



HALIBURTON HIGHLANDS HEALTH SERVICES
MINUTES

REGULAR OPEN MEETING of the BOARD OF DIRECTORS
Thursday, October 31, 2024 / 2:00 pm / HHHS Boardroom

Members: Irene Odell, Board Chair* John Herald, Director*
Diana McNiven, Director* Connie Phillipson, Director*
Mark Bell, Director* Don Pierson, Director*
Kurtis Bishop, Director* Charlotte Snider, Director*
Sharon Kaasalainen, Director* Liz Danielson, Director*
Clifford Ottaway, Director* Michael Tambosso, Director*
Al Aubry, Director* Jennifer Dailloux, Director*
Dr. Keith Hay, Chief of Staff
Ex-Officio: Veronica Nelson, CEO Jen Burns-West, CNE & VP
Regrets: Dr. Norm Bottum Ulvi iskhagi-Bayat, Chief Financial Officer
Staff Michel Henry, EA, Recorder
Resources:
Guests: Melanie Klodt Wong, HHHS Foundation Executive Director
David Blodgett, HHHS Foundation Board Chair
*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 it was decided that item #6 (Corporate Membership Application) be removed from the consent agenda and added as item 3.3.

MOTION: *That the agenda be approved as amended.*

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

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

1.4 **Land Acknowledgement** – The traditional land acknowledgement was recognized. The purpose, values and strategic direction of HHHS were reviewed.

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 September 26,

2024 be approved as circulated.

2. **MOTION:** That the (OPEN) draft minutes of the Quality Committee meeting of October 15, 2024 be received as circulated.
3. **MOTION:** That the Board of Directors approves the Terms of Reference, Community Advisory Committee TOR.ADM.34794.
4. **MOTION:** That the Board of Directors approves the Confidentiality Policy POL.GOV.25842. Board of Directors, Confidentiality of Board
5. **MOTION:** That the Board of Directors approves the Terms of Reference, Executive Committee (TOR.ADM.34795).
6. *(Moved to item 3.3)*
7. **MOTION:** That the Board of Directors approves the job description for the President and Chief Executive Officer (GU.ADM.37546).
8. **MOTION:** That the Board of Directors approves the job description for the Chief of Staff (GU.ADM.37856).
9. **MOTION:** That the Board of Directors approves the Board of Directors, CEO and COS 360 Performance Assessment Template (FORM.GOV.37927).
10. **MOTION:** That the minutes of the Hyland Crest Residents Council meeting of September 19, 2024 be received.
11. **MOTION:** That the minutes of the Highland Wood Residents Council meeting of September 19, 2024 be received.
12. **MOTION:** That the minutes of the Highland Wood Residents' Council meeting of October 17, 2024 be received.

Thereafter, there was a

MOTION: THAT the Board of Directors approves motions 1 through 12 on the (Open) Consent Agenda for October 31, 2024 as presented, with the exception of Item #6 which would be considered later in the meeting.

Liz Danielsen/John Herald, **CARRIED.**

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

3.1 Comments from the Committee Chair

Committee Chair Diana McNiven provided an overview of the October 15, 2024 Quality, Governance & Planning Committee. Alternative level of care education was presented. The risk management report was reviewed, and the Board retreat in January was discussed.

3.2 Quality & Patient Safety Report

Chief Nursing Executive (CNE) Jen Burns West reported on highlights of the report that was presented previously to the Quality, Governance & Planning Committee. HHHS received Accreditation with Commendation an elevated level after having 18 of 26 items overturned through the appeal process. Additional action items are due mid-January and should be ready for submission before Christmas. CNE Burns West highlighted the collaboration with midwives and the algorithms that have been developed as a result of a birth in the Emergency Department. Emergency preparedness was reviewed with regular mock exercises being held and planned education under an enhanced model. Lab quality indicators were discussed, confirming that further details were discussed at the Committee.

MOTION: THAT the Board of Directors receives the Quality & Safety Report.

John Herald/Diana McNiven, **CARRIED.**

3.3 Corporate Membership Application

The corporate membership application was reviewed and it was agreed that the phrase “the geographic area served by the Corporation including the County of Haliburton and bordering townships, as determined by the Board from time to time” needed clarity. It was agreed that CEO Nelson would bring a definition of ‘bordering townships’ back to the Quality, Governance & Planning Committee for their consideration. As the application is currently in use, it was suggested that the phrase be removed from the application until further review takes place.

4. BOARD BUSINESS – FINANCE, RESOURCES & AUDIT COMMITTEE

4.1 No meeting was held this month.

5. BOARD BUSINESS – EXECUTIVE COMMITTEE

5.1 No meeting was held this month.

6. REPORTS

6.1 Report of the Chief of Staff

Dr. Hay reported that a full-time emergency physician had indicated intent to begin practice at HHHS in mid-2025. There is also a physician couple currently working in Haliburton for the next month who are considering permanently relocating to this community. Wendy Welch, Physician Recruitment Coordinator, was working with a United Kingdom-trained family physician who had indicated a strong interest in coming to the area, and she was working through the lengthy immigration process. The Board expressed appreciation and thanks to Dr. Hay for his work on physician recruitment. Discussion took place on medical students studying in the Caribbean and opportunities to recruit this cohort; however, it was reported that this group is directed to the US for residency.

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

Liz Danielsen/Connie Phillipson, **CARRIED.**

6.2 Report of the Chief Executive Officer

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

- The volunteer program was being standardized and streamlined, moving towards an

electronic online application process.

- Record retention relating to Board documents was reviewed, and it was noted that HHHS-related emails could be deleted, and documents can be shredded. It was also noted that emails were archived should a HHHS employee or Board member's email account require closure.
- Haliburton Highlands Family Health Team had been successful in realigning their budget to permanently fund an additional Nurse Practitioner (NP). It was reported that HHHS would partner to potentially help connect complex, high emergency-use patients without a family doctor to this new NP ensuring the appropriate consents have been attained.
- Discussion ensued regarding volunteer positions and the application process.

Following an opportunity for discussion, there was a

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

Jen Dailloux/Michael Tambosso, **CARRIED.**

7. OTHER BUSINESS

7.1 OHA Governance & Management Partnership – Session 4

Chair Odell pointed out some highlights from Session 4 regarding the roles and functions of the HHHS board, noting that the Board would like clarification on the meaning of oversee. Discussion took place on the focus of the Board, aiming to focus more on high impact strategic items. It was noted that HHHS' control mechanisms have improved recently allowing the Board to look forward. It was further agreed that the CEO needs to feel comfortable to raise awareness should the Board delve into operations. A suggestion was made to have a governance expert give guidance and suggestion to help the Board operate at a higher level. Discussion ensued on methods the Board could utilize to help ensure HHHS has the resources it needs.

7.2 Next Meeting Date – November 28, 2024 in Minden Boardroom

8. FOR INFORMATION

8.1 Ministry of Health Hospital Planning Memo October 2024

CEO Nelson spoke to the plan recently released from the Ministry of Health on the standardization of how hospitals are built, such as room design, room size, heating/ventilation/air conditioning. There will be supplemental conditions for small, rural northern hospitals. These new standards will apply to new builds and renovations including any organizations in Stage 1 of the Master Plan process.

8.2 HHHS Foundation Fall 2024 Impact Report

Document was included for Board review.

8.3 Barry's Bay Hospital Project – Article

Document was included for Board review.

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

On a motion by Mark Bell, the Open meeting adjourned at 3:06 pm and the Board moved into its Closed meeting following questions from the public.

Chair

Date