

SUMMARY OF THE BOARD OF DIRECTORS

Meeting held on November 26, 2019

At 1530 hours at Michael Garron Hospital
Gray Steele Boardroom (J404A)

1.0 EDUCATION SESSION

The Board Education Session consisted of panel discussion with regards to Code Grey, Cyber Security Incident, which took place at the end of September, with the idea to share with the Board what happened during the first 12 hours and then the first week since Code Grey was formally announced. The members of the panel were Jane Harwood, Director of Surgery who was Administrator on call that week, Dr. Patrick Darragh, CMIO, Allan Oh, IT Manager, Shelley Darling, Director of Communications and MNC, Jennifer Sampson, Emergency Management. They shared their Code Grey experience and lessons learned. The Board Chair thanked panel members and noted that it was very important for the Board to hear from front line people how it all happened and that the healthcare provided by the hospital was mainly uninterrupted with high standards maintained.

2.0 WELCOME & INTRODUCTION

Susan Armstrong, Chair of the Board of Directors, welcomed members and invited guests to the meeting and called the meeting to order at 16:00 pm. It was confirmed that there was a quorum. S. Armstrong asked whether there were any conflicts and none were declared.

3.0 APPROVAL OF PREVIOUS MINUTES

The minutes from the Board meeting held on September 24, 2019 were approved as pre-circulated.

4.0 NEW BUSINESS

4.1. Update from Board Chair

S. Armstrong provided a high level overview of the meeting agenda, highlighted a few items from the CEO and Chief of Staff Reports and shared with the Board that recently the hospital received several awards including Most Admired Culture award, GTA Top 100 Employer Award (the fourth consecutive year) and Excellence Canada Award for Financial Wellness. As an example of one of the best practices at the hospital a video released by Huggies was shown to the Board, the video "No Baby Unhugged" features MGH baby cuddling program.

4.2. Code Grey Debrief

Sarah Chow, Vice President, Corporate Support and CFO of Michael Garron Hospital/Toronto East Health Network, referred to the pre-circulated Briefing Note and outlined the background as well as clinical and administrative impact of the Cyber Security incident. S. Chow shared with the Board that a number of health organizations offered their help. As a result of a forensic investigation it was confirmed that there was no evidence of data exfiltration, whether of personal information, health records or financial information. The incident showed that hospital staff and physicians have an exceptional level of resilience, commitment and creativity, at the same time the incident revealed that current cyber security systems are not sufficient and require accelerated improvements. S. Chow acknowledged exceptional work done by leadership, clinicians, all hospital staff and IT team who worked tirelessly to rebuild hospital's systems and answered the questions raised by the Board.

4.3. Ontario Health Team Update

Sarah Downey, President and CEO of Michael Garron Hospital/ Toronto East Health Network, provided an update regarding the Ontario Health Team application submission and shared with the Board that the full

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application was submitted on October 9, 2019 and was followed by a site visit by the Ministry of Health on October 29, 2019. S. Downey also added that family physicians practicing in the community formed the East Toronto Family Practice Network and would like to join East Toronto OHT as anchor partner which is a great accomplishment that would make the East Toronto OHT stronger for the next stage of providing integrated healthcare in the community.

4.4. Redevelopment Project Update

4.4.1 Update from the Joint Redevelopment and Finance & Audit Committee

A Briefing Note concerning the joint meeting of the Redevelopment and Finance & Audit Committees held on November 20, 2019 was pre-circulated with the Agenda package. John Tobin, Chair of the Redevelopment Committee outlined the items discussed at the joint Committee meeting including key risks and updated project cost estimate.

4.4.2 Local Share and FEC Update

Sarah Chow, VP Corporate Support and CFO, provided a presentation outlining local share plan background, described local share components and advised the Board that the updated project cost estimate and project contingency were discussed in detail at the joint meeting of the Redevelopment and Finance & Audit Committees.

4.5. Finance & Audit Committee Update

A Briefing Note on the review of Financial Statements was pre-circulated with the agenda package. Lovisa McCallum, Chair of the Finance & Audit Committee, referred to the pre-circulated materials and highlighted a few issues for the Board. L. McCallum also requested a motion to approve public reporting of expense claim information for TEHN/ Michael Garron Hospital for the period of April 1, 2019 to September 30, 2019. The motion unanimously passed.

4.6. Governance Committee Update

4.6.1 Board and Committee Work Plans for 2019-2020 Board Year

A Briefing Note pertaining to the Board and Committee Work Plans and 2019-2020 Work Plans of Board of Directors, Redevelopment, Finance & Audit, Governance and Performance Monitoring and Quality Committees were pre-circulated with the agenda package, and presented for discussion at the Board meeting.

4.6.2 Accreditation Preparation Update

The meeting participants were advised that preparation for the June 2020 visit of surveyors from Accreditation Canada is up to speed. The Board has completed both surveys related to Governance Standards.

4.7. Performance Monitoring and Quality Committee Update

Reports on a Critical Incident and Never Event were presented to the Board.

4.8. Foundation Update

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The MGH Foundation report was pre-circulated with the agenda package. Mitze Mourinho, President of the MGH Foundation highlighted a few items including two Behind the Scene events held in the fall and advised the Board that next Behind the Scenes event is scheduled for February 5, 2020.

5.0 CONSENT

The Consent items were presented for information and included:

5.1. CEO Report

5.2. Chief of Staff Report

5.3. Enterprise Risk Reporting

A Bi-annual Risk Review Report was pre-circulated with the agenda package.

5.4. Volunteer Services Report

The October 2019 Volunteer Bulletin was pre-circulated with the agenda package.

6.0 MEETING WITHOUT MANAGEMENT (ELECTED DIRECTORS ONLY)

An in-camera meeting was held by the elected directors.

7.0 CONCLUSION

There being no further business to discuss, the meeting was concluded at 1815 hours.

Date of future meetings: January 28, 2020, March 24, 2020, May 26, 2020, June 23, 2020.

Susan Armstrong, Chair

Olga Grigorovskaya, Recorder