

THE BRANT COMMUNITY HEALTHCARE SYSTEM

Board Meeting

November 26, 2019

Participants: Paul Emerson Maggie Copeland Dave Diegel Annette Gillis Vern Payne Peter Quinlan Bill Thompson Rena Roy Mackenzie Slifierz Naser Hamed Dr. David McNeil Dr. Gene Jarrell Dr. Laura Shoots Dr. Rudy Goel Kari Wilson	Regrets: Teresa Doolittle Mario Columbo Pat Brown Guests: Laura Doherty, Darryl Yardley, Recorder: Becky Marras, Executive Assistant
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ITEM	DISCUSSION / ACTIONS
1.1 Call to Order & Convening the Meeting	The meeting was called to order at 5:00pm by Paul Emerson.
1.2 Approval of Agenda	THE BOARD OF DIRECTORS VOTED <p style="text-align: center;">To approve the November 26, 2019 agenda as circulated with the addition of 7.0 Accreditation Update be approved.</p> <p style="text-align: right;">(1) CARRIED</p>
1.3 Call for Conflict of Interest	No conflicts of interest were declared.
1.4 Approval of the October 22, 2019 Minutes	THE BOARD OF DIRECTORS VOTED <p style="text-align: center;">To approve the October 22, 2019 minutes as circulated.</p>

	(2) CARRIED
2.0 Board Education	
2.1 Strategic Plan	<p>The board meeting in January the final plan will be shared, in the meantime, background exercises are being developed on the road plan.</p> <p>Official launch on March 4th 2020 where the official plan will be shared.</p> <p>Congratulations on all the hard work that went into the past year of planning.</p>
2.2 Staff Engagement & People Success Plan	<p>Wellness program has been recently introduced and we are trying to leverage our local colleges and community partners to provide in-house services for our staff i.e. massage, yoga etc.</p> <p>San'yas training compliance will be shared with the board.</p> <p>In the area of recruitment, we have implemented a stay interview, so that we are in the moment rather than an exit interview when the individual is already committed to leaving.</p>
3.0 Board Reports	
3.1 Report of the Chief Executive Officer	<p>Included in the package for review.</p> <p>VP Clinical/ CNE Martin Ruaux starts next week, and the handoff from Susan Kwolek will take place over a couple of weeks.</p> <p>Darryl Yardley, Director of Quality has submitted his resignation to pursue other external commitments.</p> <p>Master Planning committee suggested that we slow down and post pone the special December 17th meeting. Will target for the week of January 28th to meet to review the final proposed master plan. David and Paul have been taking the time to spend with the political leaders to update on the potential plans.</p>
3.2 Volunteer Association Update	Defer.
3.3 BCHS Foundation Update	<p>To date the foundation has been involved in the master planning process.</p> <p>Happy to share that more than 50 community members/leaders will be attending the CEO breakfast mid-December.</p> <p>About to launch the largest campaign of the year, The 12 days of giving running from December 3rd to 18th. Unique patient stories will run from Dec 3rd to 18th.</p> <p>Donation funding around \$300k which is trending higher than last year. Legacy revenue is up this year close to \$500k.</p>

3.4 Report of the Chief of Staff	<p>Included in the package for review.</p> <p>Commented that the LOS in the ED department as well as the EMS offload time has decreased.</p> <p>Willett has seen an increase in the numbers due to the change in opening time.</p> <p>Implemented a Rapid Access clinic (Tuesday & Thursdays) though the Ambulatory Care clinic which should see a decrease the admission rates.</p> <p>New MH inpatient plan which will be implemented in March 2020.</p> <p>Having the conversation with EMS providers on patient transports.</p> <p>Have discovered that there are no too many advance care paramedics in this area. Bring to the councils and have the conversation around Brantford/Brant being an outlier in the area of advanced care EMS.</p>
3.5 Medical Staff Association Update	<p>MSA meeting will be deferred to January 2020.</p> <p>Currently collecting the fees for credentialed physicians, will meet on what is the best area of use for the funds moving forward.</p>
4.0 Consent Agenda	
4.1 Quality Committee Report 4.2 Governance Committee Report	<p>THE BOARD OF DIRECTORS VOTED</p> <p style="text-align: center;">To approve the Consent Agenda of November 26, 2019.</p> <p style="text-align: right;">(3) CARRIED</p>
5.0 Regular Agenda (Reports and Motions excluded from the Consent Agenda)	
5.1 Quality Committee – Patient Declaration of Values	<p>The patient declaration of values have been endorsed by our Patient & Family Advisors. The committee will work collaboratively to implement the values.</p> <p>THE BOARD OF DIRECTORS VOTED</p> <p style="text-align: center;">Approves the Brant Community Healthcare Systems 2019-2021 Patient Declaration of Values.</p> <p style="text-align: right;">(4) CARRIED</p>

<p>5.2 Quality Committee - Integrated Risk Management</p>	<p>The Integrated Risk Plan has been in development over several months. Risk categories have been identified based on what level of impact it could mean to the organization; care risks, resources risks, compliance risk and strategy risks. We have enacted the HIROC risk registry to evaluate our progress.</p> <p>THE BOARD OF DIRECTORS VOTED</p> <p>Accepts the Brant Community Healthcare System’s 2019-2021 Integrated Risk Management Plan.</p> <p style="text-align: right;">(5) CARRIED</p>
<p>5.3 Governance – OHT Governance</p>	<p>For the Brantford Brant OHT final submission a governance model is expected, and should relate to current governance best practice of boards. Each individual representing organization may select one rep to join the governance working group. Suggested that the chair participate or vice chair if chair is not available.</p> <p>THE BOARD OF DIRECTORS VOTED</p> <p>THAT the Board accepts the Governance Committee recommendations that the Board Chair or alternate member participate on the Governance working group for the Ontario Health Team.</p> <p style="text-align: right;">(6) CARRIED</p>
<p>5.3 Governance Committee – Strategic Plan</p>	<p>THE BOARD OF DIRECTORS VOTED</p> <p>TO receive the progress update of the Strategic Plan and approves the presented DRAFT of the Strategic Plan for 2020-25.</p> <p style="text-align: right;">(7) CARRIED</p>
<p>5.4 Board Policy Manual Development</p>	<p>Proposed table of contents along with the review timeline schedule was reviewed for the Governance Policy Manual.</p> <p>THE BOARD OF DIRECTORS VOTED</p>

	<p style="text-align: center;">That the Board accepts the recommendation from the Governance Committee of the proposed timelines for the review of the Board Charter, Committee Charters, Board Officer Positions, Excellence in Management and other existing and new policies.</p> <p style="text-align: right;">(8) CARRIED</p>
5.5 Governance Committee – Audit Committee Terms of Reference	<p>The draft terms of reference were reviewed and with revisions approved at the Governance Committee and with further discussed at the Audit Committee on November 20, 2019.</p> <p>THE BOARD OF DIRECTORS VOTED</p> <p style="text-align: center;">TO approve the Terms of Reference of the Audit Committee and appropriate adjustments to the Charter.</p> <p style="text-align: right;">(9) CARRIED</p>
6.0 Other Business	
6.1 Accreditation Update	<p>Based on the draft report the results came in at 96.8% compliance with standards. The Required Organizational Practices that were not met were Leadership - Medication Reconciliation, Medication Management – Do Not Use Abbreviations, and Medication Reconciliation – Periop Services.</p> <p>This is a positive outcome for the organization and this is impetus on moving always accreditation ready forward.</p> <p>Letter will be sent from the chair on behalf of the board to commend David and the organization on the great accomplishment in becoming Accredited.</p>
In Camera Session	
	<p>THE BOARD OF DIRECTORS VOTED</p> <p style="text-align: center;">To move from the open session to the In Camera session.</p> <p style="text-align: right;">(10) CARRIED</p>
Regular Session	

Adjournment	<p style="text-align: center;">THE BOARD OF DIRECTORS VOTED</p> <p style="text-align: center;">To adjourn the open session.</p> <p style="text-align: right;">(22) CARRIED</p>	
Next Meeting Date	Tuesday January 28, 2020 5:00pm Boardroom	
Minutes Approved: January 28, 2020	 Dr. David McNeil, President & CEO	 Paul Emerson, Chair, Board of Directors