

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

<p>Members present:</p> <p>Jeff Gollob, Board Chair Carolyn Plummer, President and CEO Jane Adams Dave Bonham David Gray John Kay Paul Morissette David O'Brien Irene Odell Dorothy Owens (<i>until 3:30 p.m.</i>) Don Pierson Jan Walker Dr. Kristy Gammon, Chief of Staff</p>	<p>Administration:</p> <p>Marlene Vieira, Executive Assistant (Recorder) Kathy Newton, VP, Clinical Services/CFO Stephanie MacLaren, VP, Community Programs Kris Baird, HR Director</p> <p>Regrets:</p> <p>Dr. Norm Bottum, President of Medical Staff Theresa MacDermid</p>
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1.0 CALL TO ORDER

Board Chair, Jeff Gollob, called the Board Meeting to order at 3:00 p.m.

1.1 SPECIAL PRESENTATION:

The Board received a presentation by Hope Lee, Administrator/Manager, Housing and Housing Help Division, and Jocelyn Blazey, Homelessness System Resource Coordinator, of the City of Kawartha Lakes-Haliburton Housing Corporation. The presentation included information on the following aspects of the Corporation: service manager role; housing and homelessness plans; plan review and update; housing continuum; homelessness system; 20,000 Homes Campaign/Registry Week; key demographics; coordinated entry in the healthcare system and by name list; next steps for homelessness response; housing types; homelessness prevention supports; ownership programs.

Questions of clarification were responded to, and Board Chair, Jeff Gollob, thanked Hope Lee and Jocelyn Blazey for an informative presentation.

1.2 Approval of Agenda

MOTION: Moved by David O'Brien, seconded by Jane Adams
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 David Gray, seconded by John Kay
THAT the consent agenda of the November 29, 2018 Meeting of the Board of Directors, as follows, be approved:

BOARD OF DIRECTORS

THAT the Minutes of the Board of Directors' Meeting, held October 25, 2018, be approved.

MEDICAL ADVISORY COMMITTEE

THAT the Minutes of the Medical Advisory Committee Meeting, held October 18, 2018, be received.

COMMUNITY ADVISORY COMMITTEE

THAT the Minutes of the Community Advisory Committee Meeting, held September 6, 2018, be received.

CORRESPONDENCE RECEIVED: (attached)

THAT the Minutes of the Hyland Crest Family Council Meeting, held October 28, 2018, be received.

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

THAT the Minutes of the Highland Wood Residents' Council Meeting, held November 7, 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, Jeff Gollob, reported that the Executive Committee met on November 12, 2018 and the meeting had included the following business: CIS update; regional collaborative governance meeting; communications; establishing a sub-committee to address the oversight of master planning with a goal of stakeholder mapping as a first priority.

5.2 Finance Committee

David Gray, Finance Committee Chair, reported that the Finance Committee met on November 12, 2018 and addressed the following business: financial update and reduction of deficit; operating plan assumptions and draft budget submissions; capital projects update and investment portfolio status.

MOTION: Moved by David Gray, seconded by David O'Brien,
THAT the Financial Statements, as at the end of September 2018, be approved;
And
THAT the Operating Plan Assumptions and Draft Budget Submission for HAPS, LAPS, and CAPS for 2019-20, be approved;
And
THAT the LAPS Description of Services and Service Plan Narratives for Hyland Crest and Highland Wood for 2019-22, be approved, subject to no material changes.

Carried

5.3 Quality Committee (QC)

Chair of the Quality Committee, Jan Walker, reported that the QC did not meet in November, but meets again on December 10th.

5.4 Medical Advisory Committee (MAC)

Dr. Kristy Gammon, Chief of Staff, apprised the Board of discussions that took place at the MAC's meeting of November 15, 2018. The MAC had finalized and assigned leadership for its 2018-19 Work Plan (ALC, Mental Health, MAID). The Committee had also received updates on ALC issues. Questions of clarification were responded to by Dr. Gammon.

5.5 Community Advisory Committee (CAC)

Chair of the Community Advisory Committee, John Smith, informed the Board that the CAC met on November 1, 2018 and the meeting had included discussion on the following: feedback from the Board on CAC's recommendations; patient handbook; snow removal for the needy.

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:

- Federal, Provincial and Central East LHIN Updates
 - Dr. Barry Guppy stepping down from his role as Interim CEO of the Central East LHIN and returning to his practice; his support to HHHS was recognized

(continued...)

6.0 Report of President and CEO (Cont'd)

- HHS Updates
 - acknowledgement of contributions of former Director, Facilities, Peter Fearrey (deceased November 26, 2018)
 - draft Communication Plan is being circulated amongst targeted internal stakeholders for feedback

- HHS Program Reports
 - Support Services
 - finances (balancing strategies, Small Rural Hospital Transformation Fund)
 - Hospital Services
 - Registered Nurses of Ontario has recognized excellent work by Highland Wood regarding prevention of influenza last flu season
 - physician recruitment remains top priority, as well as Chief of Staff search
 - new Behaviour Supports Ontario Nurse (Darcy Burke) working as part of GAIN team and in Acute Care
 - Community Programs
 - Youth Wellness Hub progress and fundraising
 - centralized intake process for CSS clients successful in proof of concept stage
 - funding received from the CE LHIN for Behaviour Supports Ontario training of staff

Questions of clarification were responded to regarding the physician recruitment fair in Ottawa, and it was acknowledged that a full-time recruiter would be of great benefit to HHS and the County.

7.0 OLD BUSINESS / STANDING AGENDA ITEMS

No items.

8.0 NEW BUSINESS

8.1 Donor Recognition Policy

President and CEO, Carolyn Plummer, referring to the circulated draft policy regarding donor recognition, explained that the policy is an update to the existing one and has been vetted through the Joint Executive Committee of the Board and the Foundation's board. The policy was presented for feedback from HHS Board Directors prior to being reviewed by the Foundation board.

9.0 FOUNDATION AND AUXILIARIES

9.1 HHS Foundation

Lisa Tompkins, Executive Director of the HHS Foundation, reported that the Foundation is in the middle of the "*Believe in Magic*" Christmas campaign, which was initially affected by the postal strike, but donors have continued to be very generous and fundraising is on track. The campaign's proceedings will fund equipment identified as priority, such as ceiling lifts; bathtubs, and diagnostic equipment, as well as Community Support Services programs.

9.2 Minden Health Care Auxiliary

Anne Stephens, Co-President of the Minden Auxiliary reported that the Auxiliary's first Christmas Lunch and Gift & Bake Sale and Silent Auction (combined with Hyland Crest Christmas Bazaar and Bake sale) was very successful and raised about \$2000.00. The Auxiliary's Annual General Meeting will be held on December 6th at the Bonnie View Inn.

9.3 Haliburton Hospital Auxiliary

Jacqui Clarkson, President of the Haliburton Hospital Auxiliary, provided the Board with an update on the Auxiliary's activities, which included the following: wreaths fundraiser (23 hanging in Haliburton Hospital); *Snowflake Bazaar* on December 2 - Open House and Baked Good Sale and Wine draw; a presentation on December 14 by insurance groups (one paid for a stretcher and the other paid for a second bed); donation by a small group of children in West Guildford, "Kids in Kitchen".

10.0 PUBLIC QUESTION PERIOD

There were no questions.

11.0 ADJOURNMENT AND NEXT MEETING

11.1 NEXT MEETING: The next meeting of the Board is to be held on January 24, 2019 at the Haliburton site.

MOTION: Moved by Don Pierson, seconded by David Gray
THAT the meeting adjourn at 4:30 p.m.

Carried

Jeff Gollob, Board Chair

ACTION ITEMS / FOLLOW-UP FROM BOARD MEETINGS

Source	Description	Responsibility	Completion
October 25, 2018	Update Terms of Reference for Executive Committee	EA / CEO / Chair	Completed; to be brought for approval at January 2019 Board Meeting