

**MINUTES OF A MEETING (“MEETING”)
OF THE BOARD OF DIRECTORS (THE “BOARD”)
OF THE PROVINCIAL HEALTH SERVICES AUTHORITY (“PHSA”)
HELD ON WEDNESDAY, JUNE 27, 2019 AT
CONFERENCE ROOM
PHSA CORPORATE OFFICE
2nd FLOOR – 1333 WEST BROADWAY
VANCOUVER, BC
AT 10:10 A.M.**

In Attendance:

Directors:	Tim Manning, Chair Suki Gill Sharon Stromdahl	Dr. Ken Bassett Dr. Kerry Jang David Turchen	Lorianna Bennett Robert Kiesman
Regrets:	Donisa Bernardo Gary Pooni	Sandra Martin Harris	Chief Clarence Louie
Guest:	Mr. Mike McCormick, Patient Experience, “Oliver’s Story”		
Management:	Carl Roy Kendra McPherson Catherine Syms Cathy Prentice, Recorder	Thomas Chan Elaine McKnight Susan Wannamaker	Linda Lupini Dr. Maureen O’Donnell Donna Wilson

CALL TO ORDER

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

AGENDA

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

QUESTION FROM THE PUBLIC:

The Chair invited any members of the public to submit written questions. A question from a member of the public had been submitted. No other questions were forthcoming.

Responding to the question regarding dental services in BC Corrections facilities, Mr. Carl Roy, PHSA’s President & CEO, advised that in follow up to the question submitted today, which included a request to present to the Board, the member of the public has accepted to meet with PHSA management staff to discuss dental services in BC Corrections. Mr. Roy further noted that he had a previous discussion with the member of the public regarding the context and other matters related to the question. Management will provide the Board with an update, if required.

PUBLIC PRESENTATION

There were no public presentations.

1.0 APPROVAL OF THE MINUTES

The Chair advised that Director Lorianna Bennett’s Board term expired on March 31, 2019 and reappointment was dated and received May 30, 2019 from the Minister of Health. As appointments are not retroactive, Ms. Bennett should be shown as a guest for the April 25, 2019 Board meetings

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

BE IT RESOLVED THAT *the minutes of the open Board meeting held April 25, 2019, be approved with an amendment to indicate Director Lorianna Bennett’s attendance as a guest.*

2.0 PRESENTATION

2.1 Raising Awareness About Childrens' Window Safety

Ms. Susan Wannamaker, Executive Vice President, Clinical Service Delivery, advised that in advance of summer, BC Children's Hospital hosted a media event on May 27, 2019 to raise awareness of methods to prevent children falling from windows and balconies. A BC Children's Emergency physician spoke on injuries that result from these falls and offered advice regarding how to keep children safe. A BC Emergency Health Services (BCEHS) paramedic provided a window safety demonstration at the media event.

2.2 Patient Experience – "Oliver's Story"

Ms. Wannamaker introduced Mr. Mike McCormick, the father of four-year-old Oliver who fell from a second-storey window at his family home in April 2019.

Mr. McCormick advised that on April 10, 2019, four-year-old Oliver built a ladder out of pillows and blankets to get to a window in the family's home while his parents were preparing dinner. Oliver fell head-first from the second-storey window onto the concrete walkway below. He was taken to Lion's Gate Hospital to be quickly stabilized and was then transported to BC Children's Hospital by BC Emergency Health Service paramedics. Oliver was a patient at BC Children's Hospital and Sunny Hill Health Centre for Children for approximately fifteen days. Oliver spent seven days in the Intensive Care Unit, five days on the neurosurgery floor and three days at Sunny Hill. Oliver is now nearly fully recovered with some remaining vision difficulties. It is hoped he will make a full recovery.

Responses to questions and comments were as follows:

- Regarding advancement of public safety knowledge, Mr. McCormick advised he shared his family's story with media in an effort to assist others from experiencing a similar trauma.
- Responding to a query regarding the experience at Sunny Hill Health Centre for Children, Mr. McCormick advised in addition to a care plan and speech, physical, occupational, and play therapies, the Sunny Hill staff were engaged and professional.
- Mr. McCormick advised his experience as a nurse assisted in his appearing to remain calm while experiencing the emergency.

The Chair thanked Mr. McCormick for sharing his family's story and their initiatives to share the importance of safety with others.

3.0 BOARD COMMITTEE REPORTS

3.1 Quality & Access Committee

Ms. Lorianna Bennett, Chair, Quality & Access Committee, advised of one item for information.

Results of Accreditation Canada Survey of BC Cancer

BC Cancer recently completed accreditation and the results confirmed BC Cancer is a high-performing organization. The accreditation process offers a comprehensive evaluation of services with comparison to national standards. Through this process, PHSA programs and services and Board demonstrate commitment to patient safety and the delivery of quality health care services.

3.2 People & Governance

Mr. Robert Kiesman Chair, People & Governance Committee, advised of two items for approval.

Annual Review of Board Terms of Reference

The Committee carried out the scheduled review of Board Terms of Reference. Changes brought forward were explained in briefing notes contained in the Meeting materials and were discussed during the Committee meeting.

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

BE IT RESOLVED THAT the terms of reference for each of:

- (i) Board Chair;
- (ii) President & CEO;
- (iii) Directors;
- (iv) Board of Directors;
- (v) Officers of the Board; and
- (vi) People & Governance Committee;
- (vii) Research Committee Terms of Reference

in the form presented in the Meeting materials, be approved.

Delegation of the Theft, Fraud, Corruption, and Non-Compliance Activities Policy

The Committee discussed the responsibility and accountability for the Theft, Fraud, Corruption and Non-Compliance Activities Policy. The Finance Committee had previously noted that the delegation for oversight of the policy does not solely reside with that Committee given the significant role the People & Governance Committee has in enforcing the policy. There was agreement that oversight of this policy reside jointly with the People & Governance Committee and the Finance Committee.

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

BE IT RESOLVED THAT the People & Governance Committee and the Finance Committee are jointly accountable for the Theft, Fraud, Corruption and Non-Compliance Activities Policy, be approved.

3.3 Finance Committee

Mr. David Turchen, Chair, Finance Committee, advised of three items for information and three for approval.

For information:

- Management provided an overview of PHSA's three-year capital plan for fiscal 2019/20 to 2021/22. The capital plan is a collated list of all capital requests submitted during an annual process at the departmental level in three broad capital categories: Equipment, Facility, and Information Management/Information Technology (IMIT). The 2019/20 requests were reviewed by the program leadership and prioritized based on importance and urgency. The second and third years are generally more high-level and used for planning purposes. For informational purposes, the Finance Committee was provided with a summary of total requests as well as a separate summary for new requests and replacement requests for fiscal 2019/20 to 2021/22.
- Management provided an overview of PHSA's active bank accounts and bank signing authorities as part of the annual review and confirmed compliance with PHSA's banking policy.
- Management provided an overview of employee expense controls and the results of recent audits conducted by the Accounts Payable team to ensure compliance with PHSA's Travel and Business Expense Policy. Results for the sample population selected for audit showed non-compliance rates were generally less than two percent.

For Approval:

The Finance Committee held a special meeting on March 27, 2019 to review and endorse the fiscal 2019/20 operating and capital budgets for PHSA to be approved by the PHSA Board at the April 2019 meeting. At that time, PHSA had not received the 2019/20 Preliminary Funding Letter, therefore, approval of the 2019/20 operating and capital budgets by the Board was deferred until the June 2019 meeting.

Although the Ministry of Health (MOH) Preliminary Funding Letter had not been received prior to the June Board meeting, it is important that PHSA has an approved operating and capital budget as it is already three months into the 2019/20 fiscal year. Final budget updates will be submitted to the Board for approval at a later date once MOH funding confirmation is received.

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

BE IT RESOLVED THAT the proposed PHSA 2019/20 Operating Budget, subject to revisions to be endorsed and recommended for approval once confirmation of funding has been received from the Ministry of Health, be approved.

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

BE IT RESOLVED THAT the 2019/20 opening PHSA Capital Fund of \$63.8M, to be spent in fiscal 2019/20 and future years, be approved.

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

BE IT RESOLVED THAT the PHSA Capital Spend Budget for Acquisition of Tangible Capital Assets for fiscal 2019/20 of \$184.8M, be approved.

3.4 Audit Committee

No report.

3.5 Research Committee

Ms. Sharon Stromdahl, Acting Chair, Research Committee, advised of two items for information.

BC Cancer Research Strategic Plan

Dr. Francois Benard, VP Research for BC Cancer, presented to the Research Committee on BC Cancer's new research strategic plan. The plan was developed through extensive engagement with the BC Cancer research community and other stakeholders, and identifies specific actions related to five strategic priority themes:

- Leveraging genomic discoveries to overcome incurable cancers;
- Translating cancer biology into diagnostic and therapeutic innovations;
- Increasing clinical capacity to enable translation of innovations for improved patient outcomes;
- Innovating for a sustainable cancer control system for all British Columbians, and
- Strengthening research infrastructure.

The BC Cancer Strategic Plan provides clear direction that will improve BC Cancer's ability to generate knowledge, enhance the impact of research, and support innovation in clinical care – in short, effectively ensuring that BC Cancer's internationally recognized research engine is focused on driving improved health outcomes for British Columbians and others.

PHSA REDCap Services

Recognizing the critical importance of secure data management in research, the Research Committee was advised that a gold standard platform is now available across PHSA following a successful pilot. The services of a REDCap data management platform based at BC Children's Hospital are now available to users from across PHSA for stand-alone surveys and Research Ethics Board-approved research projects. REDCap is a web-based electronic data capture and workflow system that ensures data for these projects are managed securely with strong privacy protection.

4.0 **BUSINESS ARISING**

No business arising was identified.

5.0 CORRESPONDENCE

Correspondence was referenced for information.

6.0 NEXT MEETINGS

Thursday, September 26, 2019 in Vancouver.

7.0 TERMINATION – the Meeting terminated at 10:55 a.m.