

PUBLIC BOARD MEETING

Minutes of the meeting of the Alberta Health Services (“AHS”) Board (the “Board”) held at Boardroom A, Main Floor, Seventh Street Plaza, 10030-107 Street NW, Edmonton, on December 8, 2016.

Attendees

Board Members: Ms. Linda Hughes (Chair)
Dr. Brenda Hemmelgarn (Vice-Chair)
Mr. Richard Dicerri
Mr. Hugh Sommerville
Ms. Marliss Taylor
Ms. Glenda Yeates

Management: Dr. Verna Yiu, President & Chief Executive Officer
Ms. Susan McGillivray, Senior Program Officer, HR Talent & Workforce Strategies
Ms. Deborah Rhodes, Vice President, Corporate Services & Chief Financial Officer
Ms. Ronda White, Chief Audit Executive
Ms. Catherine MacNeill, Corporate Secretary & General Counsel

Regrets: Mr. David Carpenter

Ms. Hughes acted as Chair of the meeting and Ms. MacNeill acted as Corporate Secretary.

Ms. Hughes called the meeting to order at approximately 1:00 p.m. Notice of the meeting had been properly given and quorum was met.

❖ Review of Agenda

UPON MOTION duly moved, seconded and unanimously carried, the Board approved the agenda for the meeting of the Board held on December 8, 2016, which was provided to the Board in advance of the meeting.

❖ Declaration of Conflicts of Interest

Ms. Hughes requested that any conflicts of interest relevant to the meeting or items noted on the agenda be declared. None were declared.

1. Approval of Minutes – October 27, 2016

UPON MOTION duly moved, seconded and unanimously carried, the minutes of the AHS Board meeting held on October 27, 2016 were approved and the Chair of the Board and Corporate Secretary were authorized and directed to sign the minutes in the form so approved; and the Corporate Secretary was directed to file them, together with all ancillary documents attached thereto, in the corporate records of AHS and to deliver a copy of these to the Minister of Health.

2. Comments

a) Comments from the Chair

The following is an abstract of Ms. Linda Hughes', Board Chair, remarks at the meeting. It is not an official transcript:

Good afternoon, everyone.

I welcome you all to our final public board meeting of 2016. We have several items on today's agenda, which I will discuss shortly.

With the year winding down, I thought this would be an appropriate time to briefly recognize the progress Alberta Health Services has made over the past 12 months under the leadership of Dr. Verna Yiu and the Executive Leadership Team. 2016 has been a busy year for everyone at AHS.

To recap, the organization has:

- landed on a new vision;
- refreshed its values;
- completed the rollout of four foundational strategies;
- released our Health Plan and Business Plan;
- bolstered our community engagement efforts; and
- extended a helping hand to tens of thousands of Albertans affected by the Fort McMurray wildfire.

Beyond that, we have made progress this year toward strengthening our culture of compassion and patient centred care, and we have also made significant strides in improving our engagement with communities across the province.

I would like to thank Dr. Yiu, the Executive Leadership Team and everyone within AHS for their efforts over the past year. I am particularly pleased that our hard-working staff, physicians and volunteers contributed their thoughts, ideas and perspectives to an organization-wide dialogue and, by doing so, they played an integral role in improving AHS for the better. The Board is grateful for that.

Several items on today's agenda relate to the progress we have achieved in the past year. Today, the Board will consider a recommendation from the Ethics and Compliance Office to update the organization's Code of Conduct to reflect the new vision, values and foundational strategies, as well as some policy and title changes. The Board will also consider two recommendations related to community engagement activities. AHS has received 14 trustee appointment requests from 10 foundations. The Board will also review amendments to the AHS Philanthropic and Honorific Naming Recognition Policy, which is vitally important to our health foundations across the province. The Board will also hear from the Finance, Audit & Risk and Human Resources committees.

Before we commence with Board business, I would like to invite Dr. Yiu to update you on the progress of this season's AHS influenza immunization campaign, as well as our month-long workforce engagement and patient safety culture survey.

b) Comments from the President & Chief Executive Officer

The following is an abstract of Dr. Verna Yiu's, President and Chief Executive Officer, remarks at the meeting. It is not an official transcript:

Thank you, Linda, and good afternoon everyone. Today, I would like to share a couple updates with you, as well as a video that illustrates what Linda mentioned earlier about our culture of caring and compassion.

First, let me start by updating you on our public influenza immunization campaign. As of November 26, nearly 875,000 doses of influenza vaccine have been administered in Alberta. That is about a four per cent increase, representing about 35,000 doses over where we were at the same time last year. That is good news, and we are working hard to maintain this momentum. Less than 30 per cent of Albertans were immunized against influenza last season when more than 1,600 Albertans were hospitalized, and 62 died, with influenza. This season, we have enough vaccine to immunize 35 per cent of the population, and we want to use up that vaccine supply. Influenza arrived early in Alberta this season. Between August 28th and November 26th, we have had 374 lab-confirmed cases of influenza in the province, and 118 individuals with lab-confirmed have been hospitalized, one of whom has died. This is a tragic reminder of how serious influenza can be. I encourage you to get immunized against influenza, if you have not already; and if you can, please get the word out to Albertans about the importance of influenza immunization. Local clinic schedules are available on our website, at AHS.ca/influenza or by calling Health Link at 811.

Next, I would like to update you on Our People Survey, which was our internal survey conducted by Gallup that combined our workforce engagement and patient safety culture surveys. The month-long survey closed November 24th and I am pleased to say our participation rates exceeded those in our previous three surveys in 2010, 2012 and 2014. The most recent survey was completed by more than 40 per cent of our employees, more than 20 per cent of our physicians, over half of our midwives and nearly a third of our volunteers. This is important because improved participation rates translate into additional information that AHS teams can use to better enable and empower our people. As I have often said, Alberta Health Services' greatest resource is our people. Survey results are expected in the new year, and I will share them with you at a future public Board meeting. The results will inform the work outlined in Our People Strategy, which we released earlier this year in an effort to improve the workplace environment and to make our people feel safe, healthy and valued. Why is this important? Because we know that patient care, patient safety and the patient experience improve when healthcare providers are highly engaged. So when staff, physicians and volunteers feel safe and valued at work, there is also great benefit to our patients, clients and their families.

I should point out that, every day, there are countless examples of AHS staff, physicians and volunteers going the extra mile for the people we serve. I would like to share one example with you today. Sara Joan Armour of Medicine Hat left a message of gratitude on our Thanks for Caring webpage this summer. Her husband landed in hospital after a fall. Sara was overwhelmed by the care he received by his medical team but also by the care and compassion shown by the hospital's support teams, especially the Nutrition and Food Services staff who brought him his meals. We reached out to Sara to thank her for her note, and she mentioned she wanted to do something special for the food staff. We helped Sara with some arrangements, and this video shows what happened next:

[A video was shown with respect to Sara Joan Amours Thanks for Caring message]

I think that is a wonderful story. It confirms a belief I have long held: that everybody within healthcare, from physicians to porters, nurses to food services staff, has an opportunity to make a positive difference in the lives of others. It is clear that the Medicine Hat staff profiled in this video care about the work they do and see themselves as part of the bigger health system. I am heartened by Judy's comment, that she strives to treat patients like she would want her own family to be treated. By doing so, she is embodying the AHS values of compassion and respect, and providing the sort of patient and family centred care that Albertans deserve from us.

This month, we will have staff, physicians and volunteers working over the holiday season to provide care, compassion and companionship to Albertans across the province. I would like to recognize their efforts and thank them for treating patients and their loved ones like family — not just during the holidays but throughout the year.

I would also like to thank all of you for your continued interest in Alberta Health Services. As Linda mentioned, it has been a busy and productive year for the organization. Although we have accomplished many things over the past 12 months, we know many more opportunities and challenges that await us in the new year.

Thank you for your time this afternoon and, from all of us at AHS, I wish you all a safe and happy holiday season.

3. Governance Committee

a) Report to the Board

Mr. Hugh Sommerville, Committee Chair, reported on the meeting of the Governance Committee on November 24, 2016. He noted that the Committee reviewed the *Regional Health Authorities Act* which is the governing legislation for AHS, and that the Chief Ethics Officer attended the meeting to give a quarterly update.

b) [GOV16-41] Code of Conduct Revisions

The Committee was presented with revisions to the AHS Code of Conduct which were, in general, housekeeping matters to include reference to new vision, values and foundational strategies. The Committee recommended that the Board approve the revised Code of Conduct.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board:

- (a) approved amendments to the Code of Conduct in the form reviewed by the Board, with such non-substantive changes that management of Alberta Health Services considers necessary or advisable; and
- (b) authorized and directed management of Alberta Health Services make the amended Code of Conduct available to the public through the Alberta Health Services website.

4. **Audit & Risk Committee**

Report to the Board

Ms. Glenda Yeates, Committee Vice-Chair, reported on the meeting of the Audit & Risk Committee on November 25, 2016. She noted that in accordance with usual practice, representatives from the Office of the Auditor General and KPMG attended the meeting and that the Committee reviewed the Audit Plan for the 2016/17 fiscal year and was presented audit reports for review as well as the Legal & Privacy Annual Report. There were no items presented at the Committee to be considered for Board approval.

5. **Human Resources Committee**

Report to the Board

Mr. Richard Dicerni, Committee Chair, reported on the meeting of the Human Resources Committee on November 28, 2016. He noted that the Committee discussed success measures under *Our People Strategy*, received an update on labour relations and essential services, discussed the status of workplace health and safety and received an overview of workplace violence prevention. There were no items presented to the Committee for Board approval.

6. **Community Engagement Committee**

a) Report to the Board

Dr. Brenda Hemmelgarn, Committee Chair, reported on the meeting of the Community Engagement Committee on November 24, 2016. She noted the Committee was provided highlights from the Fall Forum for Health Advisory Councils, Provincial Advisory Councils and the Wisdom Council, and heard about internal strategy work underway with the Community Engagement group.

Dr. Hemmelgarn further advised that Mr. Ken Matthews, the Chair of the Lesser Slave Lake Health Advisory Committee attended the meeting and gave a very interesting presentation on what he perceives as opportunities, results and challenges in health care in his area.

b) [CEC16-24] Amendments to Philanthropic & Honorific Naming & Recognition Policy

Dr. Brenda Hemmelgarn, Committee Chair, advised the Committee was presented a revised Philanthropic & Honorific Naming & Recognition Policy. The Committee recommended the Board approve the revised policy.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board:

- (a) approved the amended AHS Philanthropic & Honorific Naming & Recognition Policy ("Policy") in the form reviewed by the Board, with such non-substantive changes that management of AHS considers necessary or advisable; and**
- (b) authorized and directed management of Alberta Health Services make the amended Policy available to the public through the Alberta Health Services website.**

c) [CEC16-26] Q2 Appointment of Trustees to Health Foundations

Dr. Brenda Hemmelgarn, Committee Chair, advised that the responsibility to appoint Trustees to established Foundations lies with the Board pursuant to the *Regional Health Authorities Foundations Regulation*. The Committee reviewed appointments to certain Foundations effective December 8, 2016 and recommended that the Board approve such appointments. Dr. Hemmelgarn noted that AHS is very grateful for the commitment of our foundation volunteers across the province and that AHS values their work and appreciates their commitment to health care in the province. Given the number of appointments, the names will not be read in this meeting but will be incorporated into the minutes of the meeting and posted publicly.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the following trustee appointments or re-appointments to the Foundations effective December 8, 2016 for the terms specified:

Foundation	Name	Period of Appointment
Bassano & District Health Foundation	Ms. Linda Andres	Three year term (December 7, 2019)
	Ms. Jolene Fraser	Three year term (December 7, 2019)
Canmore & Area Health Care Foundation	Louise Green	Three year term (December 7, 2019)
Cardston & District Health Foundation	Lisa Cope	Three year term (December 7, 2019)
	Gilbert Schaffer	Three year term (December 7, 2019)
	Wendy Schaffer	Three year term (December 7, 2019)
	Darren Tanner	Three year term (December 7, 2019)
Claresholm & District Health Foundation	Sharon Lange	Three year term (December 7, 2019)

Lac La Biche Regional Health Foundation	Marianne Langevin	One year term (December 7, 2017)
Mental Health Foundation	Jeff Strank	Three year term (December 7, 2019)
Oyen and District Health Foundation	Kelly Kroker	Three year term (December 7, 2019)
Strathcona Community Hospital Foundation	Clair Platt	Three year term (December 7, 2019)
Windy Slopes Health Foundation	Dennis Robin	Two year term (December 7, 2018)
	Judy Lane	Three year term (December 7, 2019)

7. Finance Committee

a) Report to the Board

Mr. Richard Dicerni, Committee Vice-Chair, reported on the meeting of the Finance Committee on November 25, 2016 and reported on items for approval.

b) [FC16-53] September 30, 2016 – Second Quarter Investment Report

As mandated by AHS' Investment Bylaw, the Finance Committee is required to review reports prepared by management and investment managers summarizing the activities and performance of AHS' investment portfolio on a quarterly basis. The *Regional Health Authorities Regulation* and the AHS Investment Bylaw describe the requirements for the Board to approve or ratify by resolution AHS' investment decisions. The Finance Committee of the Board was presented the September 30, 2016 Second Quarter Investment Report and recommend that the Board ratify the transactions.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board ratified the investment portfolio and transactions described below, and as certified by signed investment compliance certificates from AHS and Phillips, Hager & North Investment Management:

- (a) as at September 30, 2016, AHS held restricted and unrestricted funds managed by Phillips, Hager & North Investment Management and Standard Life Canada totalling \$1.462 billion;
- (b) the funds were invested in short term treasury bills, federal, provincial and corporate fixed income bonds, pooled mortgage funds, bond funds, Canadian and Global equity funds; and
- (c) all of the funds invested during the quarter ended September 30, 2016, were invested in accordance with the Investment Bylaw and Investments Policy as certified by signed investment compliance certificates from AHS and Phillips, Hager & North Investment Management.

c) [FC16-54] Protective Services Contract Extension with Paladin Security Group

The contracted services with the Paladin Security Group provided to AHS facilities is expiring. The Finance Committee recommended that the Board approve the extension as reviewed by the Committee and delegate signing authority of the contract on behalf of AHS to the President & Chief Executive Officer.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board:

- (a) approved a one year extension to the current Paladin Security Group contract; and**
- (b) delegated signing authority of the extension to the President & Chief Executive Officer.**

d) [FC16-55] Delegation of Authority over \$90M, Master Service Agreements

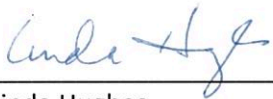
The Finance Committee reviewed the amendments to the Master Services Agreements with Villa Marguerite Seniors Community Partnership and Shepherd's Care Foundation. The amendments exceed the approval and signing authority level of the President & CEO and therefore needed to be approved by the Board. The Committee recommended that the Board approve the amendments as reviewed by the Committee and delegate signing authority of the amendments on behalf of AHS to the President & Chief Executive Officer.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board:

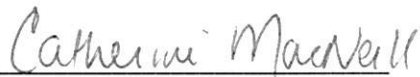
- (a) approved the amendments to the Master Services Agreements with Villa Marguerite Seniors Community Partnership and Shepherd's Care Foundation; and**
- (b) delegated signing authority of each amending agreement to the President & Chief Executive Officer.**

❖ **Adjournment**

There being no further business, the meeting was adjourned at 1:25 p.m.



Linda Hughes
Chair



Catherine MacNeill
Corporate Secretary & Legal Counsel