

Minutes - Meeting of the Administrator

June 22, 2023, 10:00-12:00 noon

Nova Scotia Health (In-Person – Acadia Boardroom)

Attending: Janet Davidson, Administrator; Karen Oldfield, Interim CEO (Virtual)

Staff/Guests: Derek Spinney, Vice President, Corporate Services, Infrastructure and CFO; Krista Grant, Chief, Public Engagement and Communications; Wendy Anderson, Board Coordinator

Regrets: Dr. Nicole Boutilier, Executive Vice President, Medicine, and Clinical Operations, Anna Marenick, Vice President, People, Culture and Belonging

1.0 Call to Order and Approval of the Meeting Agenda

The meeting was called to order at 10:00 am

Motion: *That the Administrator approves the agenda for the current meeting, Thursday, June 22, 2023.*

1.1 Declaration of Conflict of Interest

No conflicts to declare.

2.0 Consent Agenda

2.1 Minutes of the Board of Directors Meeting – May 19, 2023

2.2 Interim CEO Report

CEO provided an update on the C3 Announcement of June 21, 2023, as well as her involvement in the Atlantic Economic Forum hosted by Brian Mulroney in Antigonish on June 20, 2023. The Premier attended the official opening of the Health Innovation Hub on June 15th and we've had a number of boards/guests circulate the space.

The Administrator referred to the recent 3M Quality Award for NSH as an area to pursue through the Innovation Hub to explore opportunities collaboratively with future tech companies, including 3M.

CEO not in person due to the NaFP 2.0 (Need a Family Practice Registry) announcement June 22 as work continues the DHW/EHS/NSH to reduce registry numbers and primary care focus.

MOTION: *That the Administrator declared the Minutes of the Board Administrator meeting of June 22, 2023, and Interim CEO Report approved as presented.*

2.3 Quality Improvement and Safety – Receipt of the following reports:

2.3.1 NSH Patient Story #18 – Treatment Options Communication & Empathy

2.3.2 Accreditation

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- 2.3.3 IPAC Surveillance BN / Report Q4
- 2.3.4 Patient Safety Incident Management BN / Report Q4
- 2.3.5 Patient Safety Incident Disclosure Q4
- 2.3.6 Quality Review Status BN / Report Q4
- 2.3.7 Quality & Safety Scorecard Review Q4
- 2.3.8 Patient Family Feedback Report Q4
- 2.3.9 Pressure Injury Prevention Update

The Director, Quality Improvement, Safety & Patient Relation joined the meeting on behalf of the Executive Vice President, Medicine, and Clinical Operations. The Patient Story was discussed and follow up continues from a system perspective to prevent future happenings. The lack of appropriate communication identified, and work is underway within the quality review process to reveal best recommendations and strategic approach through to implementation.

2.4 Human Resources - Receipt of the following reports:

- 2.4.1 Labour Relations Update BN
- 2.4.2 Recruitment Update / Physician Recruitment Progress
- 2.4.3 Q1 OHSW / Q4 OHSW

Administrator raised points on success of international recruitment questionable and ethical issues and refocus should be on retainment. Federal government has released workforce data with those indicators on retention as the cost benefit of foreign recruitment questionable.

2.5 Financial – Receipt of the following reports:

- 2.5.1 RBC Dominion Investments
- 2.5.2 Compensation Disclosure

The Vice President, Corporate Services, Infrastructure and CFO reviewed statistics relating to the compensation disclosure.

ACTION ITEM: Administrator requested review of baseline going forward.

3.0 Physician Credentialing Recommendations

In the absence of the Executive Vice President, Medicine, and Clinical Operations the Administrator reviewed the report and recommendations.

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

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4.0 Nova Scotia Health System Transformation Dashboard

The Administrator highlighted the need to rank projects of importance and to relating to front line staff in our messaging. The Vice President, Corporate Services, Infrastructure and CFO reiterated on reviewing the right timing and balance as currently not sustainable nor efficient as we manage resource allocation although sometimes temporarily strategic to start new initiatives quickly. There is a need to relate and improve work quality and satisfaction of patients as well as employees.

5.0 Nova Scotia Health Strategic Deployment Review

Item deferred to next meeting with the absence of the Executive Vice President, Medicine, and Clinical Operations. A written report requested for each meeting going forward.

6.0 Financial Governance Oversight

The Vice President, Corporate Services, Infrastructure and CFO reviewed the current Investment Fund and discussions ensued on protocols and organizational priorities. Administrator requested revisiting the policy/sustainability model and bring back to the Board for endorsement.

ACTION ITEM: The Vice President, Corporate Services, Infrastructure and CFO to review and provide updated Investment Policy.

6.0.1 Finance & Audit Macro Agenda 23/24

The Vice President, Corporate Services, Infrastructure and CFO reviewed the recommended five changes to the macro agenda for the next fiscal year.

MOTION: *That the Administrator approves the recommended changes to the Finance and Audit Macro Agenda 23/24.*

6.0.2 Cybersecurity – MOVEit Breach

The Vice President, Corporate Services, Infrastructure and CFO reviewed the cyber incident analysis and investigation. Cyber is an area rising exponentially and part of business and an inquiry will review areas of improvement.

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6.0.3 Quarterly Audit & Fraud Report

The Vice President, Corporate Services, Infrastructure and CFO reviewed the current audit projects and overall implementation status. The recently completed report on Fraud incidents was reviewed with a breakdown of cases identified and discussed in the last quarter. There is a defined policy and procedure for reporting, investigating, and following the cases to conclusion.

6.0.4 Approval of Annual Audited Financial Statements

The Vice President, Corporate Services, Infrastructure and CFO to introduce the Auditor General and staff to join and deliver their report. There were 3 observations identified last year. This has been reduced to only one, Cyber security controls, and no significant deficiencies.

MOTION: That the Administrator approves the Audited Financial Statements as presented and to affix her signature of approval.

6.0.5 OAG Presentation (45 mins – In person)

The Auditor General of Nova Scotia, Kim Adair, was joined by Morgan McWade, Assistant Auditor General, Janet White, Audit Principal, and Alexander Beaton, Audit Manager. The Auditor General and staff presented the results of their audit of both the financial statements of Nova Scotia Health and the Statement of Disclosure noting their intention to issue two unmodified, or ‘clean’, opinions. The Administrator offered contacts from the Boards of HIROC and Sick Kids to collaborate on their recent cyber-attacks.

AG/Administrator moved to ‘in camera’ at 11:55 a.m.

7.0 Adjournment

With no further business, the meeting was adjourned at 12:20.

Respectfully submitted,



Janet Davidson, Administrator

Recorded by Wendy Anderson, Board Coordinator