



BOARD OF HEALTH GOVERNANCE COMMITTEE MEETING

Wednesday, October 23, 2024
1:30 to 3:00 p.m.

Virtual via ZOOM

To ensure a quorum we ask that you please
RSVP to clovell@hpeph.ca
and contact your alternate to attend.

Hastings Prince Edward Public Health 2019 - 2023 Strategic Plan

Our Vision

**Healthy Communities,
Healthy People.**

Our Mission

**Together with our communities,
we help people become as
healthy as they can be.**

Our Values Show We CARE



Collaboration



Advocacy



Respect



Excellence

Our Strategic Priorities



**Community
Engagement**



**Staff
Engagement
and Culture**



**Population Health
Assessment and
Surveillance**



**Program
Standards**



**Health
Promotion**



GOVERNANCE COMMITTEE MEETING AGENDA

Wednesday, October 23, 2024
1:30 pm – 3:00 pm
Virtual

If you are unable to attend, and have not already done so, please arrange for your alternate to attend and advise Catherine Lovell at clovell@hpeph.ca Thank you.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. LAND ACKNOWLEDGMENT**
- 4. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
- 5. APPROVAL OF AGENDA**
- 6. APPROVAL OF MINUTES OF PREVIOUS MEETING**
 - 6.1 Meeting Minutes of May 22, 2024 [Schedule 6.1](#)
- 7. NEW BUSINESS**
 - 7.1 Risk Management Progress Report (Oct 2023-Oct 2024) [Schedule 7.1](#)
- 8. DATE OF NEXT MEETING – To be determined**
- 9. ADJOURNMENT**

**GOVERNANCE COMMITTEE MEETING
MINUTES**

**Wednesday, May 22, 2024
1:30 pm – 3:00 pm
Virtual via ZOOM**

Present:

Mr. Sean Kelly, Councillor, City of Belleville, Committee Chair
Dr. Jeffrey Allin, Provincial Representative
Mr. Bill Roberts, Councillor, Prince Edward County
Mr. David McCue, Councillor, City of Quinte West
Ms. Jan O'Neill, Mayor, Municipality of Marmora and Lake, County of Hastings

Also Present:

Dr. Ethan Toumishey, Medical Officer of Health and CEO
Ms. David Johnston, Director of Corporate Services
Ms. Catherine Lovell, Executive Assistant

1. CALL TO ORDER

The meeting was called to order at 1:35 p.m. by Chair McCue.
(Councillor Kelly was late joining the meeting so Councillor McCue chaired the meeting.)

2. ROLL CALL**3. LAND ACKNOWLEDGMENT****4. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE
THEREOF - None****5. APPROVAL OF AGENDA**

THAT the agenda of the May 22, 2024 Governance Committee be approved as circulated.

MOTION:

Moved by: Bill
Seconded by: Jeff
CARRIED

6. CLOSED SESSION

THAT the Board of Health convene in closed session for the purpose of a discussion of personnel issues in accordance with Section 239 (2) *(f) advice that is subject to solicitor-client privilege, including communications necessary for the purpose.*

MOTION:

Moved by: Jan

Seconded by: Bill

CARRIED

7. MOTIONS ARISING FROM CLOSED SESSION (@ 2:05 p.m.)

THAT the Board endorse the actions approved in the Closed Session and direct staff to take appropriate action.

MOTION:

Moved by: Jan

Seconded by: Sean

CARRIED

8. APPROVAL OF MINUTES OF PREVIOUS MEETING – October 25, 2023

8.1 THAT the minutes of the October 25, 2023 Governance Committee meeting be approved as circulated.

MOTION:

Moved by: Jeff

Seconded by: Sean

CARRIED

9. NEW BUSINESS

9.1 ***Board of Health Governance Package***

THAT the Governance Committee make recommendation to the Board of Health for approval of the updated Governance Package.

MOTION:

Moved by: Bill

Seconded by: Jan

CARRIED

- ♦ Dr. Toumishey reviewed the package noting highlighted changes and a new policy and procedure regarding deputations to the Board. Also included is a reference to deferring strategic planning in light of the proposed merger.

10. DATE OF NEXT MEETING - Wednesday, October 23, 2024

11. ADJOURNMENT

MOTION:

Moved by: Bill

Seconded by: Sean

CARRIED


THAT the Governance Committee meeting adjourn at 2:13 p.m.


Councillor Sean Kelly, Governance Chair

Board of Health Briefing Note - Governance

To:	Hastings Prince Edward Board of Health – Governance Committee
Prepared by:	David Johnston, Director of Corporate Services
Approved by:	Dr. Toumishey Medical Officer of Health
Date:	Wednesday, October 23, 2024
Subject:	Risk Management Progress Report
Nature of Board Engagement	<input checked="" type="checkbox"/> For Information <input checked="" type="checkbox"/> Strategic Discussion <input type="checkbox"/> Board approval and motion required <input checked="" type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
Action Required:	That the Governance Committee review the current Risk Management Progress Report and recommend its approval to the Board of Health.
Background:	<p><i>As per the Public Health Accountability Framework, Boards of Health shall have a formal risk management framework in place that identifies, assesses and addresses risks”. The rationale for this requirement “Ensures Boards of Health are aware of and are taking action to mitigate known issues that may be creating a risk to the public’s health or to the stability or competency of the organization.”</i></p> <p>Hastings Prince Edward Public Health (HPEPH) has a comprehensive risk management policy and procedure. The Risk Management Committee has identified 5 risks for the organization, all requiring strategic mitigation action plans.</p> <p>The attached report lists the most current organizational risks and notes any progress or notes relevant for mitigation. Risks from the prior report that no longer appear in this report have been mitigated or, re-rated based on mitigation progress and are no longer priority risks.</p>

HPEPH - RISK MANAGEMENT REPORT For the Period October 2023 - October 2024									
HASTINGS PRINCE EDWARD Public Health									
Item #	Risk	Category	Likeli- hood	Impact	Risk Rating		Mitigation	Lead	Notes:
1	Funding Shortfall	Operations, Service Delivery, Strategic, Public Perception	4	4	16	High Risk	Budget with caution, review programs for efficiency, minimize work in areas with reduced impact, seek additional revenue sources (e.g. interest on investments, grants)	Executive Team	1% base budget increase insufficient to cover annual operational cost increases (e.g., inflationary costs on service contracts, materials, employee compensation and benefits)
2	Health Unit Mergers - Impacts on Staffing and Service	Human Resources, Operations, Service Delivery, Strategic, Public Perception	3	4	12	Moderately- High Risk	Ensure transparency, advance planning, communication and a clear vision for the future state are provided during the merger planning process.	Executive Team	Timing and funding approvals outside of health unit control. Risk of staff attrition, which may lead to increased costs (severance and recruitment), and potential loss of crucial legacy knowledge. Delay of formal approval/denial for the merger may impact staff anxiety. Community stakeholders unclear on next steps.

<div>HASTINGS PRINCE EDWARD Public Health</div> <div>HPEPH - RISK MANAGEMENT REPORT For the Period October 2023 - October 2024</div>									
Item #	Risk	Category	Likeli- hood	Impact	Risk Rating		Mitigation	Lead	Notes:
3	Cyber Incident	Information, Knowledge, Governance, IT	2	5	10	Moderately-High Risk	<p>People – Delivery of staff awareness campaigns including development and delivery of training curriculum. Creation and delivery of targeted phishing campaigns. Onboarding and offboarding identity management, collection of assets.</p> <p>Process – Administrative safeguards/ policies and checks for purchasing. Administrative safeguards/policies for safeguard fair use of signing authorities’ digital signatures.</p> <p>Technology – legacy technologies provisioned at relevant layers of stack (Gateway - SPAM, IPS, Web, WAF). Endpoint (client AV). Advanced Thread Protection (ATP) with cloud layer (sandboxing) added. Security Information and Event Management (SIEM), machine learning/Artificial Intelligence added. Immutable layer for remote BC workload backup/replication added. New switching topology with further micro segmentation added.</p>	IT Manager, Director of Corporate Services	Mitigation action items are in place but the nature and potential impact of this risk are important enough that we will continue to list this crucial item as a risk.
4	Staff attrition/turnover/contracts will lead to continued program disruption	Human Resources, Operations, Service Delivery	3	4	12	Moderately-High Risk	<p>1. Continue to monitor for potential retirements/maternity, personal and short-term disability leaves.</p> <p>2. Continue to review staff vacancies/ requests for replacing staff and consider skills, priorities and program needs.</p> <p>3. Monitor for positions that are delivered by a single individual and consider cross training opportunities (succession).</p>	Manager of HR, Director of Corporate Services, Program Managers	Growing community need, increased program delivery expectations and rising costs for staff/materials/services may prevent us from scaling FTE count with program delivery needs.

<div> HASTINGS PRINCE EDWARD Public Health</div> <div>HPEPH - RISK MANAGEMENT REPORT For the Period October 2023 - October 2024</div>									
Item #	Risk	Category	Likeli- hood	Impact	Risk Rating		Mitigation	Lead	Notes:
5	Insufficient Training and Development Planning	Governance, Organizational, Strategic, Political, Legal Compliance, Security, Public Perception	4	4	12	Moderately-High Risk	1. Create an organization-wide training and development plan that addresses current program needs and operational/ organizational needs. 2. Consider training requirements at the development stage of any new program or service. 3. Evaluate organization specific knowledge (e.g. how to use FileHold, OSCAR or Dayforce) and ensure those skills are added to onboarding programs to minimize new employee knowledge gaps.	Manager of HR, Director of Corporate Services	Lots of work has been done to ensure compliance training (e.g. WHMIS, Privacy, Workplace Violence, etc.) Program and corporate training would benefit from additional planning to ensure training investments are effective. Consider leveraging a learning and development consultant or recruiting for a contract to do this work.