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|  <p><i>Leaders in Innovative Rural Health Care</i></p> | <p><b>HALIBURTON HIGHLANDS<br/>HEALTH SERVICES</b></p> <p><b>OPEN SESSION</b><br/><b>Minutes of the Meeting of the<br/>Board of Directors</b></p> |
| <p><b>Date: September 28, 2017</b></p>  | <p><b>Time: 3:00 p.m.</b><br/><b>Location: Haliburton Board Room</b></p>  |

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| <p><b>Members present:</b></p> <p>Dave Bonham, Board Chair<br/>Carolyn Plummer, President and CEO<br/>Jeff Gollob, Vice-Chair<br/>Scott Addison<br/>John Kay<br/>Paul Morissette<br/>Dorothy Owens<br/>Don Pierson<br/>Annette Richardson<br/>Jan Walker (<i>via telephone</i>)</p> <p>Dr. Kristy Gammon, Chief of Staff</p> | <p><b>Administration:</b></p> <p>Marlene Vieira, Executive Assistant (Recorder)<br/>Kris Baird, Director, Human Resources<br/>Kathy Newton, Chief Financial Officer</p> <p><b>Regrets:</b></p> <p>David Gray<br/>Dr. Norm Bottum, President of Medical Staff<br/>Laura Green, Chief Nursing Executive</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.

**1.2 Approval of Agenda**

**MOTION:** Moved by Dorothy Owens, seconded by Annette Richardson  
**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 John Kay  
**THAT** the consent agenda of the September 28, 2017 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 May 25, 2017, be approved.

**MEDICAL ADVISORY COMMITTEE**

**THAT** the Minutes of the Medical Advisory Committee Meeting, held May 18 and June 15, 2017, be received.

**FINANCE COMMITTEE**

**THAT** the Terms of Reference for the Finance Committee, as attached, be approved.

**EXECUTIVE COMMITTEE**

**THAT** the Terms of Reference for the Executive Committee, as attached, be approved.

**CORRESPONDENCE RECEIVED: (attached)**

**THAT** the Minutes of the Highland Wood Family Council Meeting, held May 24, 2017 be received.

**THAT** the Minutes of the Hyland Crest Family Council Meeting held June 25, 2017 be received.

**THAT** the Minutes of the Hyland Crest Family Council Meeting, held June 28, 2017, 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 September 18, 2017. Meeting business had addressed some of the following items: CEO Evaluation Process; Strategic Plan Refresh; Corporation By-Laws and Policies; Board Skills Matrix; CEO's Report. As well, there were motions brought forward to the Board regarding the Executive Compensation Plan and the Accessibility Plan.

**MOTION:** Moved by Annette Richardson, seconded by Dorothy Owens  
**THAT** the Accessibility Plan 2017-18 and Multi-Year Plan, as attached, be approved.

**Carried**

**MOTION:** Moved by Annette Richardson, seconded by Dorothy Owens  
**THAT** the Terms of Reference for the Accessibility Committee, as attached, be approved.

**Carried**

(Continued...)

### 5.1 Executive Committee (Cont'd)

**MOTION:** Moved by Scott Addison, seconded by John Kay  
**THAT** the Executive Compensation Plan be approved and submitted to the Ministry of Health and Long-Term Care on September 29, 2017. **Carried**

**MOTION:** Moved by Dorothy Owens, seconded by John Kay  
**THAT** the resignation of Dale Robinson, Board Director, be received. **Carried**

The Board recognized the significant contributions of Board Director, Dale Robinson, during his eight-year tenure on the Board, including his years as Board Chair.

Vice-Chair, Jeff Gollob apprised the Board of the status of the update of policies that is also part of the Corporation By-Laws review process. He noted that Dr. Kristy Gammon met with President and CEO, Carolyn Plummer in the summer to start the work on the Professional By-Laws and they are now awaiting advice from legal counsel. Most of the work on the By-Laws has been completed, but the policies will require more time.

### 5.2 Finance Committee

Chief Financial Officer/Director of Finance, Kathy Newton, on behalf of the Finance Committee Chair, provided a brief report on highlights of the Finance Committee meeting that had been held on September 18, 2017.

**MOTION:** Moved by Paul Morissette, seconded by Scott Addison  
**THAT** the Financial Statements ending July 31, 2017 **Carried**

### 5.3 Quality Committee (QC)

Jan Walker reported that the QC has not met since its last meeting on May 15, 2017, but will meet again on October 16, 2017.

### 5.4 Medical Advisory Committee (MAC)

Dr. Kristy Gammon, Chief of Staff, updated the committee on the June and September 2017 meetings of the Medical Advisory Committee. Her report included information about the following items: LHIN Home First initiative presentation; presentation on Nurse Practitioner Support Teams Averting Transfers (NPSAT) program (re care for long-term care residents); Emergency Department Statistics; physician recruitment and the CEO's assistance in this area; Emergency Department staffing; credentialing.

### 5.5 Community Advisory Committee (CAC)

There was no report.

## **6.0 Report of President and CEO**

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

- Provincial and LHIN news
- HHS Updates:
  - new Chief Nurse Executive
  - organizational structure changes
  - Whistleblower Policy
  - Communications
  - Clinical Information System Update
  - Funding
  - Rural Health Hub Update
  - Construction Projects
  - Physician Recruitment Update

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

7.1 There were no items.

## **8.0 NEW BUSINESS**

There were no new business items.

## **9.0 FOUNDATION AND AUXILIARIES**

### **9.1 HHS Foundation**

Lisa Tompkins, Executive Director of the HHS Foundation, reported that the fundraising goal for the Palliative Centre was met by the end of May 2017. A favourable financial report for the past fiscal year was presented at the Foundation's AGM on September 25. Information was also provided about fundraising activities taking place in the next few months, including a Radiothon with Canoe FM, Christmas campaign, and launch of a new Cash-for-Care lottery.

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

Anne Stephens, Co-President of the Minden Health Care Auxiliary, provided highlights of the Minden Health Care Auxiliary's work, which included: recent amendments to constitution to allow co-presidents (three were appointed for 2017-18); hosting of Central Region Presidents and Vice-Presidents meeting; successful summer events and events planned for the fall, including Hoedown for Health on November 18. She also noted that the Auxiliary would focus on raising funds for equipment for the Minden Emergency Department this year.

### **9.3 Haliburton Hospital Auxiliary**

Jacqui Clarkson, President of the Haliburton Hospital Auxiliary, was unable to attend the meeting; however, a written report was submitted to the Board regarding the following activities of the Haliburton Hospital Auxiliary: Trash and Treasures; Tag Day; Board Races; Colourfest, and the International Dinner in October.

**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 (Annual General Meeting) is to be held on October 26, 2017 in Minden Board Room.

**MOTION:** Moved by Scott Addison, and seconded by Dorothy Owens  
**THAT** the meeting adjourn at 3:40 p.m.

**Carried**

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Dave Bonham, Board Chair

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

| <b>Source</b> | <b>Description</b>                              | <b>Responsibility</b> | <b>Completion</b> |
|---------------|---|-----------------------|-------------------|
|               | No follow-up items due as of September 28, 2017 |                       |                   |
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