

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

**Date:** Thursday, January 24, 2019  
**Time:** 4:00 pm to 5:00 pm  
**Place:** Chatham-Kent Health Alliance  
**Board Room, Room B122, 80 Grand Ave. W., Chatham, ON, N7M 5L9**

**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:** April Rietdyk

**1.0 Call to Order**

**1.1 Quorum**

Greg Aarssen, 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:** Sharon Pfaff

**Seconded by:** Robert Dye

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

**2.0 Board Education**

**2.1 Presentation from Ralph Ganter, CEO, Erie St. Clair Local Health Integration Network regarding Overview of the Erie St. Clair Local Health Integration Network**

Ralph Ganter, CEO, Erie St. Clair Local Health Integration Network (LHIN) provided an overview of the LHIN's Integrated Health Service Plan (IHSP) 5 for 2019 to 2022. Highlights of the presentation were Setting the context for change, Acute Activity and Emergency Department Activity by Health Neighbourhood for fiscal 2017-2018, Potential Influencers/Drivers of Results, the Collective Strategy of the Integrated Health Service Plan and Delivery – Accountability Cascade for System Impact. Questions were answered

throughout the presentation. The Board of the Chatham-Kent Health Alliance thanked Ralph Ganter, CEO, Erie St. Clair Local Health Integration Network for his 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:** Kathryn Biondi  
**Seconded by:** Deborah Hook

**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, November 29, 2018.
- ii) Report of the President and Chief Executive Officer Report dated Thursday, January 17, 2019.
- iii) Report from the Chief of Staff dated Thursday, January 17, 2019.
- iv) Draft Quality Committee meeting minutes from the meeting held on Thursday, December 6, 2018.
- v) Draft Resources Committee meeting minutes from the meeting held on Monday, January 14, 2019. **CARRIED.**

### 5.0 Standing Committee Reports

#### 5.1 Standing Committee report from the Quality Committee from the meeting held on Thursday, December 6, 2018.

Sharon Pfaff, Chair, Quality Committee reviewed the Standing Committee report from the Quality Committee from the meeting held on Thursday, December 6, 2018. She noted the Committee reviewed the Emergency Preparedness Report, Workplace Safety Policies, ED Return Visit Quality Report, Quality of Care/Service/Patient Safety Report including Patient Complaints and the Performance Scorecard Indicators – CKHA’s Balanced Scorecard.

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, being satisfied that Emergency Preparedness processes are in place, receive the report and endorse the Code Green and Code Orange Policies as presented. **CARRIED.**

**Moved by:** Sharon Pfaff  
**Seconded by:** Alan Wildeman

**THAT** the Board of the Chatham-Kent Health Alliance, being satisfied that Workplace Safety processes are in place, receive the report and endorse the following policies Occupational Health & Safety Statement of Policy, Violence & Harassment Management in the Workplace Policy and Health & Safety Enforcement Policy as presented. **CARRIED.**

**Moved by:** Sharon Pfaff  
**Seconded by:** Deborah Hook

**THAT** the Board of the Chatham-Kent Health Alliance approve the Health Quality Ontario (HQO) Narrative and ED Return Visit Audit Template as presented and direct Administration so sign off and submit to Health Quality Ontario by the January 31, 2019 deadline. **CARRIED.**

**Moved by:** Sharon Pfaff  
**Seconded by:** Kathryn Biondi

**THAT** the Board of the Chatham-Kent Health Alliance receive the Second Quarter Patient Experience Report including Patient Complaints as presented. **CARRIED.**

**Moved by:** Sharon Pfaff  
**Seconded by:** Brian Glover

**THAT** the Board of the Chatham-Kent Health Alliance receive the second quarter Performance Scorecard Indicators report for the period July 1, 2018 – September 30, 2018 as presented and **FURTHER THAT** the Board direct Administration to post the report publicly. **CARRIED.**

**5.2 Standing Committee report from the Resources Committee from the meeting held on Monday, January 14, 2019.**

Robert Dye, Chair, Resources Committee reviewed the Standing Committee report from the Resources Committee from the meeting held on Monday, January 14, 2019. He noted the Committee reviewed the Annual Audit Plan Report, the Compliance Charter Report, the Financial Results for the period ending November 30, 2018 and Review of Long-Term Borrowing of Funds.

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:** Robert Dye  
**Seconded by:** Brian Glover

**THAT** the Board of the Chatham-Kent Health Alliance approve KPMG LLP's Audit Plan for the year ending March 31<sup>st</sup>, 2019 as presented. **CARRIED.**

**Moved by:** Robert Dye  
**Seconded by:** Geetu Pathak

**THAT** the Board of the Chatham-Kent Health Alliance endorse the Compliance Charter Report for the period ending December 31, 2018 and **FURTHER THAT** the Board direct Administration to post the report publically. **CARRIED.**

**Moved by:** Robert Dye  
**Seconded by:** Brian Glover

**THAT** the Board of the Chatham-Kent Health Alliance accept the report regarding the financial update for the period ending November 30, 2018 as presented. **CARRIED.**

**Moved by:** Robert Dye  
**Seconded by:** Alan Wildeman

**THAT** the Board of the Chatham-Kent Health Alliance directs Administration to prepare a report detailing the selection process and practice in relation to long-term borrowing of funds by the organization, as performed by CKHA's procurement agent, TransForm Shared Services Organization, at its next Resources Committee meeting scheduled on May 21, 2019. **CARRIED.**

**Moved by:** Robert Dye  
**Seconded by:** Geetu Pathak

**THAT** the Board of the Chatham-Kent Health Alliance directs Administration to submit a report to the Board, in writing, detailing the specific selection process in relation to long-term borrowing of funds by the organization for the Health Information System project, as performed by CKHA's procurement agent, TransForm Shared Services Organization, immediately. **CARRIED.**

## 6.0 Matters for Review

### 6.1 Report from Zoja Holman, Director, Chief Strategy and Privacy Officer dated Thursday, January 17, 2019 regarding Compliance with Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Health Information Protection Act (PHIPA) Reporting to Board/Public.

The Board of the Chatham-Kent Health Alliance reviewed report from Zoja Holman, Director, Chief Strategy and Privacy Officer dated Thursday, January 17, 2019 regarding Compliance with Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Health Information Protection Act (PHIPA) Reporting to Board/Public.

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:** Robert Dye  
**Seconded by:** Geetu Pathak

**THAT** the Board of the Chatham-Kent Health Alliance, having reviewed the 2018 Year-End reports, noting no areas of concern were identified, receive the reports regarding annual compliance with Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Health Information Protection Act (PHIPA) as presented and directs Administration to submit the documents to the Information and Privacy Commissioner (IPC) of Ontario by March 1, 2019 and post publicly on the website thereafter. **CARRIED.**

**7.0 Other Business / Emerging Risks and Trends**

**7.1** No other business items were presented.

**8.0 Next Meeting and Adjournment**

**8.1** The next regular Open Board meeting is scheduled for Thursday, March 28, 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 5:20 pm.

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Greg Aarssen, Board Chair  
Chatham-Kent Health Alliance

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