

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 November 28, 2019.

Attendees:

Board Members: Mr. David Weyant (Chair)
Dr. Brenda Hemmelgarn (Vice-Chair)
Mr. David Carpenter
Mr. Richard Dicerri
Mr. Stephen Mandel
Ms. Heidi Overguard
Mr. Hugh Sommerville
Mr. Brian Vaasjo
Ms. Glenda Yeates

Management: Dr. Verna Yiu, President & Chief Executive Officer

Mr. David Weyant acted as Chair of the meeting and Ms. Catherine MacNeill acted as Recording Secretary.

Mr. Weyant called the meeting to order at approximately 3:45 p.m. Notice of the meeting had been properly given and quorum was met.

❖ Welcome & Comments from the Chair

The following is an abstract of Mr. David Weyant’s, Board Chair, remarks at the meeting. It is not an official transcript:

Good afternoon, everyone. I am David Weyant, Chair of the AHS Board, and I would like to welcome everyone here at Seventh Street Plaza, as well as those watching from across the province through Facebook Live. I would like to acknowledge we are gathered today on Treaty 6 and Métis Region 4 territory, a traditional meeting place and home for many Indigenous peoples.

This has been a consequential month here at AHS. On November 3, the first wave of Connect Care launched at several sites across the Edmonton Zone. For those unfamiliar with Connect Care, it is a new way of using and sharing health information. Connect Care gives healthcare providers at AHS and its partners a central access point for more complete, up-to-date patient information and best practices. It also provides patients with better access to their own information, and it will be easier for healthcare providers to communicate with patients and each other.

When Connect Care is fully rolled out by 2022, it will improve healthcare in the province by ensuring the whole healthcare team, including patients, has the most comprehensive information possible throughout the care journey.

AHS President and CEO Dr. Verna Yiu has more information about the Connect Care launch and future rollouts and she will share that with us shortly.

Last week I had the pleasure of attending the ground breaking of Alberta's new Centre for Child and Adolescent Mental Health. When it opens in two years, it will provide a variety of addiction and mental health services to young Albertans in a purpose built facility.

Bringing this vision to reality was a great team effort that included AHS, the Alberta government, Alberta Health, the Alberta Children's Hospital Foundation, the Calgary Foundation, the University of Calgary, and many very generous donors.

The final important November news I would like to share is to let you know that, earlier this month, AHS was named one of Canada's Top 100 Employers for the third year in a row. Why is this important? Because we know that excellent patient and family-centred care is only attainable when our people feel safe, healthy, valued and included in their work environment.

This designation also allows AHS prime access to national and international job seekers through a variety of high-profile recruitment tools viewed by more than 15 million people. We want to continue to attract the best people to AHS and we want to keep the best people here in Alberta. That is good for AHS and that is good for Albertans.

So I would like to congratulate everyone involved in helping AHS build a positive culture that supports teamwork, encourages collaboration and empowers our people to do their very best, every day, for patients and families.

❖ **Review of Agenda**

UPON MOTION duly moved, seconded and unanimously carried, the Board approved the agenda for the meeting of the Board held on November 28, 2019, which was provided to the Board in advance of the meeting.

❖ **Declaration of Conflicts of Interest**

Mr. Weyant 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 9, 2019 and October 29, 2019

UPON MOTION duly moved, seconded and unanimously carried, the minutes of the AHS Board meeting held on October 9, 2019 and October 29, 2019 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 from the President & Chief Executive Officer

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

Thank you, David, and good afternoon, everybody. As David mentioned, a little over three weeks have passed since the Wave 1 launch of Connect Care and over that time, our teams at Wave 1 sites in Edmonton and across the province have come together to support one another as we enter into a new phase for AHS. There has been teamwork, there have been successes, and of course, there have been challenges in working with new technology and adjusting to new workflows. None of this comes as a surprise. We anticipated there would be issues as we transition.

As issues arose, our 24/7 command structure, supported by teams of well-trained Super Users and technical experts, addressed them and worked to resolve them quickly. Through it all, patient care continued. In fact, during the first five days after launch, transplant teams at the University of Alberta Hospital performed four lung transplants, three liver transplants and two heart transplants. Healthcare teams at the hospital also responded to a major trauma incident during the same time period.

So we launched Connect Care and healthcare carried on. I recently went to visit several Wave 1 sites; the University of Alberta Hospital, the Stollery Children's Hospital and the Mazankowski Alberta Heart Institute, to meet with the people on our front lines to get a sense of how Connect Care has been affecting their work. Rather than tell you about it, let me show you this brief video of my visits.

[A video was shown]

I did not know what to expect when I visited the sites but I was pleasantly surprised to see the positivity, even with a steep learning curve, it was gratifying to see how everyone was working together as a team. As you could also see, we heard about some frustrations when things did not work as expected. But, overall, people told us they could see how Connect Care will ultimately not only improve the way that we work together but it will actually improve patient experiences and patient outcomes.

They also saw how Connect Care gives them, their colleagues and their patients the information and resources they need to provide the best care. I would like to thank all staff, physicians, volunteers and partners directly involved in the Week 1 launch, as well as our people across the province who helped ease demand pressures on these Wave 1 sites. Wave 2 is scheduled to launch in the spring of next year and we expect Connect Care will be fully rolled out across the province by 2022.

Before I turn the mic back over to David, I would like to remind everyone that we are a little over a month into our annual influenza immunization campaign. Getting your flu shot is the best way to protect yourself and your loved ones from influenza. More than 65 Albertans have been hospitalized with lab-confirmed influenza this year, so you do not want to take any risks of getting sick.

If you have not received your flu shot this year, I would encourage you to do so. Influenza immunization is now available, free of charge, to all Albertans ages six months of age and older. You can find the dates, times and locations of AHS influenza immunization clinics near you on our website at www.ahs.ca/influenza. Protect yourself, protect others, get immunized and thank you for your time today.

3. Quality & Safety Committee

a) Report to the Board

Ms. Glenda Yeates, Committee Chair, reported that the Quality & Safety Committee met on November 13, 2019. Ms. Yeates advised that the agenda items typically focus on access, quality and safety.

Ms. Yeates noted that at the November meeting, the Committee received a report on the Calgary Zone Emergency Department wait times and the success of initiatives that have put in place to deal with wait times and ER's; an update on the work of AHS Lab Formulary Committee; and a report on the Strategic Clinical Network return on investments.

Ms. Yeates advised the Committee also received a semi-annual update on strategic initiatives of the organization that are aimed at Health Outcomes Improvement. The Committee also regularly monitors a Quality, Safety & Access Dashboard and received the quarterly Patient Safety Report.

There were no items recommended for Board approval.

4. Governance Committee

a) Report to the Board

Mr. Hugh Sommerville, Committee Chair, reported on the Governance Committee meetings on October 10, 2019 and November 14, 2019.

Mr. Sommerville noted that at the October 10th meeting, in addition to receiving the quarterly update from the Chief Ethics and Compliance Officer, the Committee considered three items for recommendation for approval of the Board.

b) [GOV19-11] AHS Ethics Framework

First, Mr. Hugh Sommerville, Committee Chair, reported that the Ethics Framework was recently updated to reflect current organizational information and to align with AHS Communications standards. The Committee was presented with these updates and recommended that the Board approve the same.

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

a) approved the revised AHS Ethics Framework as reviewed by the Governance Committee and the Alberta Health Services Board; and

b) directed that the revised AHS Ethics Framework be posted on the AHS public website.

c) [GOV19-14] Amendments to Terms of Reference for Human Resources Committee

Second, Mr. Hugh Sommerville, Committee Chair, reported that the Terms of Reference for all Board Committees are reviewed annually. The Human Resources Committee proposed

amendments to their Terms of Reference. The Committee was presented with these amendments and recommended that the Board approve the same.

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

- a) approved the amended Terms of Reference for the Human Resources Committee as reviewed by the Governance Committee and the Alberta Health Services Board; and
- b) directed that the revised Terms of Reference be posted on the AHS public website.

d) [GOV19-16] Amendments to the AHS Medical Staff Bylaws

As a final matter, Mr. Hugh Sommerville, Committee Chair, reported that the Medical Staff Bylaws and Rules Review Committee has completed a review of the Medical Staff Bylaws and presented proposed amendments to the medical staff for a vote. A majority of voting members approved the motion to recommend approval of the proposed amendments. The Committee reviewed the proposed amendments to the Bylaws and recommended that the Board approve the same.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the proposed amendments to the Medical Staff Bylaws as reviewed by the Governance Committee and the Board, with such non-substantive changes that management of Alberta Health Services considers necessary or advisable, and directed management to submit the Amended Medical Staff Bylaws to the Minister of Health for approval.

Mr. Sommerville advised that at the November 14th Committee meeting, in addition to receiving the quarterly update from the Chief Ethics and Compliance Officer, the Committee considered two items for recommendation for approval of the Board.

e) [GOV19-19] Amendments to Board Member Remuneration, Expense Reimbursement, and Ongoing Education Procedure

First, Mr. Hugh Sommerville, Committee Chair, reported that the Committee reviewed proposed amendments to the Board Member, Remuneration, Expense Reimbursement, and Ongoing Education Procedure, and recommended the Board approve the same.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the amendments to the Board Member Remuneration, Expense Reimbursement, and Ongoing Education Procedure, with such non-substantive changes that may be considered necessary or advisable, and directed the Corporate Secretary to post the Amended Procedure on the AHS public website.

f) [GOV19-23] Reappointment of External Member to the Quality & Safety Committee

Second, Mr. Hugh Sommerville, Committee Chair, reported that the Committee was asked to consider and recommend to the Board for approval Gord Winkel's reappointment as an external member of the Quality & Safety Committee for a term of three years commencing January 1, 2020. The Committee and the Board supported the reappointment.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the reappointment of Gord Winkel as an External Member to the Quality & Safety Committee, for a three year term commencing January 1, 2020.

5. Community Engagement Committee

a) Report to the Board

Dr. Brenda Hemmelgarn, Committee Chair, reported on the Community Engagement Committee meeting on November 15, 2019. Dr. Hemmelgarn advised that the President and CEO and a Board member of the Royal Alexandra Hospital Foundation attended the meeting and a member of the Wood Buffalo Health Advisory Council also attended the meeting.

Dr. Hemmelgarn advised that the Committee considered three items for recommendation for approval of the Board: appointments and renewals of members to Advisory Councils and the appointment of the Chair of the Sexual Orientation Gender Identity and Expression Provincial Advisory Council, appointments of Trustees to Foundations, and amended Bylaws of the Lac La Biche Regional Health Foundation.

Dr. Hemmelgarn stated that AHS is very grateful for the commitment of the volunteers across the province, values their work and appreciates their commitment to health care.

b) [CEC19-50] Q3 Advisory Council Appointments and Renewals

First, Dr. Brenda Hemmelgarn, Committee Chair, reported that the Committee considered appointments and renewals to Advisory Councils and the appointment of the Chair of the Sexual Orientation Gender Identity and Expression Provincial Advisory Council.

Dr. Hemmelgarn noted that the responsibility to appoint or renew these council members lies with the AHS Board. The Committee recommended the Board approve the member appointments and renewals as reviewed by the Committee. The Board has considered such recommendation.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the appointment and renewals of members to the Advisory Councils and the appointment of the Chair for the Sexual Orientation Gender Identity and Expression Provincial Advisory Council for the terms as follows:

Health Advisory Council Renewal – for a Three Year Term – effective October 1, 2019 to September 30, 2022	
Health Advisory Council	Name
Oldman River	Mr. Brian Hammond
Addiction & Mental Health PAC Renewal – for a Two Year Term - effective January 1, 2020 to December 31, 2021	
	Name
	Kaj Korvela

Seniors and Continuing Care PAC Renewals – for a Three Year Term – effective January 1, 2020 to December 31, 2022	
	Name
South Zone	Ms. Gabrielle Kirk
Calgary Zone	Mr. Jim Hubbard
Central Zone	Ms. Lou (Marylou) Henderson
Edmonton Zone	Ms. Julie Kelndorfer
North Zone	Ms Linda Grant
Seniors and Continuing Care PAC Renewals – for a Two Year Term – effective January 1, 2020 to December 31, 2021	
	Name
South Zone	Ms. Judy Long
Calgary Zone	Mr. Ray Clark
Central Zone	Ms. Teresa Willigar
Edmonton Zone	Ms. Susan Sommerfeldt
North Zone	Ms. Irene Pirie
Sexual Orientation Gender Identity and Expression PAC Chair Appointment – for a One Year Term – effective November 1, 2019 to October 31, 2020	
	Name
	Ms. Jennifer Kneller

c) [CEC19-51] Q3 Appointment of Trustees to Health Foundations

Second, Dr. Brenda Hemmelgarn, Committee Chair, reported with respect to the appointment of Trustees to Foundations.

Dr. Hemmelgarn advised that the responsibility to appoint Trustees to established Foundations lies with the AHS Board. The Committee recommended the Board approve Trustee appointments as reviewed by the Committee. The Board has considered such recommendation.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the appointment of Trustees to Health Foundations for the terms as follows:

Foundation	Name	Period of Appointment
Alberta Cancer Foundation	Gelaine Pearman	January 1, 2020 – December 31, 2022
	Rory J Tyler	January 1, 2020 – December 31, 2022
Airdrie Health Foundation	Jeffrey Bates	January 1, 2020 – December 31, 2021
	Tammy Paulgaard-McKnight	January 1, 2020 – December 31, 2020
Bassano and District Health Foundation	Linda Andres	January 1, 2020 – December 31, 2022
Medicine Hat and District Health Foundation	Carl Nohr	January 1, 2020 – December 31, 2022
	Nick Punko	January 1, 2020 – December 31, 2022

d) [CEC19-54] Amended Bylaws of Lac La Biche Regional Health Foundation

As a final matter, Dr. Brenda Hemmelgarn, Committee Chair, reported with respect to an amendment to the Bylaws of the Lac La Biche Regional Health Foundation.

Dr. Hemmelgarn noted that the Committee was presented with a request to amend the Bylaws of the Lac La Biche Regional Health Foundation to increase the maximum number of board members and to update the bylaws to the current template for foundations that is supported by Alberta Health.

Dr. Hemmelgarn reported that the Committee recommended the Board approve the amended Bylaws of the Lac La Biche Regional Health Foundation. The Board had considered such recommendation.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the Amended Bylaws of the Lac La Biche Regional Health Foundation in the form reviewed by the Alberta Health Services Board, with such non-substantive changes that management of AHS considers necessary or advisable, and directed the same be forwarded to the Minister of Health for approval.

6. Finance Committee

a) Report to the Board

Mr. David Carpenter, Committee Chair, reported that the Finance Committee met on November 21, 2019.

Mr. Carpenter noted that the Committee considered five items for recommendation for approval of the Board.

b) [FC19-39] Q2 2019-20 Investment Bylaw

First, Mr. David Carpenter, Committee Chair, reported as mandated by AHS' Investment Bylaw, the 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 Committee was presented the Second Quarter 2019-20 Investment Report and recommended that the Board ratify the transactions. The Board reviewed the recommendation.

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

- a) as at September 30, 2019, Alberta Health Services held restricted and unrestricted funds managed by Phillips, Hager & North Investment Management and Manulife Financial totaling \$1.065 Billion;
- b) the funds were invested in short term treasury bills, federal, provincial, municipal 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, 2019, were invested in accordance with the Investment Bylaw and Investments Policy as certified by signed investment compliance certificates from Alberta Health Services and Phillips, Hager & North Investment Management.

c) [FC19-40] Amendments to AHS Investment Bylaw

Second, Mr. David Carpenter, Committee Chair, reported the Committee reviewed proposed amendments to the AHS Investment Bylaw. AHS management reviews the Investment Bylaw on an annual basis and determines if any amendments are required. The Committee was presented with amendments to the Investment Bylaw and recommended the Board approve the same.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the amendments to the Alberta Health Services Investment Bylaw as reviewed by the Finance Committee and the Board, and submit the Amended Investment Bylaw to the Minister of Health for approval. The Amended Investment Bylaw will be posted publicly once approved by the Minister.

d) [FC19-42] 2019-20 Authorization to Spend

Third, Mr. David Carpenter, Committee Chair, reported that the Committee reviewed the 2019-20 Authorization to Spend. In June 2019, the AHS Board approved an interim spending authorization of \$10.191B for the period April 1, 2019 to November 30, 2019. The Committee was asked to consider and recommend Board approval for an authorization to spend to January 31, 2020. The Committee made such recommendation and the Board supports the approval.

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

- a) maximum expenses of \$13.040 billion for the period April 1, 2019 to January 31, 2020; and
- b) maximum capital expenditures of \$405 million for the period April 1, 2019 to January 31, 2020.

e) [FC19-46] Restricted Grant Agreements Over \$90M

Fourth, Mr. David Carpenter, Committee Chair, reported that the Committee was asked to consider and recommend Board approval for Restricted Grant Agreements over \$90M relating to Outpatient Cancer Drugs, and specialized high cost drugs, short-term exceptional drug therapy, Rare Disease Drug, and the Hepatitis C Pathway Program.

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

- a) approved the following Alberta Health grant agreements, with such non-substantive changes that management of Alberta Health Services considers necessary or advisable:**
 - i. a new agreement for the provision of cancer pharmaceuticals to outpatient cancer patients for the period April 1, 2019 to March 31, 2020; and**
 - ii. a new agreement for the provision of specialized high cost drugs to eligible Albertans, which includes short-term exceptional drug therapy, rare disease drugs and the hepatitis C pathway program in provincial correctional facilities for the period April 1, 2019 to March 31, 2020; and**
- b) delegated authority to the President & CEO to sign these agreements on behalf of AHS in accordance with AHS Policy 1100 Delegation of Authority and Establishment of Controls for Commitments.**

f) [FC19-47] Delegation of Authority of \$90M – Continuing Care

As a final matter, Mr. David Carpenter, Committee Chair, reported on an extension of Continuing Care services in Edmonton, Central, Calgary, and South zones for an additional 12 months. The Board reviewed the terms and conditions of the extension and supports the approval of the same.

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

- a) approved the proposed amendments to the current agreements with both CBI Home Health (AB) Limited Partnership and CBI Limited, with respect to the provision of community home care services effective April 1, 2020, with such non-substantive changes that management of AHS considers necessary or advisable; and**
- b) delegated authority for the President & Chief Executive Officer to sign the amendments on behalf of AHS in accordance with AHS Policy 1100 Delegation of Authority and Establishment of Controls for Commitments.**

7. Audit & Risk Committee

a) Report to the Board

Mr. David Carpenter, Committee Chair, reported that the Audit & Risk Committee met on November 21, 2019. Standard practice is that the Office of the Auditor General and KPMG are guests at the meeting in their role as external auditors of AHS.

Mr. Carpenter noted that the Committee received a report from the Office of the Auditor General on the Connect Care Wave One Implementation Readiness. The Committee also received a quarterly Enterprise Risk Management Report; an interim report on Internal Controls over Financial Reporting and the Internal Audit & Enterprise Risk Management Quarterly Performance

Report which provides an outline of the portfolio's progress. The Committee also received a Legal & Privacy update, as well as an Insurance update.

There was one item presented to the Committee to be considered for Board approval.

b) [ARC19-60] Internal Audit Charter

Mr. David Carpenter, Committee Chair, reported that the Committee received an Amended Internal Audit Charter for review and recommendation for Board approval. The Board has reviewed the amendments and supports approval of the same.

UPON MOTION duly moved, seconded and unanimously carried the Alberta Health Services Board approved the Amended Internal Audit Charter, in the form reviewed by the Alberta Health Services Board, with such non-substantive changes that management of Alberta Health Services considers necessary or advisable.

8. Human Resources Committee

a) Report to the Board

Mr. David Carpenter reported that the Human Resources Committee met on November 27, 2019.

Mr. Carpenter noted that the Committee received a standing quarterly report on Our People Results, a labour relations update, as well as an update on the scheduled upcoming review of *Our People Strategy*.

Mr. Carpenter advised that the Committee also discussed the recent recognition of AHS as one of Canada's Top 100 Employers for 2020. In addition, the Committee received an informative presentation on AHS Protective Services.

There were no items that came through the Committee for Board approval.

❖ **Adjournment**

There being no further business, the meeting was adjourned at 4:15 p.m.

_____/s/_____
David Weyant
Chair

_____/s/_____
Catherine MacNeill
Corporate Secretary & Legal Counsel