 Medical Advisory Committee (MAC)

Chief of Staff, Dr. Tina Stephenson, reported that the MAC met virtually on October 21, 2021 and some of the agenda items included: update on the clinical information system (EPIC) and approval of policies; approval of hospital privileges for physicians; strategies to address nursing staff shortages.

**MOTION:** Moved by Linda Dietrich, seconded by Jane Adams  
**THAT** the Chief of Medical Staff position be appointed on a three-month alternating rotation following Dr. Tina Stephenson's term, effective April, 2022.

**Carried**

### 5.5 Community Advisory Committee (CAC)

Mary McGee, Chair of the Community Advisory Committee, reported that the CAC is scheduled to meet on November 4, 2021.

### 6.0 Report of the 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:

- COVID-19 Update - vaccination rate will be 95% by mid-November and looking at mitigating strategies to address any gaps in staffing at that time; minimal impact expected
- received funding letters from Ministry of Long-Term Care confirming additional funds for the current fiscal year to raise the current average of 2.45 hours of direct care to an average of 3 hours per day by the end of March 2022
- hired a new Manager of Community Programs, Elaine Fockler (Mental Health, Diabetes Education Network, GAIN, Physiotherapy and Telemedicine)
- new Interim Chief Financial Officer, Brian Edmonds
- Clinical Health Information System, EPIC, is going live in December 2021
- a new Nurses Advisory Council met for the first time recently; will address topics such as nursing practice issues and how to improve, supporting new hires, etc.
- staff shortages – continuing to work on strategies to deal with those shortages and various staffing models and use of agency staff; this is a province-wide issue and affecting most hospitals
- \$130,000 received from the Province for replacement of entry doors at Haliburton site
- replacing nurse call bell system at both Highland Wood and Hyland Crest

**7.0 OLD BUSINESS / STANDING AGENDA ITEMS**

No items.

**8.0 NEW BUSINESS**

No items.

**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 fundraising, noting that November is a busy time for the Foundation. She reported that the online 50/50 draw continues monthly and the annual end of year fundraising campaign, "Believe in the Magic of Giving", is in final stages of preparation and will be mailed just after Remembrance Day. November will also bring a focus on National Philanthropy Day (November 15 2021) which is recognized as a day to acknowledge the dedication of volunteers and their giving. Lisa Tompkins expressed her appreciation to the Board members for their contributions as volunteers at HHHS.

**9.2 Minden Health Care Auxiliary** - There was no report.

**9.3 Haliburton Hospital Auxiliary** - There was no report.

**10.0 PUBLIC QUESTION PERIOD**

Sam Gillett, The Highlander, asked how the Clinical Information System (EPIC) will affect patients at HHHS. CEO Plummer responded that it will be a very positive change for patients as it will result in one medical record for patients as they receive care at other hospitals in the region, such as Peterborough, Lindsay, Oshawa. This contributes to improvements in patient safety and quality of care, and patients will be able access their own record through "My Chart".

Mary McGee, Community Advisory Committee Chair, asked if the new call-bell system will require residents needing to learn a new system. CEO Plummer responded that no change will be required and that residents will still just need to press a button for assistance; however, staff will require training in using the new system, which is already in use on the Hospital side of HHHS.

**11.0 ADJOURNMENT AND NEXT MEETING**

The next meeting of the Board is to be held on December 2, 2021 via Zoom.

**MOTION:** Moved by Diana McNiven, seconded by David O'Brien  
**THAT** the meeting adjourn at 3:35 p.m.

**Carried**