

**MINUTES OF A PUBLIC MEETING (“MEETING”) OF THE
BOARD OF DIRECTORS (THE “BOARD”) OF THE
PROVINCIAL HEALTH SERVICES AUTHORITY (“PHSA”)
HELD ON THURSDAY, April 20, 2023
AT 9:00 AM**

Directors:	Tim Manning, Chair Sandra Martin Harris Donisa Bernardo	Dr. Ken Bassett Joanna Gislason Julia Dillabough	Gary Caroline Gary Pooni Gloria Morgan
Regrets:	Bill Chan		
Guests:	Elder Rose Guerin	Heather Findlay, COO, BC Cancer	Kevin Lowe
Management:	Joe Gallagher Shannon Malovec Dr. Natasha Prodan-Bhalla Zulie Sachedina Jason Wong	Laurie Dawkins Michael Lord Susan Wannamaker Susan Good	Lexie Flatt Dr. Jat Sandhu Scott MacNair Dr. Maureen O'Donnell Donna Nordmann (recorder)
HAMAC Chair:	Dr. Eric Webber		
Management Regrets:	Kendra McPherson	Joe Gallagher	Sean Virani

1.0 CALL TO ORDER

Mr. Tim Manning, Board Chair, called the Meeting to order at 9:00 a.m. It was established that a quorum of the Board was present. Ms. Donna Nordmann was appointed recording secretary of the Meeting.

2.0 LAND ACKNOWLEDGEMENT

The Chair asked Gloria Morgan to provide the land acknowledgement.

3.0 INDIGENOUS WELCOME

Elder Rose Guerin commenced the meeting with an Indigenous Welcome.

4.0 CHAIR ADDRESS TO THE PUBLIC

The Chair provided an address to the public.

Mr. Manning commenced his remarks by publicly recognizing the good work of staff and medical staff serving throughout PHSA. In honour of 'National Medical Laboratory Week' Mr Manning recognized the people serving with PHSA's Provincial Laboratory Medicine Services team. There are more than 96 million tests being performed annually, province-wide. About 70% of clinical decisions, including treatment plans, are informed by lab test results. This increases to 100% for cancer diagnoses. Medical laboratory staff make it possible for physicians and clinical staff to do their jobs effectively and give patients the best possible outcomes.

The Board Chair reported that the prior week was also Emergency Services Dispatchers' and 9-1-1- Awareness Week and celebrated the work of emergency medical call-takers, dispatchers, patient transfer coordinators, community paramedic coordinators and clinical specialists serving with BC Emergency Health Services which is part of PHSA. More than half a million 9-1-1 calls gets routed to BC Emergency Health Services for ambulances each year. These calls are answered by emergency medical call-takers working in three dispatch operation centres in Vancouver, Victoria and Kamloops.

Date of Approval: June 22, 2023

Mr. Manning also acknowledged the special award received by BC Mental Health and Substance Use Services for patient experience team which was led by Kathryn Proudfoot. The Canadian College of Health Leaders' 2023 Patient Experience Award. This award recognizes those who have set in place innovations that improve the human experience in health-care – be it for patients, residents, clients, their families or communities. The BCMHSUS is being recognized for introducing a new, more engaging approach that increased involvement of patient partners in decision-making, patient and family leadership, and peer worker hiring. Mr. Manning congratulated Kathryn and the BCMHSUS Patient Experience Team on behalf of the board.

5.0 QUESTIONS FROM THE PUBLIC

Mr. Manning acknowledged communication from a member of the public that healthcare workers do not need to test for COVID, may go to work with COVID, and may expose patients to COVID. The question was best supported with provision of some additional information regarding the current advice to health care works in managing respiratory illness and invited Dr. Jason Wong – the Interim Executive Medical Director at BCCDC to provide the current public health guidance regarding managing COVID-19 related illness.

Dr. Wong provided advice as per Public Health and Infection Prevention and Control (IPAC). Dr. Wong reported that it was important to stress that healthcare workers must not work while ill with COVID-19. Dr. Wong identified the measures to help limit the spread of infections and respiratory illnesses. Like with other diseases, COVID-19 testing is recommended when a positive or negative result will help inform a person's care and treatment. Healthcare workers are advised to stay home when ill.

6.0 AGENDA APPROVAL AND CONFLICT OF INTEREST

6.1 The Chair requested the Directors to approve the agenda.

6.2 The Chair requested the Directors to declare any conflict with the agenda items. No declarations came forward.

Upon motion, duly seconded, the meeting agenda was approved as circulated.

7.0 APPROVAL OF FEBRUARY 23, 2023 PUBLIC BOARD OF DIRECTOR MEETING MINUTES

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

BE IT RESOLVED THAT the minutes of the Public Board meeting held on February 23, 2023 be approved.

8.0 PRESENTATION:

New Cancer Action Plan:

Susan Wannamaker and Heather Findlay gave an overview presentation on B.C.'S Cancer Care Action Plan. They reported on the 10-year plan to secure a cancer-free future for more people – including the elimination of cervical cancer in B.C. To help thousands more people survive their cancer diagnosis and extending the duration and quality of life for those living with cancer and ensure B.C.'s cancer system delivers modern, evidence-based care. The 4 areas of focus will be Better Prevention + Detection, Improved Treatment, More Team Care and Stronger Support + Innovation. There is an initial \$440 million investment towards the plan. One in two British Columbians will face a cancer diagnosis in their lifetime. A plan with immediate steps to better detect, treat and prevent cancer is needed. They answered questions raised by the board.

9.0 BOARD COMMITTEE REPORTS

9.1 Cultural Safety & Humility Committee

Ms. Sandra Martin Harris, in her capacity as Chair of the Cultural Safety & Humility Committee advised of the deliberations of the committee and as a result of such deliberations there is no (0) item for approval and six (6) items for information:

Matters for Board Information

i) Office on the Auditor General Audit on Corrections

Ms. Duff shared that BC Mental Health and Substance Use Services are on track to complete or have completed the actions required of them in the 4 recommendations:

- Complete Guidelines
- Use reports to ensure Indigenous clients receive screening, assessments, care planning, services and discharge planning in line with operational requirements
- Ensure staff document a rationale when they cannot meet operational requirements
- Ensure supervisors review and sign-off on client files

In addition, an Indigenous individual has been elevated to an Executive leader position and more Indigenous roles are being created.

(this item was dealt with in the closed session)

ii) Regional Health Authority Cultural Safety Plans and PHSA Involvement

Ms. Martin Harris shared that she would be interested in knowing what Cultural Safety and Humility plans the other Health Authorities have so that we can have a clearer understanding and provide better support.

Mr. Gallagher will raise this with the VP's of Indigenous Health and Mr. Manning will raise with the Board Chairs of the Health Authorities.

iii) Day in the Life of an Indigenous Employee

Mr. Anderson presented his own story on his experiences as an Indigenous person and employee of PHSA.

Mr. Anderson shared his background, what has shaped him, the challenges that he has experienced that are still happening today, what he has witnessed and also successes.

It is important to understand the challenges of what it is to be and Indigenous leader in PHSA.

iv) PHSA Board's Action Plan – Progress Update

Mr. Lowe presented an update to show that actions are on track or have been completed. Revisions to the tracker will be reviewed and revised.

v) PHSA Strategic Approach to Eliminate Indigenous-specific Racism

Mr. Lowe presented an update on the Action Plans for PHSA ELT and their portfolios. Meetings with each ELT member and their teams have happened and information is currently being compiled.

This information will show what each team understands and what they need to do. Indigenous Health will meet with each ELT member as their Action Plans are completed to refine. The Action Plans are living documents that will be updated as required.

9.2 Quality and Safety

Mr. Tim Manning, in his capacity as Chair of the Quality & Safety Committee advised of the deliberations of the committee. As a result of such deliberations there is one (1) item for approval and no (0) item for information:

Matter for Board Approval

i) Medical Staff Appointments

The Committee received the Medical Staff privileging reports from the Local Medical Advisory Committees (“LMACs”) at BC Cancer, C&W, BCMHSUS and the Health Authority Medical Advisory Committee (“HAMAC”).

The Quality and Safety Committee recommends to the PHSA Board of Directors the approval of the Medical Staff Privileges Reports, namely the:

- i) BC Cancer Medical Staff Privileging Reports; and
- ii) BC Centre for Disease Control Privileging Reports; and
- iii) BC Children’s Hospital and Sunny Hill Child Health Centre and BC Women’s Hospital & Health Centre Medical Staff Privileging Reports; and
- iv) BC Mental Health and Substance Use Services Privileging Reports

9.3 People and Governance Committee

Ms. Joanna Gislason, in her capacity as Chair of the People and Governance Committee advised of the deliberations of the committee and as a result of such deliberations there are three (3) items for approval and no (0) item for information.

Matters for Board Approval

i) Policy Updates

Standards of Conduct and Code of Ethics

The Committee reviewed the recommended changes to the Standards of Conduct policy to update the scope to include the PHSA Board of Directors and clarify staff responsibilities.

Upon motion, duly seconded, the following resolution was brought forward,: all of which were duly approved

BE IT RESOLVED THAT the People & Governance Committee recommends to the PHSA Board to accept the review of the following Board Governance Policy, in the form presented to the meeting.

Standards of Conduct Policy

President and CEO Evaluation Process Policy

The President and CEO Evaluation Process Policy was reviewed with no changes recommended.

CEO Evaluation Process

The Committee reviewed the current CEO evaluation process as presented in the meeting materials.

Upon motion, duly seconded, the following resolution was brought forward:

BE IT RESOLVED THAT the People & Governance Committee recommends that the PHSA Board approves the current CEO evaluation process.

Board Committee Guidelines

The Committee reviewed the updated Board Committee Guidelines policy.

Upon motion, duly seconded, the following resolution was brought forward:

BE IT RESOLVED THAT the People and Governance Committee recommends to the Board of Directors of PHSA approval of revised Board Committee Guidelines clarifying the process for review and approval of the Terms of Reference of each Committee and the authority of the Board Chair to assign responsibilities to directors.

9.4 Research and Academic Development Committee

Dr. Ken Bassett, in his capacity as Chair, Research and Academic Development Committee, advised of the deliberations of the committee and as a result of such deliberations there is one (1) item for approval and no (0) item for information:

Matter for Board Approval

i) Research and Academic Development Committee Terms of Reference

The Research and Academic Development Committee reviewed its terms of reference. At this time, the Committee is not proposing any revisions to its terms of reference. Our committee noted that PHSA may wish to consider addressing Indigenous principles in committee terms of reference in the future when the process of gifting those principles is complete.

Upon motion, duly seconded, the following resolution was brought forward and approved:

BE IT RESOLVED THAT the Research and Academic Development Committee recommends the PHSA Board of Directors approve its terms of reference with no changes.

9.5 Audit Committee

Mr. Tim Manning, in his capacity as Chair of the Audit Committee advised of the deliberations of the committee and as a result of such deliberations there are two (2) items for approval and no (0) items for information.

Matters for Board Approval

i) Terms of Reference for the Audit Committee

In accordance with the Board Policy Framework, the Terms of Reference for the Audit Committee is required to be reviewed annually. Accordingly, management has performed a review of the Terms of Reference and has determined that no revisions are required.

The Committee brings forward the following resolution which was approved:

BE IT RESOLVED THAT the PHSA Board of Directors approve the Terms of Reference for the Audit Committee.

ii) Safe Reporting Policy

In accordance with the Board Policy Framework, which requires all Board approved policies to be reviewed on an annual basis, Internal Audit has performed a review of the Safe Reporting Policy. Proposed changes include various updates to align with changes to other policies (e.g. Fraud, Theft and Corruption Policy and the Standards of Conduct Policy), aligning the Policy with the new Public Interest Disclosure Act, and updating Policy structure and design to align with the most recent PHSA policy template.

The Committee brings forward the following resolution which was approved:

BE IT RESOLVED THAT the PHSA Board of Directors approve the revised Safe Reporting Policy.

9.6 Finance Committee

Mr. Tim Manning, in his capacity as Chair of the Finance Committee advised of the deliberations of the committee and as a result of such deliberations there is one (1) item for approval and no (0) item for information.

Matters for Board Approval

i) **Terms of Reference for the Finance and Operations Committee**

In accordance with the Board Policy Framework, the Terms of Reference for the Finance and Operations Committee is required to be reviewed annually. Accordingly, management has performed a review of the Terms of Reference and proposed updates to clarify the Committee's oversight responsibilities in relation to funding for BC Emergency Health Services and Forensic Psychiatric Services Commission. A few other changes were proposed to update the terminology used in various sections of the Terms of Reference.

The Committee brings forward the following resolution which was approved:

BE IT RESOLVED THAT the PHSA Board of Directors approve the revised Terms of Reference for the Finance and Operations Committee.

10.0 NEXT MEETING

The next PHSA Board of Director's meeting is scheduled for Thursday, June 22, 2023.

11.0 TERMINATION

Meeting was terminated at 10:06 AM.