

 <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: March 29, 2018</p>	<p>Time: 3:00 p.m. Location: Haliburton Board Room</p>

<p>Members present:</p> <p>Dave Bonham, Board Chair Carolyn Plummer, President and CEO Scott Addison (<i>via telephone</i>) Jane Adams David Gray John Kay Dorothy Owens (<i>via telephone</i>) Don Pierson Jan Walker (<i>via telephone</i>) Dr. Kristy Gammon, Chief of Staff Linda Hunter, VP, Clinical Services / Chief Nursing Executive</p>	<p>Administration:</p> <p>Marlene Vieira, Executive Assistant (Recorder) Kathy Newton, VP, Clinical Services/CFO Stephanie MacLaren, VP, Community Services</p> <p>Regrets:</p> <p>Dr. Norm Bottum, President of Medical Staff Jeff Gollob Paul Morissette</p>
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1.0 CALL TO ORDER

Board Chair, Dave Bonham, called the Board Meeting to order at 3:00 p.m. He introduced newly appointed Board Director, Jane Adams, to the Board. John Smith, the new Chair of the Patient, Family and Community Advisory Committee was also introduced to the Board.

1.2 Approval of Agenda

MOTION: Moved by Don Pierson, seconded by Dorothy Owens
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 David Gray
THAT the consent agenda of the March 29, 2018 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 January 25, 2018, be approved.

MEDICAL ADVISORY COMMITTEE

THAT the Minutes of the Medical Advisory Committee Meeting, held February 15, 2018, be received.

QUALITY COMMITTEE

THAT the Minutes of the Quality Committee Meeting, held February 26, 2018 and March 12, 2018 be received.

CORRESPONDENCE RECEIVED: (attached)

THAT the Minutes of the Highland Wood Family Council Meeting, held January 24, 2018, be received.

THAT the Minutes of the Highland Wood Residents' Council Meeting, held February 14, 2018, be received.

THAT the Minutes of the Highland Wood Residents' Council Meeting, held March 14, 2018, be received.

THAT the Minutes of the Hyland Crest Residents' Council Meeting, held March 13, 2018, 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 – Nil

5.0 **COMMITTEE REPORTING**

5.1 Executive Committee

Board Chair, Dave Bonham, reported that the Executive Committee met on March 26, 2018 and the meeting addressed some of the following matters: Executive Compensation Plan; mid-year evaluations; Nominating Committee update.

5.2 Finance Committee

David Gray, Finance Committee Chair, provided a report on the meeting of the Finance Committee, held on March 26, 2018. The meeting had included discussions on some of the following: financial statements ending January 2018; 2018-19 Capital Equipment List; grants and special funding projects; challenges and strategies for financial sustainability.

MOTION: Moved by David Gray, seconded by John Kay
THAT the Financial Statements ending January 2018, be approved.

Carried

Chair Bonham recognized the extraordinary efforts of staff to achieve a balanced budget.

5.3 Quality Committee (QC)

Chair of the Quality Committee, Jan Walker, provided a report on the QC Meetings held on February 26 and March 12, 2018, which had addressed the following matters: mid-year QC Report on Long-Term Care and Mental Health and Addictions Services; Quality Improvement Plan for 2018-19.

Vice-President, Clinical Services and Chief Nursing Executive, Linda Hunter, presented an overview of the 2018-19 Quality Improvement Plan for 2018-19. The Plan will be posted on HHHS' website after submission to Health Quality Ontario.

MOTION: Moved by Jan Walker, seconded by Don Pierson
THAT the Quality Improvement Plan for 2018-19 (as attached), be approved.
Carried

5.4 Medical Advisory Committee (MAC)

Dr. Kristy Gammon, Chief of Staff, updated the committee on the business of the MAC, noting the most recent meeting was held on March 15, 2018. Meeting business had included some of the following: ongoing work plans; increased access to primary care access; improvements to palliative care; mortality statistics; draft policy, "Provision of Hospital Services".

5.5 Patient, Family and Community Advisory Committee (PFCAC)

Chair of the Community Advisory Committee, David Coulson, was recognized by the Board for his contributions as Chair of the Committee from December 2014 to January 2018. Chair of the Patient, Family, and Advisory Committee, John Smith, provided a brief summary of the meeting held on February 8, 2018 and series of recommendations from the Committee, expecting to approve at next meeting and will then submit to the Board. PFCAC Chair Smith added that the Committee is looking forward to the Board's response.

6.0 Report of President and CEO

Referring to the CEO's report that was pre-circulated with the agenda, President and CEO, Carolyn Plummer provided a report to the Board that included highlights on the following items:

- Provincial and Central East LHIN Updates
 - additional funding from the Ministry of Health and Long-Term Care for Ontario hospitals was recently announced for Hospitals and for Long-Term Care homes
 - four-year investment of funding increases for mental health and addictions
- HHHS Updates
 - Strategic Plan Refresh Update
 - Ministry of Labour Visit re implementation of violence in the workplace initiatives (province-wide visits are being conducted)
 - Volunteer Appreciation Week events (April 17 and 18)
 - preparation for accreditation process is underway for May 2019 accreditation

(Continued...)

6.0 Report of President and CEO (Cont'd)

- HHS Program Reports
 - Community Programs
 - Community Paramedicine Program (99 people enrolled to date)
 - Naloxone (kits for opioid overdoses to be distributed by HHS Community Mental Health Services staff)
 - Clinical Services
 - physician recruitment for the Emergency Departments continues to be a top priority for HHS
 - ultrasound hours reduced
 - Long-Term Care innovation – utilizing iPads for accessing the Ontario Telemedicine Network
 - Support Services
 - Facilities Update (infrastructure projects)
 - Year-End Audit

CEO, Carolyn Plummer, also recognized the work of HHS' Executive Leadership Team, Chief of Staff, and staff, as well as the Foundation and Auxiliaries for their efforts in ensuring a balanced budget for HHS.

Questions of clarification about the 2018-19 Budget were responded to by CEO Plummer and VP, Support Services/CFO, Kathy Newton.

7.0 OLD BUSINESS / STANDING AGENDA ITEMS

No items to report.

8.0 NEW BUSINESS

8.1 Executive Compensation Plan

Chair Bonham reported that, as required by the Ministry of Health and Long-Term Care, the Board developed an Executive Compensation Plan, which was posted on the HHS website from February 5 to March 7, 2018 and shared with the local media, with no feedback submitted to the Board Chair. The Plan will now be forwarded to the Ministry of Health and Long-Term Care for final approval.

8.2 Hospital Service Accountability Agreement Changes

President and CEO, Carolyn Plummer, explained that the new Hospital Service Accountability Agreement with the Central East LHIN requires new policies be developed. The first one due (April 1, 2018) is the "Provision of Hospitals Services Policy". The second policy, "Conflict of Interest and Code of Conduct Policy" is required by June 1, 2018 and will be brought to the May Board Meeting for approval.

MOTION: Moved by John Kay, seconded by Dorothy Owens
THAT the Provision of Hospital Services Policy, as attached, be approved.
Carried

9.0 FOUNDATION AND AUXILIARIES

9.1 HHS Foundation

Lisa Tompkins, Executive Director of the HHS Foundation, spoke about the Foundation's financial year-end; Cash for Care Lottery; Hike for Hospice on May 6; Matt Duchene Golf Tournament in July and Radiothon.

9.0 FOUNDATION AND AUXILIARIES (Cont'd)

9.2 Minden Health Care Auxiliary

Val DuManoir, Co-President of the Minden Health Care Auxiliary, had submitted a report that was circulated to the Board which highlighted the following work of the Auxiliary: upcoming raffles; Minden Canada Day booth and Tag Day; Card Party in the fall; Gift Shop spring stock and Open House in December.

9.3 Haliburton Hospital Auxiliary

Jacqui Clarkson, President of the Haliburton Hospital Auxiliary, was not able to attend the meeting; there was no report.

10.0 PUBLIC QUESTION PERIOD

Mark Arike of *The Highlander* asked about the 2017-18 Budget and the claw-back from the GAIN Budget. VP/CFO, Kathy Newton provided clarification.

11.0 ADJOURNMENT AND NEXT MEETING

11.1 NEXT MEETING: The next meeting of the Board is to be held on May 24, 2018 in the Haliburton Board Room.

MOTION: Moved by David Gray, seconded by Jane Adams
THAT the meeting adjourn at 4:00 p.m.

Carried

Dave Bonham, Board Chair

ACTION ITEMS / FOLLOW-UP FROM BOARD MEETINGS

Source	Description	Responsibility	Completion
March 29, 2018	There were no items for follow up.		