



HALIBURTON HIGHLANDS HEALTH SERVICES
MINUTES

REGULAR OPEN MEETING of the BOARD OF DIRECTORS
Thursday, November 28, 2024 / 2:00 pm / HHHS Boardroom

Members:	Irene Odell, Board Chair* Diana McNiven, Director* Mark Bell, Director* Kurtis Bishop, Director* Sharon Kaasalainen, Director* Clifford Ottaway, Director* Dr. Keith Hay, Chief of Staff	John Herald, Director* Connie Phillipson, Director* Don Pierson, Director* Charlotte Snider, Director* Michael Tambosso, Director* Al Aubry, Director*
Ex-Officio:	Veronica Nelson, CEO	Jen Burns-West, CNE & VP
Regrets:	Dr. Norm Bottum Jennifer Dailloux, Director*	Liz Danielson, Director*
Staff Resources:	Michel Henry, EA, Recorder	Ulvi iskhagi-Bayat, CFO

*counts toward quorum

1. **CALL TO ORDER**

Irene Odell, Chair, called the (Open) meeting to order at 2:00 pm.

1.1 **Quorum** – Quorum was confirmed.

1.2 **Approval of Agenda** – The agenda was reviewed and there were no changes.

MOTION: That the agenda be approved as circulated.

Mark Bell/Cliff Ottaway, **CARRIED.**

1.3 **Declarations of Conflict of Interest** – None declared.

1.4 **Land Acknowledgement** – The traditional land acknowledgement was recognized and read by the Chair.

2. **CONSENT AGENDA**

Items identified as part of the consent agenda were pre-circulated and the related motions were presented as follows:

1. **MOTION:** That the draft minutes of the (Open) Board of Directors meeting of October 31, 2024 be approved as circulated.

2. **MOTION:** That the (OPEN) draft minutes of the Quality Committee meeting of November 12, 2024 be received as circulated.

3. **MOTION:** That the Board of Directors approves the Board of Directors, Conflict Resolution Policy POL.GOV.34788
4. **MOTION:** That the (OPEN) draft minutes of the Finance, Resources & Audit Committee meeting of November 14, 2024 be received as circulated.
5. **MOTION:** That the minutes of the Hyland Crest Residents Council meeting of November 4, 2024 be received.

Thereafter, there was a

MOTION: *THAT the Board of Directors approves motions 1 through 5 on the (Open) Consent Agenda for November 28, 2024, with a typographical error to be corrected.*

Michael Tambosso/Diana McNiven, **CARRIED.**

3. **BOARD BUSINESS – QUALITY, GOVERNANCE & PLANNING COMMITTEE**

3.1 Comments from the Committee Chair

Committee Chair Diana McNiven provided an overview of the November 12, 2024 Quality, Governance & Planning Committee meeting. It was reported that the Committee received education on the Trillium Gift of Life program at HHHS. The new Manager of Quality, Patient Safety and Risk, Steven Lofkrantz, joined the meeting and reviewed the Quality and Safety Report. It was noted that five managers had completed Just Culture training.

3.2 Quality & Patient Safety Report

Manager of Quality, Patient Safety and Risk, Steven Lofkrantz presented the Quality and Patient Safety Report for Q2. The trends and highlights were pointed out. Discussion ensued on how to communicate this good news data to the community.

Secretary's Note: In follow-up to a question, the top five complaints for patients presenting to the emergency room between January 1, 2024 and November 29, 2024 were cough/congestion (965), abdominal pain (799), shortness of breath (632), upper extremity (608), and lower extremity (586).

3.3 Catchment Area

CEO Nelson reported back to the Board regarding a definition for “the geographic area served by the Corporation including the County of Haliburton and bordering townships, as determined by the Board from time to time”. Following discussion on the matter, there was a

MOTION: *THAT the Board of Directors approves defining the bordering townships as North Kawartha, Kawartha Lakes, Bracebridge and Lake of Bays.*

Diana McNiven/Don Pierson, **CARRIED.**

4. **BOARD BUSINESS – FINANCE, RESOURCES & AUDIT COMMITTEE**

4.1 Comments from the Committee Chair

Committee Chair Mark Bell provided an overview of the November 14, 2024 Finance, Resources & Audit Committee meeting noting the topics covered at the meeting included a presentation by Dan Meraw, Integrated Chief Information Officer, regarding information and communications technology (ICT) key priorities. Chair Bell encouraged Board members to visit SharePoint for more details.

4.2 ICT Priorities

The Board reviewed the briefing note regarding the information and communications technology strategy. Four priorities were noted as (1) achieve ICT service excellence, (2) optimize cybersecurity, minimize risk, (3) collaborate and leverage technology to enhance and innovate care; and (4) support organizational master planning with a focus on championing emergency technologies. It was further noted that these would be a focus of the organization in the coming years. CEO Nelson addressed a question regarding cybersecurity, and it was reported that the Central East region receives funding for regional cybersecurity through the Local Delivery Group lead by Scarborough Health Network.

MOTION: *THAT the Board of Directors approves the strategic priorities and next steps.*

Cliff Ottaway/Al Aubry, **CARRIED.**

5. **BOARD BUSINESS – EXECUTIVE COMMITTEE**

5.1 No meeting was held this month.

6. **REPORTS**

6.1 Report of the Chief of Staff

In addition to his written report, Dr. Hay informed the Board that the organization has implemented new professional staff credentialing software (CMaRS). Commencing with the January 2025 schedule, the ED physician scheduling software (MetricAid) would be optimally utilized which would support physicians to self-schedule and change shifts. Dr. Hay also reported there are ongoing discussions with some physicians interested in exploring opportunities in Haliburton.

MOTION: *That the Board of Directors receives the Report of the Chief of Staff.*

Mark Bell/Sharon Kaasalainen, **CARRIED.**

6.2 Report of the Chief Executive Officer

In addition to the written report, the following update was given:

- Thank you to the Board and Community Members for their dedication and leadership provided to the organization. Thank you calls were made on Philanthropy Day, noting that CEO Nelson personally called and thanked the hosts/hostesses of the events attended this past summer.
- Test hole drilling continues across the southeast property at Minden to sample the underground soil conditions and hydrology.

- The Ministry of Long-Term Care announced a focus on cultural priorities in new Home builds which aligns to the work we have been doing to with a university on creating smaller more home-like spaces as we design for the future.
- With new legislation regarding criminal reference checks, there will likely be changes for Board volunteers which would be implemented beginning next Board cycle.

Following an opportunity for discussion, there was a

MOTION: *That the Board of Directors receives the Report of the President & CEO.*

Diana McNiven/Michael Tambosso, **CARRIED.**

7. OTHER BUSINESS

7.1 Briefing Note – Minden Health Care Auxiliary Constitution Update

CEO Nelson spoke to the Constitution of the Minden Health Care Auxiliary (MHCA), noting that it required approval by the HHHS Board of Directors. One of the changes in this revised constitution was that MHCA would support the Minden Urgent Care Clinic, Hyland Crest and Community Support Services. Discussion took place regarding the constitution and CEO Nelson explained the strengthened collaboration between the MHCA, Foundation and HHHS. It was noted that next time the Constitution be updated that HHHS be consulted.

MOTION: *That the Board of Directors approve the Minden Health Care Auxiliary Constitution as amended and approved at the April 30, 2024 Minden Health Care Auxiliary Members Meeting.*

Mark Bell/Diana McNiven, **CARRIED.**

Following discussion on the Minden Health Care Auxiliary, Board Director Al Aubry declared a conflict of interest. It was agreed this would be noted for future meetings and that his presence did not alter the outcome.

7.2 Board Retreat Agenda

The agenda for the board retreat scheduled for January 29th, 2025 was reviewed and amendments were discussed.

8. FOR INFORMATION

8.1 None identified.

9. MOTION TO ADJOURN THE OPEN MEETING & MOVE INTO THE CLOSED MEETING

On a motion by Sharon Kaasalainen, the Open meeting adjourned at 3:00 pm and the Board moved into its Closed meeting following questions from the public.

Chair

Date