

**MINUTES OF A PUBLIC MEETING (“MEETING”)
OF THE BOARD OF DIRECTORS (THE “BOARD”)
OF PROVINCIAL HEALTH SERVICES AUTHORITY (“PHSA”)
HELD ON THURSDAY, JUNE 28, 2018 AT
PHSA CORPORATE OFFICES
7TH FLOOR – 1380 BURRARD STREET, VANCOUVER, BC
AT 9:50 A.M.**

In Attendance:

Directors:	Tim Manning, Chair	Dr. Ken Bassett	Lorianna Bennett
	Dr. Don Brooks	Suki Gill	Robert Kiesman
	Gary Pooni	Pauline Rafferty	Al Ritchie
	Sharon Stromdahl	David Turchen	

Regrets: Chief Clarence Louie

Management:	Carl Roy	Tom Chan	Susan Danard
	Colleen Hart	Dave Ingram	Linda Lupini
	Sandra MacKay	Dr. Malcolm Moore	Lynn Pelletier
	Ron Quirk	Susan Wannamaker	Donna Wilson
	Cathy Prentice, Recorder		

CALL TO ORDER

Mr. Tim Manning, Board Chair, called the Meeting to order at 9:50 a.m. It was established that a quorum of the Board was present. Ms. Cathy Prentice was appointed recording secretary of the Meeting.

The Chair advised of the BC Health Care Awards which celebrate excellence and innovation in the health care community by recognizing deserving teams that are improving health care delivery in BC and individuals whose achievements and actions inspire those around them. PHSA teams and staff won several Gold Apple and awards of merit at the annual luncheon held on June 25, 2018.

AGENDA

Upon Motion, duly seconded, the Meeting agenda was approved as circulated.

PUBLIC PRESENTATION

There were no public presentations.

1.0 APPROVAL OF THE MINUTES

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

***BE IT RESOLVED THAT** the minutes of the open Board meeting held April 26, 2018, in the form presented to the Meeting, be approved.*

2.0 PROVINCIAL BLOOD COORDINATING OFFICE

Mr. Carl Roy, President & CEO, introduced Ms. Brenda Jackson, Provincial Director, Provincial Blood Coordinating Office.

The Provincial Blood Coordinating Office (PBCO) was established in 1997 as an office of the Ministry of Health. In 2007 PBCO transitioned to a program of PHSA, subsequently in 2016 PBCO transitioned to the BC Agency for Pathology and Laboratory Medicine. In 2018 the amalgamation of BCCSS and PHSA will return the PBCO to PHSA.

The PBCO has responsibility to provide and coordinate provincial blood and blood product utilization programs and to manage specialized provincial resources. In collaboration with provincial stakeholders, the PBCO facilitates the advancement of transfusion medicine practices through unique initiatives that support the effective and appropriate use of blood and blood products across

the province.

The PBCO assists the BC Ministry of Health with leadership and coordination of blood-related issues and activities. The PBCO is designed to work within the framework of a nationally integrated blood system while still reflecting the unique qualities of the regional nature of British Columbia's health care system.

Ms. Jackson provided an overview of the PBCO including the mandate, responsibilities, priorities, programs and technologies and summarized the content of the PowerPoint presentation contained in the Meeting materials.

Questions and comments were as follows:

- Responding to a query regarding contingency planning for a major event, Ms. Jackson advised the PBCO provides support to provincial groups including blood sources and transport.
- Regarding blood supply stock, Ms. Jackson advised Canadian Blood Services monitors inventories to ensure product supplies are maintained and rerouted when necessary. The Transparent Blood Inventory System can be used to view all Health Authority blood data.
- The Central Transfusion Registry (CTR) is a database which contains the disposition data on all blood and blood products used in the province. The CTR is able to develop linkages with other Provincial Databases (Cardiac Registry, Surgical Patient Registry, Perinatal Registry, and the Discharge Abstract Database/CIHI) to better understand utilization and outcome management. A request module is housed within the CTR and is used to support management and screening of all intravenous immunoglobulin requests in the province. Responding to a query, Ms. Jackson advised the module can be tracked and 80% of patients are now utilizing the module.

Ms. Jackson was thanked for the very informative presentation.

3.0 BOARD COMMITTEE REPORTS

3.1 Quality & Access Committee

Mr. Allan Ritchie, Chair, Quality & Access Committee, advised of one item for information and one for approval.

For information

Following an audit by Health Canada in May 2018, BC Transplant received an 'Exit Notice' and Letter for Inspection giving the Program a "C" Compliant rating (the highest rating possible). This is the 16th successful audit for BC Transplant.

For approval

Delegated Medical Act for Respiratory Therapists in Pulmonary Function Lab

The BCCH Pulmonary Function Laboratory successfully achieved a four-year Accreditation in November 2017. This is part of the mandatory accreditation for diagnostic programs run by the College of Physicians and Surgeons of BC Diagnostic Accreditation Program (DAP). A deficiency was noted during the visit regarding Delegated Medical Acts. The DAP changed the requirements for Delegated Medical Acts for this accreditation which resulted in deficiencies in many Pulmonary Function Laboratories in BC. This is a result of the delay in recognizing Respiratory Therapy (RT) as an independent profession in BC, and the BC College of Physicians not recognizing work done previously by health authorities to validate RT competencies. To comply with DAP review, the approval and endorsement process for Delegated Medical Acts was initiated and is required to be completed by July 8, 2018.

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

BE IT RESOLVED THAT, the Delegated Medical Functions as per Article 3.9.4b, of the PHSA Medical Staff Rules, in the form presented to the Meeting, be approved.

3.2 Governance & Human Resources

Ms. Pauline Rafferty, Chair, Governance & Human Resources Committee, advised of one item for information and one for approval.

For information

Committee Name Change

In order to clarify its focus on the strategic value of people in meeting organizational objectives, the Committee and the Board approved the new Committee name: “People & Governance Committee” on June 27, 2018. Future meetings and references will be reported out under the new name.

For approval

Annual Review of Board Governance Guidelines, Policies and Terms of Reference

The Committee carried out the scheduled review of Terms of Reference. Changes brought forward were explained in briefing notes contained in the Meeting materials and were discussed during the Committee meeting. Consistent with the Board’s governance practices, one substantive change was recommended to the Board Chair Terms of Reference to acknowledge the role of the Governance & Human Resources Committee in assessing Board and individual Director performance. All other changes were housekeeping in nature.

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

BE IT RESOLVED THAT the following Board Governance Terms of Reference, in the form presented in the Meeting materials, be approved.

- Board Chair;
- President & CEO;
- Board of Directors;
- Director;
- Officers of the Board; and,
- Governance & Human Resources (now People & Governance).

3.3 Finance Committee

No report.

3.4 Audit Committee

Mr. Robert Kiesman, Chair, Audit Committee, advised of one item for information and one for approval.

For information

An in-depth compliance review was performed on the requirements of the *Controlled Drugs and Substances Act*, which governs the import, production, export, distribution and possession of substances classified as narcotics and controlled substances. The Act provides stiff penalties, including a risk of fine or imprisonment, for activities such as possession and trafficking. Overall, the review demonstrated that PHSA is in compliance with the Act and that processes and policies are in place and aligned with the legislative and regulatory requirements.

For approval

Subject to annual reappointment, Price Waterhouse Coopers was appointed by the Board of Directors to serve a five year term as the external auditor of BCEHS to complete the financial statement audit for the fiscal years 2017/18 through 2021/22.

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

BE IT RESOLVED THAT the appointment of Price Waterhouse Coopers to provide audit services to BCEHS for the 2018/19 fiscal year be approved.

3.5 Research Committee

Ms. Lorianna Bennett, Chair, Research Committee advised of one item for information.

Research Data Management Platform

PHSA is establishing a data management platform that offers users from across PHSA programs and research entities a privacy and security-compliant data management tool for all Research Ethics Board-approved research projects and stand-alone surveys. The platform, called REDCap, is used by more than 2,400 institutions in over 115 countries and is increasingly recommended by academic and other institutions because of its robust security and privacy provisions. A current service managed by the BC Children's Research Institute is being expanded to support users from other PHSA programs and services. These are the types of platforms that are important to enable future research success.

4.0 BUSINESS ARISING

No business arising was identified.

5.0 CORRESPONDENCE

Correspondence was referenced for information.

6.0 NEXT MEETING – September 19, 2018 in Prince George.

7.0 TERMINATION – the Meeting terminated at 10:35 a.m.