

CHATHAM-KENT HEALTH ALLIANCE
Boards of Directors
Open Board Meeting Minutes

Date: Thursday, November 29, 2018
Time: 4:00 pm to 5:00 pm
Place: Chatham-Kent Health Alliance
Cafeteria, 325 Margaret Avenue, Wallaceburg, ON

Members: Greg Aarssen (Chair), Kathryn Biondi, Robert Dye (Acting Chair, Vice Chair & Treasurer), Brian Glover, Deborah Hook, Rita Mezei, Dan Miskokomon, Geetu Pathak, Sharon Pfaff (Vice Chair), April Rietdyk, Betty Schepens, Alan Wildeman
Ex-Officio: Lori Marshall, President & Chief Executive Officer; Dr. Pervez Faruqi, Chief of Staff ; Dr. Jason Back, President Medical Staff; Lisa Northcott, VP, Chief Nursing Executive, Chief, Professional Practice; Gaye Thompson, CKHA Foundation Board Chair
Guests: Ken Deane, Governance Coach; Deb Ancocik, VP, Chief Human Resources Officer; Jerome Quenneville, VP, Chief Financial Officer and Chief Information Officer; Zoja Holman, Director, Chief Strategy and Privacy Officer; Fannie Vavoulis, Director, Chief Communications & Community Engagement Officer , Mary Lou Crowley, Executive Director, CKHA Foundation
Recorder Annette Zimmer, Senior Executive Assistant, Governance Coordinator
Regrets: Greg Aarssen, Dan Miskokomon and Geetu Pathak

1.0 Call to Order

1.1 Quorum

Robert Dye, Acting Chair, Chatham-Kent Health Alliance presides. He called the meeting to order at 4:05 pm and welcomed everyone present.

1.2 Conflict of Interest and Confidentiality Declarations

No member declared a conflict of interest or confidentiality declarations regarding any items on the agenda.

1.3 Approval of Agenda

The Board of the Chatham-Kent Health Alliance reviewed the agenda.

Moved by: Brian Glover

Seconded by: Sharon Pfaff

THAT the Board of the Chatham-Kent Health Alliance approve the agenda as presented.
CARRIED.

2.0 Board Education

2.1 Presentation entitled HSAA HAPS, Schedules and Indicators Education Session, LHIN Fiscal 2019-20

Jerome Quenneville, VP, Chief Financial Officer and Chief Information Officer provided presentation entitled HSAA HAPS, Schedules and Indicators Education Session, LHIN Fiscal 2019-20 dated September 27, 2018. He answered questions from the Board of the Chatham-Kent Health Alliance throughout the presentation. Highlights of the presentation were

Updates for the 2019/20 HAPS submission timelines; Planning for HAPS: Key Variables, Environmental Considerations and Assumptions; 2019-20 HSAA Schedules; Changes to the HSAA Schedules for 2019-20; Changes to the HSAA Technical Specification: Service Volume Metrics for 2019-20; Changes to the HSAA Indicators for 2019-20 and the Timelines. The Board of the Chatham-Kent Health Alliance thanked Jerome Quenneville, VP, Chief Financial Officer and Chief Information Officer for the presentation.

3.0 Patient Story

3.1 A Patient Story was presented and discussed.

4.0 Approval of Consent Agenda Items

4.1 The Board of the Chatham-Kent Health Alliance reviewed the consent agenda.

Moved by: Deborah Hook

Seconded by: Kathryn Biondi

THAT the Board of the Chatham-Kent Health Alliance accept the consent agenda as presented and endorse the acceptance, receipt and filing of information contained therein including the following:

- i) CKHA Open Board meeting Minutes of the meeting held Thursday, September 27, 2018.
- ii) Report of the President and Chief Executive Officer Report dated Wednesday, November 21, 2018.
- iii) Report from the Chief of Staff dated Wednesday, November 21, 2018.
- iv) Draft Governance & Nominating Committee meeting minutes from the meeting held on Tuesday, November 13, 2018.
- v) Draft Resources Committee meeting minutes from the meeting held on Monday, November 19, 2018. **CARRIED.**

5.0 Standing Committee Reports

5.1 **Standing Committee report from the Governance & Nominating Committee from the meeting held on Tuesday, November 13, 2018.**

Deb Hook, Chair, Governance & Nominating Committee reviewed the Standing Committee report from the Governance & Nominating Committee from the meeting held on Tuesday, November 13, 2018. She noted that the Committee reviewed the Strategic Plan Monitoring report for the second quarter for the period July 1, 2018 to September 30, 2018, the Chatham-Kent Health Alliance Board Evaluation approach and the infographic concept to report on organizational performance publicly .

After review, discussion, deliberation on the information provided and all questions asked were answered to the satisfaction of the Board of the Chatham-Kent Health Alliance, the Board approve the following:

Moved by: Deborah Hook

Seconded by: Kathryn Biondi

THAT the Board of the Chatham-Kent Health Alliance receive the Second Quarter Strategic Plan Goals and Objectives Monitoring report for the period of July 1, 2018 to September 30, 2018 for information and **FURTHER THAT** the Board direct Administration to post the report publicly. **CARRIED.**

Moved by: Deborah Hook
Seconded by: Alan Wildeman

THAT the Board of the Chatham-Kent Health Alliance approve the following approach to Board Self-Assessment:

- (i) Board Members complete the Ontario Hospital Association online self-assessment questionnaire survey in May 2019 with results collated and analyzed before the incoming 2019/20 Board year;
- (ii) the Standing Committees of the Board complete a Committee Self-Assessment Survey at their last meeting of the 2018/19 year; and
- (iii) Board members complete a Group Board Peer Assessment Questionnaire including assessing the Board Chair's Effectiveness with specific questions related to the Chair preparation and meeting management including a comment section for the 2018/19 year. **CARRIED.**

Moved by: Deborah Hook
Seconded by: Kathryn Biondi

THAT the Board of the Chatham-Kent Health Alliance support the use of the infographic concept as a tool for the public regarding organizational performance. **CARRIED.**

5.2 Standing Committee report from the Resources from the meeting held on Monday, November 19, 2018.

Robert Dye, Chair, Resources Committee reviewed the Standing Committee report from the Resources from the meeting held on Monday, November 19, 2018. He noted that the Committee reviewed the Compliance Charter, External Consultant Fees and Senior Officer Expenses, the Hospital Services Accountability Agreement 9H-SAA) 2018-2020 – Amendment, the Financial Results up to September 30, 2018 and the Human Resources Strategy Annual Review.

After review, discussion, deliberation on the information provided and all questions asked were answered to the satisfaction of the Board of the Chatham-Kent Health Alliance, the Board approve the following:

Moved by: Brian Glover
Seconded by: Alan Wildeman

THAT the Board of the Chatham-Kent Health Alliance endorse the Compliance Charter for the period ending September 30, 2018 and **FURTHER THAT** the Board direct Administration to post the report publically. **CARRIED.**

Moved by: Brian Glover
Seconded by: Rita Mezei

THAT the Board of the Chatham-Kent Health Alliance receive the External Consultant Fees Report and Senior Officer Expenses report for information. **CARRIED.**

Moved by: Brian Glover
Seconded by: Rita Mezei

THAT the Board of the Chatham-Kent Health Alliance endorse the signing of the Hospital Service Accountability Agreement (H-SAA) Amending Agreement to extend the Current Schedules to March 31, 2019 and direct the Board Chair and Chief Executive Officer to execute the Agreement and submit to the Erie St. Clair Local Health Integration Network. **CARRIED.**

Moved by: Brian Glover
Seconded by: Rita Mezei

THAT the Board of the Chatham-Kent Health Alliance receive the report regarding the financial update for the period ending September 30, 2018 for information. **CARRIED.**

Moved by: Brian Glover
Seconded by: Rita Mezei

THAT the Board of the Chatham-Kent Health Alliance receive the Human Resources Strategy Annual Review report for information. **CARRIED.**

6.0 Matters for Review

6.1 Report from Zoja Holman, Director, Chief Strategy and Privacy Officer dated Friday, November 16, 2018 regarding Privacy Report.

The Board of the Chatham-Kent Health Alliance reviewed report from Zoja Holman, Director, Chief Strategy and Privacy Officer dated Friday, November 16, 2018 regarding Privacy Report.

After review, discussion, deliberation on the information provided and all questions asked were answered to the satisfaction of the Board of the Chatham-Kent Health Alliance, the Board approve the following:

Moved by: Sharon Pfaff
Seconded by: Kathryn Biondi

THAT the Board of the Chatham-Kent Health Alliance having reviewed the Privacy Report, noting no areas of concern, receive the report for information. **CARRIED.**

6.2 Report from Lori Marshall, President & Chief Executive Officer dated Tuesday, November 20, 2018 regarding Chatham-Kent Health Alliance Communications Plan 2018-19.

The Board of the Chatham-Kent Health Alliance reviewed report from Lori Marshall, President & Chief Executive Officer dated Tuesday, November 20, 2018 regarding Chatham-Kent Health Alliance Communications Plan 2018-19.

After review, discussion, deliberation on the information provided and all questions asked were answered to the satisfaction of the Board of the Chatham-Kent Health Alliance, the Board approve the following:

Moved by: Alan Wildeman
Seconded by: Brian Glover

THAT the Board of the Chatham-Kent Health Alliance approve the Chatham-Kent Health Alliance Communications Plan 2018-2019 as presented. **CARRIED.**

7.0 Other Business / Emerging Risks and Trends

7.1 The Board extended congratulations to the authors of the Human Resources Strategy Plan.

The Board thanked and congratulated Lori Marshall for the delivery of the presentation she provided to the Municipality of Chatham-Kent.

Lori Marshall informed the Board that the Chatham-Kent Health Alliance received a surge funding letter from the Erie St. Clair Local Health Integration Network allowing the hospital to operation an additional five beds on a one-time basis through March 31, 2019.

Lori Marshall provided a verbal update to the Board regarding providing flu shots to staff and physicians. To date fifty-six percent of staff have received their flu shots and forty-five percent of physicians have received their flu shots.

8.0 Next Meeting and Adjournment

8.1 The next regular Open Board meeting is scheduled for Thursday, January 24, 2019 at 4:00 pm, Board Room, Room B122, 80 Grand Ave. W., Chatham, ON

There being no further business, the Open Board meeting adjourned at 4:58 pm.

Robert Dye, Acting Board Chair
Chatham-Kent Health Alliance