

CHATHAM-KENT HEALTH ALLIANCE
Public General Hospital, St. Joseph's Health Services Association, Sydenham District Hospital
Boards of Directors
Open Board Meeting Minutes

Date: Thursday, January 25, 2018
Time: 4:00 pm to 5:00 pm
Place: Chatham-Kent Health Alliance
Board Room, Room 202, 47 Emma Street, Chatham, ON

Members: **PGH** Rob Devitt, Chair **SJH** Rob Devitt, Chair **SDH** Rob Devitt, Chair
Ex-Officio: Lori Marshall, President & Chief Executive Officer; Dr. Pervez Faruqi, Chief of Staff ; Dr. Allison Morand, President Medical Staff; Lisa Northcott, VP, Chief Nursing Executive, Chief, Professional Practice
Guests: 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
Recorder: Annette Zimmer, Senior Executive Assistant, Governance Coordinator
Regrets: Dr. Pervez Faruqi

1.0 Call to Order

1.1 Quorum

Rob Devitt, Chair, Chatham-Kent Health Alliance presides. He called the meeting to order at 4:00 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

Rob Devitt, Chair called for approval of the agenda.

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

2.0 Board Education

2.1 Presentation regarding Strategic Planning was deferred to a future meeting.

3.0 Patient Story

3.1 A Patient Story was presented and discussed.

4.0 Approval of Consent Agenda Items

4.1 Rob Devitt, Chair reviewed the consent agenda.

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

- i. CKHA Open Board meeting Minutes of the meeting held on Thursday, November 23, 2017.
- ii. Report of the President and Chief Executive Officer Report dated Thursday, January 17, 2018.

- iii. Report from the Chief of Staff dated Thursday, January 17, 2018.
- iv. Draft Mission and Quality Committee Meeting Minutes from the meeting held on Tuesday, January 2, 2018.
- v. Draft Finance, Audit and Resources Committee Meeting Minutes from the meeting held on Tuesday, January 9, 2018.
- vi. Foundation Monthly Dashboard, November 2017. **CARRIED.**

5.0 Matters Requiring Decision

5.1 Standing Committee report from the Mission and Quality Committee

Rob Devitt, Chair reviewed the Standing Committee report from the Mission and Quality Committee meeting held on Tuesday, January 2, 2018. The Committee reviewed the following items:

- i. Workplace Violence Prevention Committee
- ii. Ethics Research Board
- iii. Emergency Preparedness at CKHA
- iv. Patient Experience at CKHA
- v. CKHA Quality Improvement Plan 2016-17
- vi. Mission and Quality Scorecard 2017-18

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:

IT WAS AGREED THAT the Board of the Chatham-Kent Health Alliance having reviewed the report from the Workplace Violence Prevention Committee, noting no areas of concern were identified, receive the Workplace Violence Prevention Committee report for information. **CARRIED.**

IT WAS AGREED THAT the Board of the Chatham-Kent Health Alliance having reviewed the Ethics Research Board Update report, noting no areas of concern were identified, receive the Ethics Research Board Update report for information. **CARRIED.**

IT WAS AGREED THAT the Board of the Chatham-Kent Health Alliance having reviewed the Emergency Planning report, noting no areas of concern were identified, receive the Emergency Planning report for information. **CARRIED.**

IT WAS AGREED THAT the Board of the Chatham-Kent Health Alliance having reviewed the Patient Experience report, noting no areas of concern were identified, receive the Patient Experience report for information. **CARRIED.**

IT WAS AGREED THAT the Board of the Chatham-Kent Health Alliance having reviewed the CKHA Quality Improvement Plan 2016-17 - Final report, noting no areas of concern were identified, receive the CKHA Quality Improvement Plan 2016-17 - Final report for information. **CARRIED.**

5.2 Standing Committee report from the Finance, Audit and Resources Committee

Rob Devitt, Chair reviewed the Standing Committee report from the Finance, Audit and Resources Committee of the meetings held on Tuesday, January 9, 2018. The Committee reviewed the following items:

- i. Annual Audit Plan (KPMG)
- ii. Hospital Accountability Planning Submission (HAPS)
- iii. Community Accountability Planning Submission (CAPS)
- iv. Financial Update as of November 30, 2017

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:

IT WAS AGREED THAT the Board of the Chatham-Kent Health Alliance approve KPMG LLP's Audit Plan for the year ending March 31, 2018 as presented. **CARRIED.**

IT WAS AGREED THAT the Board of the Chatham-Kent Health Alliance approve the Hospital Annual Planning Submission (HAPS) for 2018/19, to be submitted to Erie St. Clair Local Health Integration Network as presented by the January 31, 2018 due date. **CARRIED.**

IT WAS AGREED THAT the Board of the Chatham-Kent Health Alliance having reviewed the Chatham-Kent Health Alliance Financial Update for the period ending November 30, 2017 receive the report from Darlene Tetzlaff dated December 20, 2017 entitled Financial Update for information. **CARRIED.**

5.3 Briefing Note from Lori Marshall, President and Chief Executive Officer dated Thursday, January 18, 2018 regarding Confirmation Statutory Obligations and Contingent Liabilities.

Rob Devitt, Chair reviewed report from Lori Marshall, President and Chief Executive Officer dated Thursday, January 18, 2018 regarding Confirmation Statutory Obligations and Contingent Liabilities.

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:

IT WAS AGREED THAT the Board of the Chatham-Kent Health Alliance acknowledges receipt of confirmation from Jerome Quenneville, VP, Chief Financial Officer and Chief Information Officer and Lori Marshall, President and Chief Executive Officer that all required statutory remittances have been paid, all required salary and wages have been paid and that all invoices are in the normal process of approval, posting, and payment in order to be paid on time as of November 30, 2017. **CARRIED.**

5.4 Briefing Note from Zoja Holman, Director, Chief Strategy and Privacy Officer dated Monday, January 15, 2018 regarding CKHA's Accessibility Plan 2018-2023.

Rob Devitt, Chair reviewed report from Zoja Holman, Director, Chief Strategy and Privacy Officer dated Monday, January 15, 2018 regarding CKHA's Accessibility Plan 2018-2023

including the Chatham-Kent Health Alliance Accessibility Plan 2018-2023 for Chatham & Wallaceburg Sites.

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:

IT WAS AGREED THAT the Board of the Chatham-Kent Health Alliance approves the Chatham-Kent Health Alliance Accessibility Plan 2018-2023 for the Chatham and Wallaceburg sites as presented and directs Administration to make the plan available to the public. **CARRIED.**

5.5 Briefing Note from Lisa Northcott, Vice President, Chief Nursing Executive and Chief Professional Practice dated Wednesday, January 23, 2018 regarding Health Quality Ontario – Emergency Department Return Visit Initiative.

Rob Devitt Chair reviewed report from Lisa Northcott, Vice President, Chief Nursing Executive and Chief Professional Practice dated Wednesday, January 23, 2018 regarding Health Quality Ontario – Emergency Department Return Visit Initiative including the Narrative for the Emergency Department (ED) Return Visit Initiative, and the audit template.

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:

IT WAS AGREED THAT the Board of the Chatham-Kent Health Alliance approves the Health Quality Ontario (HQO) the Narrative for the Emergency Department (ED) Return Visit Initiative and the audit template as presented and directs Administration to sign off and submit to Health Quality Ontario by the January 31, 2018 deadline. **CARRIED.**

6.0 Matters for Generative Discussion

6.1 No items were presented.

7.0 Other Business

7.1 No items were presented.

8.0 Next Meeting and Adjournment

8.1 The next regular Open Board meeting is scheduled for Saturday, February 24, 2018 at 12:30 pm following the Board Orientation Session at FMUA, Emma Street, Chatham, ON.

There being no further business, the Open Board meeting adjourned at 4:27 pm.

Rob Devitt, Supervisor
Chatham-Kent Health Alliance