

 <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: October 31, 2019</p>	<p>Time: 4:00 p.m. Location: Haliburton Board Room</p>

<p>Members present:</p> <p>Jeff Gollob, Board Chair Carolyn Plummer, President and CEO David Gray, Vice-Chair Jane Adams Dave Bonham John Kay Linda Dietrich Theresa MacDermid Paul Morissette David O'Brien Irene Odell Don Pierson Jan Walker (<i>via telephone</i>) Diane Duff, VP Clinical Services and CNE Dr. Keith Hay, Interim Chief of Staff (<i>via telephone</i>)</p>	<p>Administration:</p> <p>Marlene Vieira, Executive Assistant (Recorder) Kathy Newton, VP Clinical Services and CFO Stephanie MacLaren, VP, Community Programs</p> <p>Regrets: Dr. Norm Bottum, President of Medical Staff</p>
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1.1 CALL TO ORDER

Board Chair, Jeff Gollob called the Board Meeting to order at 4:05 p.m.

1.2 Approval of Agenda

MOTION: Moved by Linda Dietrich, seconded by David Gray
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 Dave Bonham
THAT the consent agenda of the October 31, 2019 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 September 26, 2019, be approved.

EXECUTIVE COMMITTEE

THAT the Terms of Reference for the Accessibility Committee for 2019-20, as attached, be approved.

QUALITY COMMITTEE

THAT the Updates to the HR Plan (The People Strategy) for 2019-20, as attached, be approved.

THAT the Terms of Reference for the Quality Committee, as attached, be approved.

MEDICAL ADVISORY COMMITTEE

THAT the Minutes of the Medical Advisory Committee Meeting, held September 19, 2019 be received.

CORRESPONDENCE RECEIVED:

THAT the Minutes of the Hyland Crest Residents' Council Meeting, held October 8, 2019, be received.

THAT the Minutes of the Highland Wood Residents' Council Meeting, held October 2, 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, reported that the last meeting of the Executive Committee was held on October 21, 2019 and business included a review of the Accessibility Committee's Terms of Reference followed by a meeting with the local mayors of the county regarding HHHS' master planning.

5.2 Finance Committee

Finance Committee Chair, David O'Brien, reported that the Finance Committee has not met since the September Board Meeting and continues to work on the Budget.

5.3 Quality Committee (QC)

Quality Committee Chair, Jan Walker, reported that the QC met on October 21, 2019 and addressed some of the following items: review of the QC work plan and terms of reference; 2018-19 Year-End Quality Report/Quality Improvement Plan with respect to Long-Term Care and Mental Health; HR Plan Updates.

5.4 Nominating Committee

Nominating Committee Chair, John Kay, reported that the Board will have three vacancies for directors for the 2020-21 year. HHHS will be advertising for new directors in local media in December or January, and interviews will be conducted in February or March 2020.

5.5 Medical Advisory Committee (MAC)

Interim Chief of Staff, Dr. Keith Hay, referred to his pre-circulated written report and highlighted the following items: MAC met October 17, 2019 and meeting included the updating of application forms for privileges, discussions with midwifery group regarding privileges (limited scope, i.e., not for deliveries, but other services such as ultrasound and RhoGAM for Rh-negative clients/patients). The MAC meeting had also included discussion about increased participation of ALC patients in Acute Care in Long-Term Care activities/programs, whenever suitable.

5.6 Community Advisory Committee (CAC)

Chair of the CAC, John Smith, had sent his regrets for the meeting, but President and CEO Plummer reported that the CAC had not met in October but meets again on November 7.

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:

- funding announcement from the Ministry of Health regarding \$99,000 one-time funding to help support continued operation of hospital services for the fiscal year
- Ministry of Long-Term Care's vision for long-term care in Ontario
- Haliburton Highlands Ontario Health Team (HHOHT)
 - one of the major focus areas will be identifying strategies to increase primary care
 - the Central East LHIN has offered support to assist in the development of the HHOHT
- patient experience mapping has commenced (mapping out the experience of patients who use HHHS' services to highlight areas where services work well as well as opportunities for improvement)
- flu shot campaign is underway at HHHS
- clinical services updates
 - HHHS is preparing for accreditation survey to take place in December 2019
 - Clinical Information System (CIS); work continuing with six other hospitals in the region to move forward with developing/implementing shared CIS
- Community Programs Update
 - centralized intake initiative
 - community mental health program

(Continued...)

6.0 CEO's Report to the Board (Cont'd)

- Support Services Updates
 - Financial highlights – budget cycle is underway for 2020-21 year
 - Facility highlights – HHHS is working with Johnson Controls to conduct organization-wide energy audit with goal of identifying opportunities and potential solutions for much needed upgrade and renewal of hospital infrastructure systems

7.0 OLD BUSINESS / STANDING AGENDA ITEMS

No items.

8.0 NEW BUSINESS

8.1 Ethics Frameworks and Policy and Terms of Reference

Referring to the above-noted documentation that had been pre-circulated to the Board, Vice-President, Community Programs, Stephanie MacLaren, apprised the Board of the recent work that has been done by the Ethics Committee. Board member, Jane Adams, sits on the Ethics Committee as the Board representative. HHHS' ethics policy includes two well-known frameworks: "accountability for reasonableness (A4R) and Ethical Decision-Making Framework (IDEA). An education working group has been established and rollout of the ethics documents and process will take place in November 2019.

MOTION: Moved by Jane Adams, seconded by John Kay
THAT the Terms of Reference for the Ethics Committee, as attached, be approved;
And,
THAT the Ethics Frameworks and Policy, 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 the following items: launch of cash for care lottery with first early bird draw to be held December 5; proceeds from lottery to support cardiographs campaign; year-end Holiday Christmas campaign focusing on fundraising for new x-ray equipment (for digitizing current equipment and extending its life).

9.2 Minden Health Care Auxiliary

Anne Stephens, Co-President of the Minden Health Care Auxiliary, sent regrets but submitted a written report which outlined updates on the following: successful comedy live theatre event, "Laughing Out Loud", on October 5; Gift Shop is doing well with all new winter merchandise; AGM will include new members joining the board; Second Annual Christmas Lunch and Gift/Bake Sale on November 23; gifts for each Hyland Crest resident will be a stained glass orb this year.

9.3 Haliburton Hospital Auxiliary

President Jacqui Clarkson, Haliburton Hospital Auxiliary, updated the Board on fundraising activities which included: successful International Dinner; Snowflake Bazaar in November; Open House and Cookie Sale in December; fundraising is for purchase of hospital beds; Christmas gifts for Highland Wood residents.

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 December 5, 2019.

MOTION: Moved by John Kay, seconded by Dave Bonham
THAT the meeting adjourn at 4:45 p.m.

Carried

Jeff Gollob, Board Chair

ACTION ITEMS / FOLLOW-UP FROM BOARD MEETINGS

Source	Description	Responsibility	Completion
	No items		