

Committee Member	ATTENDANCE REGISTER										# of Mtgs.
	Sept. 24/19	Oct. 29/19	Nov. 26/19	Jan. 28/20	Feb. 25/20	Mar. 24/20	April 28/20	May 26/20	June 16/20 <small>*special*</small>	June 16/20	
Lori Ker, Chair	P	P									2
Sandy Kang-Gill, Vice Chair	P	P									2
Krista Collinson	P	P									2
Janice Cockburn	P	P									2
Louise Kindree	P	P									2
Warren Maycock	P	A									1
Hugh O’Brodivich	P	P									2
Janice Peters	P	P									2
Tim Peters (F)	P	P									2
Greg Pope	P	P									2
Dave Straughan	R	P									1
Ken Topping	P	P									2
Carolyn Young	P	R									1
Kim Delahunt	P	P									2
Dr. Peter Cino	P	P									2
Peter Varga	P	P									2
Dr. Jeff McKinnon	R	P									1
Dr. Mercedes Rodriguez	P	P									2

Staff Present: Monique Porlier and Bonnie Kulba **Guest:** Geoff Harris, Tom Reid, Dr. Paul Scotton, Mary Wheelwright

1.1 CALL TO ORDER

The Chair called the meeting to order at 5:17 pm.

1.2 DISCLOSURE OF CONFLICT OF INTEREST

Registered conflict of interests will stand throughout the 2019/2020 Board Term unless otherwise notified. Additional disclosures will be added throughout the year if required.

The Chair took a few minutes to update the Board on the recent media activity regarding the unfavorable and inaccurate articles around staff layoffs. Facebook and other media outlets have either taken down the article/post and/or posted our response to this inaccurate information. No further activity has been received since.

1.3 APPROVAL OF AGENDA

MOTION: Moved by Greg Pope, seconded by Sandy Kang-Gill, “that the Agenda as presented be approved.” **CARRIED**

1.4 CHAIR’S REMARKS

The Chair welcomed Kim Delahunt, Interim President and CEO to her first official Board meeting and welcomed guests: Geoff Harris, Director of Ambulatory Care, Emergency Services & Clinical Supports, Tom Reid, Chief, Dufferin County Paramedic Service, Dr. Paul Scotton, Chief of Emergency Medicine, and Mary Wheelwright, Director Health System Integration who were invited to provide the Board with a presentation on “Mental Health Patient Experience” at Headwaters Health Care Centre.

1.5 BOARD ACTION LOG

The Board Action Log was reviewed, no items pending.

2.1 MENTAL HEALTH INITIATIVES AT HEADWATERS

Mary Wheelwright along with Geoff Harris, Dr. Paul Scotton and Tom Reid provided a comprehensive overview of the patient's journey from time of arrival until time of discharge. The Board learned about the process, the obstacles, the lack of funding and resources and the frustration of the patient and staff in some instances. Given that Headwaters Health Care Centre is currently not equipped with mental health beds, the Board learned that some patients could wait in the Emergency Department for extended periods of time waiting to be transferred to William Osler for evaluation and treatment. Headwaters currently sees 1,400 mental health patients annually and that 80% are adults, 10% are seniors and 10% children. Almost 100% are brought in by paramedics with police escort and have security assigned to them during their time in hospital.

The Board learned that with the upcoming Emergency Department renovations there will be 2 rooms dedicated to mental health and addictions patients which should provide a better patient and family experience. There is also an internal working group that is creating a plan to improve the experience for patients and staff and will also be connecting with external partners to look for opportunities to collaborate.

The Board viewed this presentation as an eye opener and applauded the team for the work they do to assist patients when the hospital isn't equipped to do so.

3.1 FINANCE & AUDIT COMMITTEE REPORT

Due to the timing of the F&AC September meeting one day prior to the Board meeting, a verbal report was presented to the Board on September 24th. The formal written report which included materials required to support recommended Board motions was presented by the Chair of the Finance & Audit Committee.

The Committee received a presentation on key highlights of the performance for the four months ended July 31st, 2019 from the perspective of the internal financial results, including activities, key financial metrics and capital expenditures. Revenues are \$550,500 (2%) above year to date budget and expenses are \$771,000 above year to date budget, resulting in a deficit of \$746,000 compared to a budgeted year to date deficit of \$525,500.

MOTION: Moved by Greg Pope, seconded by Dave Straughan, "That the Board of Directors approves the Internal Financial statements for the period ending July 31, 2019, as presented." CARRIED

The Committee received highlights of Headwaters' Enterprise Risk Management (ERM) Framework and program, including Cyber Security Framework and annual report, and had an opportunity to discuss and renew the commitment to the Frameworks. The Committee received the draft revisions to the ERM Framework and supported the minor edits to reflect updated management oversight.

MOTION: Moved by Greg Pope, seconded by Louise Kindree, "That the Board of Directors approves the updated Enterprise Risk Management Framework, September 2019, as presented." CARRIED

The Committee was provided an update on moving forward with the LHIN review of our 2019/20 Hospital Accountability Planning Submission (HAPS) submission; the submission of the 2019/20 Hospital Improvement Plan (HIP); the review and approval of the 2019/20 Hospital Service Accountability Agreement (HSAA); and the waiver request to the Ministry in view of our deficit budget.

The final 2019/20 HSAA document was to be approved by the LHIN and Headwaters by September 30th. The LHIN and management have reviewed the HSAA Schedules (financial, volumes and other performance metrics and requirements). However, as the LHIN is awaiting Ministry approval of our waiver to the requirement to have a balance 2019/20 HAPS, the final HSAA document is not available currently.

The Committee then passed a motion to recommend to the Board of Directors the approval of authorization of the Board Chair and President & CEO to sign the 2019/20 HSAA when available, subject to it reflecting the Board-approved 2019/20 HAPS.

After the Committee meeting, the Central West LHIN (the LHIN) advised management that the Ministry of Health had advised the LHIN to extend the 2018/19 HSAA which was expiring September 30th. The Board, on September 24th, passed the motion approving the extension. The Committee proposed approval of the extension of the HSAA. The following motion was approved at the Board September 24th, 2019 meeting.

MOTION: Moved by Greg Pope, seconded by Dave Straughan, "That the Board of Directors approve that the Board Chair and President & CEO be authorized to sign the second 2019/20 HSAA Amending Agreement, extending the Schedules in effect on September 30, 2019 to March 31, 2020."

2020/21 HAPS

On September 20th we received notification from the Central West LHIN of the "Notice of Hospital Accountability Planning Submission" which requires Headwaters to submit a Hospital Accountability Planning Submission (HAPS) to the LHIN on November 22, 2019 which does not require Board approval. The final Board approved 2020/21 HAPS is due to the LHIN by January 31, 2020.

3.2 FOUNDATION REPORT

The new Chair of the Foundation provided the Board with an update on staffing, events, marketing and fundraising initiatives. In addition to the Foundation Chair's report, Lori Ker, Board Chair also mentioned the grand opening of the new helipad whereby the Foundation raised money to build, the Taste of Autumn, Rotary Event whereby Headwaters Health Care Centre was one of the recipients of monies raised.

3.3 CEO MONTHLY REPORT

The Interim President and CEO referenced the briefing note pre-circulated in the package and emphasized that the monthly update will not replace the detailed CEO Quarterly Report but rather augment it. In addition to the prepared briefing note, she added one additional item: Meditech Update.

The Interim President and CEO provided an update on the Hills of Headwaters Collaborative Ontario Health Team noting that the process is moving along well and that she received an e-mail from the Ministry on October 22, 2019 confirming a site visit on November 4, 2019. She noted this is the next step and a critical one in having the full application approved.

She provided an update on the Medium Sized Hospital advocacy work that continues and that Headwaters Health Care Centre received confirmation from the Ministry on October 17, 2019 that the hospital would be receiving a \$2.7M one-time investment. More details will come to the November 2019 Board meeting regarding allocation of funds however it is anticipated that a majority will go to the bottom line to relieve financial pressures. With this one-time funding investment, she advised that she had also spoken to the LHIN and that the 2019/20 HSAA would need to be re-adjusted given that a balanced position could now be achieved. The revised HSAA will be coming to the November Board meeting to be approved and re-submitted to the LHIN by November 28, 2019.

She also confirmed that on October 7, 2019 the hospital received notification that the Emergency Department renovations was given approval to proceed to the next stage to develop a Combined Stage 1/Stage 2 Functional Program submission.

Kim also included that she received notice from the LHIN that one-time surge bed funding (\$484,000) will be rolled into base for next fiscal year; currently awaiting the funding letter.

The Interim President and CEO updated the Board on her internal meet and greets, external engagements and delegations.

Meditech continues to move forward and recruitment is underway for several positions. She announced that Tammy Solski has been hired as the on-site lead for Meditech. Dave Straughan asked how information will flow through the Board. Monique Porlier, Vice President of Corporate Services is the Executive Lead and she will provide the Board with regular updates. The Chair noted given Sandy Kang-Gill's term ending on the Board in June 2020 and Sandy being one of the Board representatives for Meditech, Hugh O'Brodovich would assume this position.

3.4 MAC REPORT (VERBAL)

No credentialing being brought forward to the Board this meeting.

The Chief of Staff (COS) provided highlights from the October 16th Medical Advisory Committee (MAC).

In February of 2019, the professional staff were asked to provide updated occupational health information including mask fit with a form found in their reapplication package. This is a requirement of the Public Hospitals Act. The form was only applicable to staff members who physically work at the hospital. There are a few physicians who need to complete the requirements however the COS is managing these members.

Regarding the concerns from the midwives, Peter Cino met with the lead midwife on October 9th. They had a good conversation and any miscommunication that occurred was cleared up. All parties are comfortable with the motion presented at the Board in June.

3.5 DISCLOSURE OF CONFLICT OF INTEREST

The Chair of Governance Committee provided the Board with *new* standing disclosures for the 2019/2020 Board Term and noted that the list of standing disclosures would be included in Board materials going forward. He also provided the Board with a fulsome overview of the Guiding Principles Regarding Conflict of Interest.

4.1 HILLS OF HEADWATERS COLLABORATIVE - ONTARIO HEALTH TEAM (OHT)

The Interim President and CEO provided the Board with an update on the Hills of Headwater's Collaborative progress, key elements in the submission and next steps.

On October 7, 2019, the Full Application for the Hills of Headwaters Collaborative was submitted to the MOHLTC. This was shared with the HHCC Board of Directors on October 17, 2019.

On October 18, 2019, an email and letter from the MOHLTC was received (included as information) outlining that all teams that submitted a Full Application will have the opportunity to engage in a community visit. It is anticipated that these visits will take place between October 28 and November 15, 2019.

On October 22, 2019, a subsequent email from the MOHLTC was received which confirmed that our community/site visit will be occurring on **Monday, November 4, 2019 from 8:30 – 11:30 am.**

A Hills of Headwaters Collaborative Board and Governors meeting is being scheduled for the evening of December 10th. More information to follow.

5.0 No items under "Other Business".

6.1 CONSENT AGENDA

Motion: Moved by Krista Collinson, seconded by Greg Pope "That the Board of Directors approve the Consent Agenda." CARRIED

7.1 INFORMATION

Upcoming meetings and events were reviewed.

8.0 ADJOURNMENT

With there being no further business, the meeting was adjourned at 7:50 pm. Moved to In Camera meeting.



Lori Ker, Board Chair



Kim Delahunt, Secretary