

**Minutes - Meeting of the Administrator**

**May 19, 2023 9:00-12:00 noon**

**Nova Scotia Health (In-Person – Acadia Boardroom)**

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**Attending:** Janet Davidson, Administrator; Karen Oldfield, Interim CEO

**Staff/Guests:** Dr. Nicole Boutilier, Vice President, Medicine; Derek Spinney, Vice President, Corporate Services, Infrastructure and CFO; Krista Grant, Chief, Public Engagement and Communications; Anna Marenick, Vice President, People, Culture and Belonging; Wendy Anderson, Board Coordinator

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**1.0 Call to Order and Approval of the Meeting Agenda**

The meeting was called to order at 9:00 am

***Motion:*** *That the Administrator approves the agenda for the current meeting, Friday, May 19, 2023.*

**2. Consent Agenda**

**2.0 Minutes of the Board of Directors Meeting – January 24, 2023**

**2.1 Interim CEO Report**

The CEO provided details on the surgical waitlist, cataract initiatives, Scotia Surgery facility. Improvements are being noticed in ambulance offloads and the Administrator is encouraging the publishing of results. CEO to embark on a summer tour across the province to reach front line staff.

***MOTION:*** *That the Administrator declared the Minutes of the Board Administrator meeting of January 24, 2023, and Interim CEO Report approved as presented.*

**2.2 Quality Improvement and Safety – Receipt of the following reports:**

- 2.2.1 Patient Story #3 – First Person View
- 2.2.2 Quality Scorecard Q3/Q4
- 2.2.3 Patient Safety Act Indicators & IPAC Surveillance Q3 2022-23 BN / Q3 Report

Administrator looking for patient stories as a learning experience to educate on errors to ensure we are providing high quality care and areas to improve.

- 2.2.4 HSMR Summary Report / HSMR Q3 Report / Hospital Harm Update BN
- 2.2.5 SRE – Q3/Q4 BN / Report

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**2.3 Human Resources - Receipt of the following reports:**

- 2.3.1 Labour Relations Update
- 2.3.2 Compliance Report
- 2.3.3 Respectful Workplace
- 2.3.4 Annual Progress Update – Physician Recruitment Strategy

Vice President, People, Culture and Belonging provided on update various items: nurse bargaining, culture impacts, HHR Roadmap, onboarding and recruitment. Vice President, Medicine shared physician leaders experience utilizing module/coaching portal opportunity and CEO suggesting similar initiative should be available for IEN's.

**2.4 Financial – Receipt of the following reports:**

- 1. Financial Compliance Report – Q4 – Fiscal 2023
- 2. Environmental Compliance Reports – Q4 – Fiscal 2023
- 3. Uninsured Claims Report – Fiscal 2023
- 4. Debt Obligations Schedule
- 5. Management Letter
- 6. ERM Report – IT Risk
- 7. Signing Authority Review
- 8. Finance & Audit Committee – Terms of Reference Review

**2.5 AGM Update**

Chief, Public Engagement and Communications provided a Briefing Note to update the process of the upcoming AGM to pre-tape with potential launch of June 29 or July 6<sup>th</sup>, 2023.

***MOTION: That the Administrator reviewed and approves the Consent items as presented and commend staff for their informative and well researched reports.***

**3.0 Declaration of Conflict of Interest**

No conflicts were declared.

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**4.0 Credentialing**

The Vice President, Medicine referenced to the previously circulated credentialing recommendations confirming established process has been followed and no irregularities to report. The Vice President, Medicine confirmed that the credentials have been unanimously approved by the Health Authority Medical Advisory Committee (HAMAC).

The Vice President, Medicine confirmed the Medical By-Laws have been approved by the Administrator and Department of Health and Wellness.

***MOTION: That the Administrator approves the Physician Credentials recommendations as presented.***

**5.0 Nova Scotia Health System Transformation Dashboard**

Vice President, Medicine shared the development of the transformation dashboard that identifies trends and is a means of comparison among zones. This suite of operational data encompasses existing benchmarks and an option to monitor critical indicators. A video being is in development to assist with the different ways to access information.

**6.0 Nova Scotia Health Strategic Deployment Review**

The Vice President, Medicine provided an update on a trip to Brighton Hospital in the UK with Vice President, People, Culture and Belonging to examine their management of initiatives and strategic deployment review process. Strategies monitored down to front lines and were embedded throughout the organization with joint accountability.

Discussion ensued on function/accountability and how to emulate similar models for a multi-year strategy complimentary to Action for Healthcare initiatives.

**7.0 NSH Insurance**

The Administrator brought forward the subject of insurance and options available as central government policy vs. NSH on implications/risks.

**ACTION ITEM:** The Vice President, Corporate Services, Infrastructure and CFO to review and provide summary.

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**8.0 Quarterly Enterprise Risk Review**

The Vice President Medicine with Chief Data Officer & Sr Director of Strategy and Performance updated the work entailed in the Enterprise Risk Register and ultimate goal to bring planning and risks in real time. With full year of process established, planning is now underway for the embedded risk piece with the next evolution of the register with actions to mitigate risks.

**9.0 Financial Governance Oversight**

The Vice President, Corporate Services, Infrastructure and CFO presented the forecast and quarterly reporting were discussed and reviewed.

**9.0.1 Quality & Sustainability**

The Vice President, Corporate Services, Infrastructure and CFO shared to QSP Plan. The current dashboard was reviewed and was discussed establishing a shift in current activities due to system responses to COVID, inflation utilization, wage increases, overtime and increased expenses attributed to population growth.

**9.0.2 Forecast**

The Vice President, Corporate Services, Infrastructure and CFO reported NSH budget obligations were unmet Q4 due to variances related to Purchased Service and Travel, Home First (DSLTC Program), COVID pressures and general inflation and utilization. We continue to work with DHW Finance and the Action for Health Plan which have influenced plans and budget to date.

Discussion ensued on increased pressures on operations and HHR staffing strategies and how to mitigate future impacts going forward.

**9.0.3 Internal Audit Services Annual Audit Plan Approval**

**MOTION: That the Administrator approves the Annual Audit Plan as presented.**

**9.0.4 Fraud & Internal Audit Report**

The Vice President Corporate Services, Infrastructure and CFO provided the Administrator on Whistle Blower items.

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**10 Adjournment**

With no further business, the meeting was adjourned at 11:40.

Respectfully submitted,



Janet Davidson, Administrator

Recorded by Wendy Anderson, Board Coordinator