

**MINUTES OF A MEETING (“MEETING”)
OF THE BOARD OF DIRECTORS (THE “BOARD”)
OF THE PROVINCIAL HEALTH SERVICES AUTHORITY (“PHSA”)
HELD ON WEDNESDAY, SEPTEMBER 19, 2018 AT
ROOM 208
PRINCE GEORGE CONVENTION AND CIVIC CENTRE
2ND FLOOR – 808 CANADA GAMES WAY, PRINCE GEORGE
AT 10:40 A.M.**

In Attendance:

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| Directors: | Tim Manning, Chair | Dr. Ken Bassett | Lorianna Bennett |
| | Dr. Don Brooks | Suki Gill | Robert Kiesman |
| | Chief Clarence Louie | Gary Pooni | Pauline Rafferty |
| | Allan Ritchie | Sharon Stromdahl | David Turchen |

Guests: Ms. Cathy Ulrich, CEO, Northern Health Authority
Ms. Stephanie Killam, Board Member, Northern Health Authority
Mr. Fraser Bell, Vice President, Planning, Quality & Information Management, Northern Health Authority
Mr. Jeff Hunter, Chief Information Officer, Northern Health Authority and Patient Experience Presenter

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| Management: | Carl Roy | Tom Chan | Susan Danard |
| | Linda Lupini | Sandra MacKay | Kendra McPherson |
| | Dr. Malcolm Moore | Lynn Pelletier | Susan Wannamaker |
| | Donna Wilson | Cathy Prentice, Recorder | |

CALL TO ORDER

Mr. Tim Manning, Board Chair, called the Meeting to order at 10:40 a.m. It was established that a quorum of the Board was present. Ms. Cathy Prentice was appointed recording secretary of the Meeting.

At Mr. Manning’s request, each Board member provided a brief background introduction of themselves, including their geographical area, to the Northern Health Authority guests in attendance.

AGENDA

Upon Motion, duly seconded, the Meeting agenda was approved as circulated.

PUBLIC PRESENTATION

There were no public presentations.

1.0 APPROVAL OF THE MINUTES

Upon Motion, duly seconded, the following resolution was passed:

***BE IT RESOLVED THAT** the minutes of the open Board meeting held June 28, 2018, in the form presented to the Meeting, be approved.*

2.0 PRESENTATION

Northern Health Authority Patient Experience

Ms. Cathy Ulrich, Chief Executive Officer, Northern Health Authority, introduced Mr. Jeff Hunter, Chief Information Officer, Northern Health Authority and Patient Experience Presenter.

Mr. Hunter provided background on his recovery journey after suffering a rare medical condition which proved very difficult to diagnose. Mr. Hunter outlined system gaps and challenges in diagnosing unusual and rare medical conditions with small patient bases.

Mr. Hunter was thanked by the Board for sharing his impactful and deeply moving story at the

Meeting. PHSA Board members expressed their wish to be kept informed of PHSA efforts which could be made to address the gaps and issues which Mr. Hunter highlighted.

3.0 BOARD COMMITTEE REPORTS

3.1 Quality & Access Committee

Mr. Allan Ritchie, Chair, Quality & Access Committee, advised of two items for information.

Immunization Coverage Rates

The BC Centre for Disease Control (BCCDC) and the Ministry of Health work in collaboration with the Public Health Agency of Canada and other Provinces/Territories to adopt immunization national targets and specify targets for BC Health Authorities. BCCDC supports these processes through the development of guidelines and information systems to meet functional requirements for immunization registries for the province in support of the health authorities who deliver front line immunization services.

The Committee requested that Management provide further information to assist with understanding the program. An update will be provided at the November 28, 2018 Committee meeting.

Prescreening and Accessing Dental

Mr. Ritchie advised of the project “Improving Patient and Family Preparation for Surgery using Design Thinking Methodology”. The aim of the project is to improve patient and family satisfaction and reduce anxiety on the day of surgery. Families were surveyed one month following surgery in the Dental Clinic. As a part of the patient experience component of the Surgical Project, families were invited to attend a patient journey mapping session to discuss how they experienced the care provided and to explore what could be done differently. A model has been developed and pre-operative screening for all families coming for surgery at BC Children’s Hospital will commence April 1, 2019.

3.2 People & Governance

Ms. Pauline Rafferty, Chair, People & Governance Committee, advised of two items for approval.

Influenza Prevention Policy

The Committee carried out its scheduled review of Board Governance Guidelines and Policies. The Influenza Policy was reviewed for grammatical and format changes to ensure consistency with other PHSA policies. No substantive changes were recommended.

Upon Motion, duly seconded, the following resolution was passed:

BE IT RESOLVED THAT the Influenza Prevention Policy, in the form presented in the Meeting materials, be approved.

Orientation & Education for New Directors

Revisions to the current policy, including its title, were recommended to better reflect the Board’s commitment to an effective orientation program for new members and ongoing education for all Directors. Language refinements were recommended including language clarifying the role of the People & Governance Committee in assessing the effectiveness of Board education efforts on a regular basis.

Upon Motion, duly seconded, the following resolution was passed:

BE IT RESOLVED THAT the Orientation & Education for New Directors Policy, in the form presented to the Meeting, be approved.

3.3 Finance Committee

Mr. David Turchen, Chair, Finance Committee, advised of two items for information and one

for approval.

For information

- The C&W Redevelopment Project Phase Three contract tender closed June 21, 2018, and was awarded to Stuart Olson. As the bid amount was \$5.895M over the budgeted scope, the Project Board approved an increase of the Phase Three construction budget to cover the overage using surplus capital funds from the Phase Two project. The project team is working closely with Stuart Olson to plan construction activities and schedules in preparation for the start of construction.
- Management presented the 2018/19 Three Year Capital Plan to the Committee for information. The three-year plan totals \$446M (\$403M in 2017/18). The Capital Plan is a collated list of all capital requests submitted by the programs. The list will be shared with the Ministry of Health for their information.

For approval

Capital Fund

In June 2018, the PHSA Board of Directors approved the 2018/19 PHSA Capital Fund of \$38.3M, and the former BC Clinical and Support Services (BCCSS) Board of Directors approved the 2018/19 BCCSS Capital Fund of \$6.5M. Following the PHSA and BCCSS amalgamation, the PHSA opening capital fund is \$44.8M. PHSA has since received \$12.2M of additional targeted capital funding.

Upon Motion, duly seconded, the following resolution was passed:

BE IT RESOLVED THAT the PHSA Capital Fund in the amount of \$57.0M be approved.

3.4 Audit Committee

Mr. Robert Kiesman, Chair, Audit Committee, advised of three items for information and two for approval.

For information

- PriceWaterhouseCoopers presented their 2018/19 External Audit Plan and Engagement Letters to the Audit Committee.
- Management reviewed the stability of key suppliers and no material risks to the operations of PHSA were identified. Management also reviewed the stability of PHSA's key sources of non-government funding and determined these sources are stable.
- The Chair of the Audit Committee and Chair of the Finance Committee reviewed and approved the draft Statement of Financial Information for the fiscal year 2017/2018 for each of PHSA and BCCSS. The report will be submitted to the Ministry of Health on September 30, 2018 and will be submitted to the Legislative Library upon approval by the Ministry.

For approval

Safe Reporting Policy

Internal Audit updated the Internal Audit Charter to align with the June 2018 changes to the Safe Reporting Policy whereby the Safe Reporting Office is now co-managed by both the Chief Internal Audit Officer and the Corporate Secretary.

Upon Motion, duly seconded, the following resolution was passed:

BE IT RESOLVED THAT the Internal Audit Charter, in the form presented in the Meeting materials, be approved.

Office of Auditor General Audit Findings

The Office of the Auditor General presented their Audit Findings Report for the BC Clinical and

Support Services Financial Statements for the period April 1, 2018 to June 28, 2018. There were no significant findings which impacted the draft Financial Statements.

Upon Motion, duly seconded, the following resolution was passed:

BE IT RESOLVED THAT the BC Clinical and Support Services Financial Statements for the period ended June 28, 2018, in the form presented in the Meeting materials, be approved.

3.5 Research Committee

Ms. Lorianna Bennett, Chair, Research Committee advised of one item for information.

BC Children's Research Institute

The Research Committee received an interesting presentation from Dr. Wyeth Wasserman, Executive Director of the BC Children's Research Institute. Dr. Wasserman provided an update on the Children's Research Strategic Plan aimed at ensuring excellence, building capacity and transferring knowledge.

Dr. Wasserman also provided an overview of the \$10.4 million Genome Canada project called Silent Genomes which he is co-leading with BC Children's researcher Dr. Laura Arbour and Dr. Nadine Carron, who is a BC Cancer researcher and surgeon in Prince George. Silent Genomes will address inequities faced by Canada's Indigenous Peoples by bringing life-changing genomic diagnosis to Indigenous children while ensuring Indigenous-led governance over biological samples and health data.

Dr. Wasserman also highlighted the award-winning Mini Med school which, in collaboration with the First Nations Health Authority, has brought BC Children's experts to Terrace and Fort St. John to speak with high school students about careers in science and health.

Dr. Wasserman's presentation highlighted the excellent research taking place at BC Children's which is transforming clinical policy and improving care across the province.

4.0 **BUSINESS ARISING**

No business arising was identified.

5.0 **CORRESPONDENCE**

Correspondence was referenced for information.

6.0 **NEXT MEETINGS**

Thursday, November 29, 2018 in Vancouver.

7.0 **TERMINATION** – the Meeting terminated at 11:35 a.m.