

 <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 25, 2018</b></p>	<p><b>Time: 3:00 p.m.</b> <b>Location: Minden Board Room</b></p>

<p><b>Members present:</b></p> <p>Jeff Gollob, Board Chair  Carolyn Plummer, President and CEO  Scott Addison  Jane Adams  Dave Bonham  David Gray  John Kay  Theresa MacDermid  Paul Morissette  David O'Brien  Irene Odell  Dorothy Owens (<i>via telephone</i>)  Don Pierson  Jan Walker (<i>via telephone</i>)</p>	<p><b>Administration:</b></p> <p>Marlene Vieira, Executive Assistant (Recorder)  Kathy Newton, VP, Clinical Services/CFO (<i>via telephone</i>)</p> <p><b>Regrets:</b></p> <p>Dr. Norm Bottum, President of Medical Staff  Dr. Kristy Gammon, Chief of Staff</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.

**1.2 Approval of Agenda**

**MOTION:** Moved by David O'Brien, seconded by Don Pierson  
**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 Dave Bonham, seconded by John Kay  
**THAT** the consent agenda of the October 25, 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 September 27, 2018, be approved.

**MEDICAL ADVISORY COMMITTEE**

**THAT** the Minutes of the Medical Advisory Committee Meeting, held September 20, 2018, be received.

**QUALITY COMMITTEE**

**THAT** the Terms of Reference for the Quality Committee for 2018-19, as attached, be approved.

**CORRESPONDENCE RECEIVED (attached):**

**THAT** the Minutes of the Hyland Crest Family Council Meeting, held September 18, 2018, be received.

**THAT** the Minutes of the Hyland Crest Residents' Council Meeting, held October 9, 2018, be received.

**THAT** the Minutes of the Highland Wood Family Council Meeting, held September 26, 2018, be received.

**THAT** the Minutes of the Highland Wood Residents' Council Meeting, held October 3, 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 October 15, 2018 and the meeting had included the following business: update from President and CEO; Clinical Information System governance committee; updating of HHHS' policies to address new cannabis legislation (HHHS to remain 100% smoke-free); government relations committee to be a function of the Executive Committee (with the ad hoc assistance of David O'Brien and Kelly Mitchell); financial update and balancing strategies.

**MOTION:** Moved by Dave Bonham, seconded by John Kay  
**THAT** the Executive Committee take on the mandate for government relations, with the support of other Board members, as needed.

**Carried**

<p><b>ACTION:</b> Update Terms of Reference for Executive Committee</p>
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## **5.2 Finance Committee**

David Gray, Finance Committee Chair, reported that the Finance Committee did not meet in October, but he provided an update on the financial status of the organization, noting that the September results will be discussed at the next Committee meeting on November 12. The management team continues to work on balancing the budget by the end of the current fiscal year in March 2019. Internal committees/working groups have been established by managers, with the goal of remedying the budget deficit by year-end.

## **5.3 Quality Committee (QC)**

Chair of the Quality Committee, Jan Walker, reported that the QC met on October 15, 2018 and addressed some of the following matters: review of QC's terms of reference and rolling work plan; 2017-18 year-end quality report which included the QIP for LTC and Mental Health and Addictions; HR strategy; accreditation planning; goals and objectives for QC for 2018-19 (including three primary goals: reduce deficit; pass accreditation; physician recruitment).

## **5.4 Medical Advisory Committee (MAC)**

Dr. Kristy Gammon, Chief of Staff, was not able to attend the meeting, but had submitted a written report to the Board, which was read out by President and CEO, Carolyn Plummer. The report highlighted business of the MAC meeting on October 18, which included: review of 2018-19 work plan goals; Chief of Staff and President of Medical Staff roles and possible recruitment of Chief of Staff; draft CPSO continuity of care policy; budget update; AFA funding.

## **5.5 Community Advisory Committee (CAC)**

Chair of the Community Advisory Committee, John Smith, informed the Board that the CAC does not meet until November. The sub-committee of CAC met recently and reviewed the proposed Patient Handbook.

## **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
  - Ministry of Health and Long-Term Care announcement of realignment
  - recreational cannabis legislation
- HHHS Updates
  - flu shots now available
  - budget strategy
  - new Vice-President, Clinical Services/Chief Nurse Executive, Dr. Diane Duff, to commence working at HHHS on January 7, 2019
- HHHS Program Reports
  - Hospital Services
    - Physician Recruitment
    - Clinical Information System Update
  - Long-Term Care

- respiratory outbreak at Highland Wood is over
- formal luncheon instead of formal dinner was held this year

## **7.0 OLD BUSINESS / STANDING AGENDA ITEMS**

No items.

## **8.0 NEW BUSINESS**

**8.1** No items.

## **9.0 FOUNDATION AND AUXILIARIES**

### **9.1 HHHS Foundation**

Lisa Tompkins, Executive Director of the HHHS Foundation, reported that the year-end Christmas appeal will start early November and the Cash for Care lottery launch will take place on November 29; Foundation board is currently recruiting for up to three new board members.

### **9.2 Minden Health Care Auxiliary**

Anne Stephens, Co-President of the Minden Auxiliary provided an update on the Auxiliary's fundraising activities which included: Wine on Wheels raffle on November 24 along with luncheon/tea and bake sale with music in the lobby at Hyland Crest from 12:00-3:00 p.m.

### **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: successful International Dinner on October 20, 2018; wreath sale at Haliburton Hospital (silent bids) from November 25 to December 3<sup>rd</sup>; two new volunteers for Acute Care visitation.

## **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 November 29, 2018 at the Minden site.

**MOTION:** Moved by Jane Adams, seconded by Theresa MacDermid  
**THAT** the meeting adjourn at 3:40 p.m.

**Carried**

**ACTION ITEMS / FOLLOW-UP FROM BOARD MEETINGS**

<b>Source</b>	<b>Description</b>	<b>Responsibility</b>	<b>Completion</b>
October 25, 2018	Update Terms of Reference for Executive Committee	EA / CEO / Chair	