



Huron Perth Healthcare Alliance Board of Directors Meeting

Thursday, February 6, 2020
Room W1-213
Stratford General Hospital Site

MINUTES

- Present: Ron Lavoie, Chair
Jack Alblas, Gary Austin, Dick Burgess, Joani Gerber, Steve Hearn, Barry Hutton, Dr. Kevin Lefebvre, Joe Looby, Kerri Ann O'Rourke, Kim Ross Jones, Dr. Tyler Rouse, Rena Spevack, Andrew Williams, John Wolfe
Mary Cardinal
Ken Haworth
Sue Davey, Recorder
- Guest: Bob Montgomery, CKNX Radio
- Regrets: Anne Campbell, Dr. Kyle Armstrong, Dr. Chuck Gatfield, Dr. Heather Percival, Dr. Loretta Seeveratnam
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1. Welcome & Call to Order

Ron Lavoie called the meeting to order and welcomed everyone in attendance. Quorum was confirmed.

2. Approval of Agenda

It was moved by Rena Spevack, seconded by Kim Ross Jones:

THAT the Huron Perth Healthcare Alliance Board of Directors approves the meeting agenda circulated.

CARRIED

3. Patient Story

• **Emergency Department "Loss Kits"**

Kate Steele, Registered Nurse and Christina Sebben, Manager of the Emergency Department (ED) at the Stratford Site shared the "loss kits" that have been developed for patients and families who experience loss while in the ED. The kits are geared toward losses to include adult, pediatric, infant and fetal loss (under 20 weeks) and Kate shared the contents of the kits with the Board. It was noted that the loss kits are currently available at the Stratford Site and there are plans to roll them out across all four Alliance sites.

There was discussion about follow-up with patients once they leave the department. It was noted that although formal follow-up by a professional is not arranged, patients are provided with pertinent information in their kit about resources available to them.

Kate and Christina were commended for their efforts with this initiative. It is evident that we have extremely caring and compassionate staff looking after our patients.

4. Declaration of Conflict of Interest

There was no conflict of interest declared by any members.

5. Approval of Minutes

5.1 HPHA Board of Directors Meeting – December 5, 2019

It was moved by Jack Ablas, seconded by Joe Looby:

THAT the Huron Perth Healthcare Alliance Board of Directors approves the minutes from the meeting held December 5, 2019.

CARRIED

6. Business Arising from the Minutes

Andrew Williams provided updates following our last meeting.

• Nuance

The PATH (Providers Advancing Technology in Healthcare) Project is deferring the rollout of CPOE (computerized physician order entry) and dedicating additional resources to support users and rectify issues identified with front-end dictation. It is noted that this change has impacted physician workload and there are some efficiencies that will take time to achieve. It was noted that a disclaimer has been added to reports due to quality issues identified. The PATH Team is over-engaging to support physicians through this and the Board commended the organization for their attention to responding to concerns and the support they are providing.

• Clinton Public Hospital Emergency Department

Nursing recruitment challenges continue and strategies to integrate all four Emergency Departments (ED) in terms of staffing to enable nurses to gain experience and provide more full-time opportunities is being investigated. An agreement is in place with EMS and proximal EDs are not seeing an influx of additional patients with this temporary reduction in hours. The last patient registered is at 8:00 pm and the department is staffed until 10 pm, although will stay until the last patient has left the department. A draft agreement for physician funding is being reviewed and it was noted that 24-hour physician coverage is required to look after the inpatient unit. Since there are many small hospitals with similar challenges, the Ministry of Health is setting up a working group to include the Ontario Hospital Association to discuss options to sustain services in rural EDs. It was noted that since there is no new information to share at this time, an open community forum will likely be deferred.

• Huron Perth & Area Ontario Health Team – Accountability

The Accountability and Implementation structure was reviewed and it was stressed that governance rests with partnering bodies of the Ontario Health Team. Partner boards will drive the agenda, endorsing system priorities and linking them with their own organizational priorities. Plans are to develop a conflict resolution process over the first year. Teams will eventually have one accountability agreement and one funding envelope from Ontario Health, and liability coverage for the organization will be a priority when this occurs. A Board to Board Reference Group will be formed with representation

from all sectors, and plans are to hold meetings with governors of all partner organizations twice a year.

7. **Approval of Consent Agenda**

It was moved by Kerri Ann O'Rourke, seconded by Barry Hutton:

THAT the Huron Perth Healthcare Alliance Board of Directors approves the February 6, 2020 Consent Agenda that included reports from the:

- **Alliance Chief of Staff**
- **Chief Nursing Executive**
- **President & CEO**

CARRIED

8. **Governance**

8.1 **Board Committee Reports**

8.1.1 **Governance & Stakeholder Relations Committee**

The Committee met on January 29th and John Wolfe presented the report circulated. The Board Self- Assessment results were included in the package. Results were positive and consistent with previous years' surveys, and will inform future planning. Board Committee membership was reviewed for the Fiscal Advisory and Medical Advisory Committees and it was agreed that elected Board members sitting on these committees is not recommended at this time, although members are always welcome to attend meetings. A Board Advance will be deferred until the Fall of 2020 and Spring of 2021. The Annual General Meeting is scheduled for Thursday, June 18th.

8.1.2 **Medical Advisory Committee**

Dr. Lefebvre presented the report from the meeting held on January 23, 2020. He highlighted the new Clinical Documentation Policy for completion of charts that went into effect on January 1st. He drew members' attention to the detailed physician recruitment report that was appended to Resources & Audit Committee report for informational purposes.

8.1.3 **Quality Committee**

The Quality Committee met on January 6th and 27th and Rena Spevack presented the meeting summaries pre-circulated. The Quality Improvement Plan is being developed and will be brought to the next Board meeting for consideration. A process/solution to the secure disposal of patient arm bands is being developed.

8.1.4 **Resources & Audit Committee**

Jack Albas presented highlights from the meeting held on January 30th. The Committee received the Occupational Health & Safety Annual Report and a Marketed Services Report from Human Resources. He noted the number of external partnerships and the various supports that Huron Perth Healthcare Alliance provides to them. The forecasted year-end surplus is \$2M and adjusted current ratio is 0.91.

It was moved by Jack Albas, seconded by John Wolfe:

THAT the Huron Perth Healthcare Alliance Board of Directors approves the Quarter 3, December 31, 2019 financial statements and associated reports.

CARRIED

9. New Business

9.1 HPHA Commitments to Our Communities – 2019/2020 Corporate Quarter 3 Review

Andrew Williams provided the Quarter 3 update on the Huron Perth Healthcare Alliance Commitments to our Communities and highlights included:

Right patient in the right location with the right care provider by March 31, 2019

- Recommended initiatives and framework being developed.
- Objective will be carried over to 2020/2021.

Develop an HPHA Wellness Framework

- Framework develop and will be presented to the Board on March 5, 2020.

Manage the Program within the approved budget

- Updates provided through Resources & Audit Committee report.

Implement standardized screening and management strategies for delirium with patients aged 65 and older

- On track to meet targets by March 31, 2020.

Update current CCI policy to support expansion of VAT assessment and communication with outpatient mental health

- Workplace Violence Change Plan process developed for inpatients is being adjusted for use with outpatient mental health clients.

Audit applicable Choosing Wisely protocols and create action plans for priority protocols for HPHA

- Audit of applicable protocols has been completed.
- Action plans to be created for those identified as priorities.

Create a comprehensive HPHA corporate risk management registry

- Framework is in place to build registry.
- Risk inventory being completed.

Develop a briefing report to create an opioid stewardship program that includes identified resources and outcome metrics

- Briefing Report developed and reviewed with decision made not to move forward with formal review as appropriate oversight processes are in place.

Participate in and complete Huron Perth Sub-Region Accreditation

- Final report being reviewed to identify areas of focus.

Participate in the development of required infrastructure to create a functioning Ontario Health Team with a signed agreement between participants

- Huron Perth & Area Ontario Health Team approved in December and work continues to move forward with pulling together the Implementation Committee and focussing on year 1 priorities.

Planning is underway to develop goals and objectives for 2020/2021.

10. Recess

The Board recessed at 8:31 p.m.

11. In-Camera Session

11.1 Motion to Move to In-Camera Session

It was moved by Jack Alblas, seconded by Steve Hearn:

THAT the Huron Perth Healthcare Alliance move in-camera at 8:43 p.m.

CARRIED

11.2 Motion to Move out of In-Camera session

It was moved by Steve Hearn, seconded by Kim Ross Jones:

THAT the Huron Perth Healthcare Alliance move out of the in-camera session at 9:16 p.m.

CARRIED

11.3 Report from In-Camera Session

During the In-Camera Session, the Board received an update from the Governance & Stakeholder Relations, Medical Advisory and Resources & Audit Committees.

12. Directors Comments/Roundtable

A suggestion was made to link the Emergency Department wait time indicator to the home page of the Huron Perth Healthcare Alliance website.

Joani Gerber reported that active recruitment continues for Patient Partners as they are integrated into projects and activities across the Alliance. She commended Michelle Jones for all of her efforts with the Patient Partner Program.

13. Next Meeting

The next meeting of the Huron Perth Healthcare Alliance Board of Directors will be held on Thursday, March 5, 2020.

14. Adjournment

The meeting was adjourned by the Chair at 9:25 p.m.