

THE BRANT COMMUNITY HEALTHCARE SYSTEM

Board Meeting

September 24, 2019

Participants:	Regrets:
Paul Emerson Maggie Copeland Dave Diegel Annette Gillis Vern Payne Peter Quinlan Rena Roy Mackenzie Slifierz Bill Thompson Dr. David McNeil Dr. Gene Jarrell Dr. Rudy Goel Dr. Laura Shoots Kari Wilson	Naser Hamed Teresa Doolittle Mario Columbo Pat Brown Susan Kwolek
	Guests:
	Laura Doherty, Darryl Yardley
	Recorder:
	Becky Marras, Executive Assistant

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	<p style="text-align: center;">THE BOARD OF DIRECTORS VOTED</p> <p style="text-align: center;">To approve the September 24, 2019 agenda as circulated.</p> <p style="text-align: right;">(1) CARRIED</p>
1.3 Call for Conflict of Interest	No conflicts of interest were declared.
2.0 Board Education	
2.1 My Chart Patient Portal	<p>An update on the improved patient satisfaction initiatives the province is bringing forward was precirculated for discussion.</p> <p>The program is to provide patients and their family caregivers a single digital channel to access their health information, from all acute care sites within south west Ontario.</p>



	<p>For the patient his will improve the continuity of care with the ability to access and share information with an extended care network outside the hospital walls. The clinicians will have accurate and complete data as well as improved patient/provider relationship and use of appointment times.</p> <p>Currently doing our final systems tests before going live November 30, 2019.</p>
2.2 Boards Role in Quality & Patient Safety Part II	<p>Effective governance for quality and patient safety was presented to aide board members in understanding how a culture of quality and patient safety can be led and sustained by the board.</p> <p>The entire board is responsible for oversight and decision making around quality and safety. Relevant information will come through the Quality Committee in the forms of measurement, metrics and benchmarking against similar organizations.</p> <p>Further presentations will come to future meetings.</p>
4.0 Board Reports	
4.1 Report of the Chief Executive Officer	<p>Provided an update that there have been several discussions with the MoH of late that have had positive outcomes.</p> <p>CEO update was reviewed and the report was discussed; the cultural safety goal is currently the highest priority. Currently working on establishing culturally sensitive education for frontline staff in higher traffic areas of the hospital i.e. ED, MH, and Family Birthing Centre.</p>
4.2 Volunteer Association Update	Defer
4.3 BCHS Foundation Update	<p>Items of interest were included in the meeting package, Kari Wilson provided an updated that we have reached 30% of the yearly fundraising goal.</p> <p>ED fundraising campaign currently has raised \$2.5million dollars for our local share.</p>
4.4 Report of the Chief of Staff	Moved to the In Camera Session.
4.5 Medical Staff Association Update	Preparing for the first quarterly staff meeting this month as the new MSA executive. One of the projects this coming year is to enhance the physician's recognition items/event. Will report an update at the next meeting.
5.0 Consent Agenda	
5.1 Governance Committee Report 5.2 Quality Committee Report 5.3 Resources Committee Report	<p>THE BOARD OF DIRECTORS VOTED</p> <p style="text-align: center;">To approve the Consent Agenda of September 24, 2019.</p> <p style="text-align: right;">(2) CARRIED</p>

6.0 Regular Agenda (Reports and Motions excluded from the Consent Agenda)

<p>Governance Committee Report 6.1 Master Plan</p>	<p>Master Planning Redevelopment regarding public consultation. Currently authorizing the Governance committee to develop the plan for future public consultation. There is a need for public consultation but will look at how we communicate that to the community. Will have another meeting with presenting to the full Board on the Master Planning.</p> <p>THE BOARD OF DIRECTORS VOTED</p> <p>That the Board recommends that a process for public consultation related to the redevelopment of the Brant Community Healthcare System be presented to the Board at its October 2019 meeting.</p> <p>(3) CARRIED</p>
<p>6.2 2019/20 Board Goals</p>	<p>Board Goals are adopted from the governance manual, which states that on an annual basis the Board establish goals consistent with the corporation’s strategic plan which are reflected in the Board Work Plan. Eleven goals were reviewed and discussed.</p> <p>THE BOARD OF DIRECTORS VOTED</p> <p>To approve the Board Goals for 2019/20 as presented.</p> <p>(4) CARRIED</p>
<p>Quality Committee Report 6.3 Patient Safety Plan</p>	<p>Through a patient safety plan the organization addresses safety issues, delivery of services and the needs of patients and families, to achieve compliance with Accreditation Canada. Patient safety is an organizational priority and as previously discussed it is the responsibility over every person from patients, staff, physicians and board members.</p> <p>THE BOARD OF DIRECTORS VOTED</p> <p>TO approve the Brant Community Healthcare System’s 2019-2023 Patient Safety Plan.</p> <p>(5) CARRIED</p>
<p>Resources Committee Report 6.4 Financial Policies</p>	<p>Board Policies that were recently updated as well as new policies were included in the package for review. All policies will be reviewed on a regular basis by the committee.</p>

	<p>THE BOARD OF DIRECTORS VOTED</p> <p style="text-align: center;">To approve the Financial Policies as recommended by the Resources Committee.</p> <p style="text-align: right;">(6) CARRIED</p>
<p>6.5 Financial Statements August 31, 2019</p>	<p>Financial Statements were reviewed as of August 31, 2019.</p> <p>BCHS has a deficit of \$1.7M before building depreciation, a margin of (2.2%). There is a budget shortfall of \$110K before building amortization. The main drivers for the variances are Quality Based Procedures revenues, restructuring costs, drugs and other supplies. Specifically in other supplies and expenses we are seeing pressures in our utilities, equipment, as well as a NEER surcharge that is significantly higher than in the past. The NEER surge is a new variance and unanticipated and estimated to be over \$400,000 of unanticipated cost.</p> <p>Monthly accountability for budgeting now includes managers, chiefs of service along with finance business partners which is increasing capacity across the organization, which relates back to the CEO goals.</p> <p>THE BOARD OF DIRECTORS VOTED</p> <p style="text-align: center;">TO approve the Financial Statements of August 2019 as recommended by the Resources Committee.</p> <p style="text-align: right;">(7) CARRIED</p>
<p>6.6 Endoscopes 2019/20</p>	<p>The current fleet of Endoscopes requires urgent replacement. The existing maintenance contract expires in November 2019 and we have been informed by the vendor that they will not service the existing fleet.</p> <p>It is recommended that the current fleet be replaced through a five year revolving lease option with Olympus, the current vendor. The value of the contract will be an estimated \$1,030,000 over the next five years.</p> <p>The organization needs to ensure that we have safe and functioning equipment for our patients. If we do not replace the scope fleet in November, the operational dollars required to support the repairs and maintenance would far exceed budgetary amounts.</p> <p>Per BCHS signing authority policy it states that if BCHS were to enter into a leasing arrangement that exceeds \$1M, Board of Directors approval is required.</p> <p>THE BOARD OF DIRECTORS</p>

	<p>VOTED</p> <p>TO approve management to enter into a leasing arrangement for a new fleet of Endoscopes in 2019/20.</p> <p style="text-align: right;">(8) CARRIED</p>
6.7 Fundraising Priorities	<p>Fundraising efforts of the Brant Community Healthcare System Foundation should align with the needs of BCBS. The by-laws require the Resources Committee to recommend the priorities to the Board on an annual basis. Our current process to prioritize capital requirements are in two categories; short term annual requirements and longer-term capital needs that typically have five-year agreements. Proposed fundraising priority recommendations were reviewed.</p> <p>THE BOARD OF DIRECTORS VOTED</p> <p>TO approve the proposed fundraising priorities for the Brant Community Healthcare System Foundation:</p> <p style="text-align: right;">(9) CARRIED</p>
6.8 Code of Conduct & Whistleblower Policies	<p>Revised Code of Conduct and Whistleblower policy were included in the package for approval</p> <p>THE BOARD OF DIRECTORS VOTED</p> <p>TO approve the Code of Conduct and Whistleblower Policy as recommended by the Resources Committee.</p> <p style="text-align: right;">(10) CARRIED</p>
7.0 Other Business	
7.1 Occupational Health & Safety Training	Status of mandatory compliance to date was discussed; should you have technical issues please reach out and details will be provided.
7.2 HIROC Board & AGM	Included in the meeting package for general interest
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;">(11) CARRIED</p>	
Regular Session		
Meeting Feedback	<p>Concerns – what worked well</p> <ul style="list-style-type: none"> - Consent agenda - Summary in the briefing notes, - Intent of the briefing reports to summarize the committee report - Graphs are helpful. - Good the bad and the ugly, rich discussion. - Feel like a part of something. <p>What can be improved</p> <ul style="list-style-type: none"> - Be careful on summaries as it loses the content. 	
Adjournment	<p>THE BOARD OF DIRECTORS VOTED</p> <p style="text-align: center;">To adjourn the open session.</p> <p style="text-align: right;">(15) CARRIED</p>	
Next Meeting Date	Tuesday October 22, 2019 5:00pm Boardroom	
Minutes Approved: October 22, 2019	 Dr. David McNeil, President & CEO	 Paul Emerson, Chair, Board of Directors

