



Timeline (guide):

- 5:15 pm Call to Order
- 5:20 pm HSNS Presentation: Virtual Visit with staff and client at HSNS Bayers Road Site (HSNS Autism Services)
- 5:45 pm Dinner
- 6:15 pm Regular board meeting

Board of Directors

Frost, Jon	P	Kujath, Magdalena	P	Noronha, Adline	V
Grant, John	P	Landy, Mark (Chair)	P	Rizzetto, Maria (Vice Chair)	R
Haley, Matthew (Sec-Treasurer)	P	Marchand, Josette	V	Sullivan, Vickie	P
Kaur, Anuroop	P	Mason-Browne, Anne (CEO)	P	Vossen, Emma	P
Kieft, Michael	P	Moore, Gordon	V	Freeman, Robin – Exec. Assistant	P
Guests: Dr. Greg Noel, Director of Adult and Mi'kmaq Hearing and Speech Services Dr. Sharon Walker, Director of Pediatric and Autism Hearing and Speech Services Mr. Bob Kolanko, Director of Finance and Operations HSNS Staff, Managers, and Client/Family (Bayer's Road site)					

Present: (P) Videoconference: (V) Regrets: (R) Absent: (A)

1. Call to Order & Introductions

The meeting was called to order at 5:15 pm by Mr. Landy

2. Presentation – Provincial Preschool Autism Services and HSNS

HSNS clinical staff provided an overview of autism services provided at the Bayers Road site, including description of the site, staffing level, size of catchment area, and method of service delivery. The range of services provided includes assessment, intervention, caregiver coaching, caregiver programs, programing in social communication skills, and behavioral supports.

A parent who has had two children receiving services was invited to share her experience with the Board. She acknowledged that for her oldest child, the SLP assigned to her children seemed to change frequently but the staff were highly dedicated and skilled (e.g., it was an HSNS SLP who first recognized that the child had a cleft palate and also suggested he be assessed for autism). She added that the transition of services for her oldest child went smoothly.

When questioned what she would like to see changed within HSNS services, she responded that she had a great deal of experience with waiting for services to start and she was sometimes left with uncertainty about professional jargon and a 'what do I do now' feeling. She suggested it would have been great to have online modules or other information to assist during the waiting period. Hilary Wallace, HSNS Clinical Manger who worked both in autism and the EIBI program before becoming a manager, advised that HSNS has developed a series of videos to address exactly what the parent had described. These will be released shortly.

The staff provided information on the wait time for services and the frequency of therapy sessions, and how services are being improved with the new Provincial Preschool Autism Services, announced by government last year and currently in transition.

3. Dinner

4. Approval of Agenda

MOTION: THAT the Board of Directors approve the agenda. It was moved and seconded; motion carried.

5. Announcements

6.1 Regrets: Mr. Landy stated that Ms. Rizzetto had sent regrets.

6.2 Declarations of potential conflict of interest: None.

6. Minutes, October 19, 2023

MOTION: THAT the Board of Directors approve the minutes of October 19, 2023, as circulated.
Motion was moved and seconded; motion carried.

7. Board Executive Report

The Board Executive has not met since the last Board Meeting. The Committee is scheduled to meet on November 21, 2023.

8. CEO Report

8.1 CEO Report (full report is included in Board meeting documents): Ms. Anne Mason-Browne presented her report and highlighted:

- a) Status of Collective Bargaining with NSGEU
- b) Presentation of Q2 Financial Report and KPIs to the Department of Health and Wellness
- c) Update on the Provincial Preschool Autism Services Sponsors' meeting.
- d) Status on request to the Registrar of the New Brunswick Association of Audiologists and Speech-Language Pathologists.
- e) HSHS Executive staff hosted the annual faculty meeting with Dalhousie SCSD.
- f) The HSNS Patient Client and Family Experience Survey was launched November 2nd.
- g) Staffing and service update
- h) Quality Improvement Project Team status on the Preschool Otoacoustic Emissions Project.
- i) Strategic Planning Committee Meeting has been postponed from December to January.
- j) Communications – the committee is working on updating the HSNS website to improve accessibility.

8.2 HSNS Risk Plan for 2023-2024: Ms. Mason-Browne gave an overview of the Risk Plan and how the staff provide information to support the Board in meeting its obligations regarding oversight of Risk.

8.3 HSNS Digital Governance Action Plan Status Update: Mr. Kolanko provided an overview and status update on the Digital Governance Action Plan.

8.4 Risk Management Steering Committee Role and Responsibility: Dr Greg Noel provided an overview of the operational management of risk. The annual review and practice of procedures outlined in the Business Continuity Plan is scheduled for next week and will involve a tabletop exercise which focuses on response to a cybersecurity breach.

HSNS has a robust reporting structure for responding to incidents employing *Just Culture* principles. An event does not just look at the individual involved but investigates the situation from a systems perspective. The Risk Committee meets quarterly to review benchmarks for closing investigations, trends in reported incidents, and to determine appropriate recommendations to address identified risks. These may include revised policy and procedure, staff training, upgraded equipment, collaboration with other stakeholders, etc. Updates on “moderate to high” risk areas are provided by the CEO through the regular CEO’s report and summarized in the Quarterly and Annual Integrated Quality Scorecard. Risk Management is a standing agenda item for discussion at weekly Executive Committee meetings.

Board members participated in a fulsome discussion of the HSNS Risk Plan, Digital Governance Plan, and Risk Management Operational processes. Topics included a description of HSNS supports for cyber security including process for two step authentication, integration and dependence on Nova Scotia Health network, and collaboration with N.S. government Cybersecurity and Digital Solutions. HSNS electronic medical record software (EMR), is a web-based platform supported by Telus. HSNS leases its computer equipment through its partner, NSH which means it is more affordable and is up to date with current technology and security interconnectivity.

Mr. Landy thanked Dr. Noel and Mr. Kolanko for their presentations.

9. Committee Reports:

9.1 Finance and Investment Committee Report: This committee has not met since the last Board meeting. The next meeting is scheduled for December 6.

9.2 Policy & Governance Review Committee Report: Mr. Landy presented the Policy and Governance Committee Report. He reviewed the by-laws and noted that the language is silent on some issues, including specific direction on allowances for returning retired board members. The Policy and Governance Committee is considering developing a policy or procedure to assist the Nominating Committee in ensuring a sustainable board (i.e., maintaining the minimum number of elected board members every year).

MOTION: That the P & G Committee draft a Board policy that will outline the ways and means by which the Nominating Committee can employ to maintain a full Board of Directors. Moved, seconded and carried.

MOTION: THAT the Board of Directors approve the Policy and Governance Committee Report of November 8, 2023. Moved, seconded, and carried.

9.3 Nominating Committee Report: Dr. Kiefte presented the Nominating Committee Report.

MOTION: THAT the Board of Directors approve the Nominating Committee Report of November 6, 2023. Moved, seconded and carried.

10. Business Arising: Mr. Frost raised the question of seeking funding for an expansion of services in the Eskasoni community from the Member of Parliament in that area. It was suggested that Mr. Frost discuss this topic with Dr. Noel the NSHS Director of Adult and Mi’kmaq Hearing and Speech Services.

10.1 Board Meeting Evaluation: Mr. Landy summarized the meeting evaluation for the September Board meeting. Comments were positive. Board members were encouraged to complete the Evaluation Form after every board meeting to assist with quality improvements for the board.

10.2 Board Activity, Education, and Governance Plan: The Board was directed to review the Cumulative List of Suggested Educational Topics, and the Board Activity Education and Governance Workplan for 2023-24.


11. Old Business: none

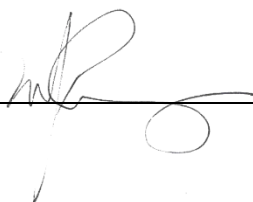
12. Members Comments: Mr. Haley remarked that use of close captions on board presentations and virtual meetings is a great idea, and we should always have them on.

14. In-camera session: Mr. Landy moved that the Board continue in camera. Motion carried.

15. Date of next meeting: Thursday, January 18, 2024 (Virtual)

16. Adjournment: It was moved to adjourn the meeting at 7:45 pm. Motion carried.

Recorded by:  _____

Approved by:  _____