



Standing Supporting Documents

- [Consent agenda information \(what is it and how is it used?\)](#)
- [Motions cheat sheet](#)
- [Board Governance Decision Matrix](#)
- [Policy 22 – Code of Conduct](#) (reference to Conflict of Interest)
- Meeting Minutes (September 2024)
- Board Committee Reports
 - Board Executive (no report)
 - Finance & Investment
 - Nominating (no report)
 - Policy & Governance
- CEO Report to the Board

Additional Supporting Documents

- Innovations fund proposal
- Q2 Forecast
- Mentorship program 2024-25
- Board Governance Quality Improvement Action Plan
- Policies:
 - #2 (Communications and Support to the Board)
 - #4 (Compensation and Benefits)
 - #18 (Financial Conduct of the Board of Directors)
 - #26 (CEO’s Role)

Board of Directors

Bhangale, Chirag	P	Kieftte, Michael	P	Rizzetto, Maria (Vice Chair)	R
Frost, Jon	P	Kujath, Magdalena	V	Sullivan, Vickie	P
Grant, John	P	Landy, Mark (Chair)	P	Vossen, Emma	P
Haley, Matthew (Sec-Treasurer)	P	MacLean, Matthew	P	Mason-Browne, Anne (CEO)	P
Kaur, Anuroop	P	Noronha, Adline	P	Leslie, Kimberlee (Admin. Assistant)	P

Guests:

- Mr. R. Kolanko, Director of Finance and Operations (P)
- Dr. Greg Noel, Director of Adult and Mi’kmaq Hearing and Speech Services (P)
- Dr. Sharon Walker, Director of Pediatric and Autism Hearing and Speech Services (R)
- Marcia Curry, Manager (V)
- Danielle Doucette, Manager (P)
- Erin Feener, SLP (Sydney) (V)

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

5:15	<p>1. Call to Order</p> <p>The meeting was called to order at 5:15pm. Introductions were made.</p>
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5:15	<p>2. Quality of Care: HSNS Dysphagia Services Overview (presentation) Presenters: Marcia Curry, HSNS Clinical Manager & Erin Feener, HSNS S-LP, Sydney site</p> <p>Q: Do you know the increase in the amount of requests for dysphagia services? A: We have pulled the number of referrals and there has been a significant increase compared to previous years. Details are included in the one-page on adult services provided on Aprio.</p> <p>Q: Do private SLPs provide dysphagia services? A: Dysphagia services are primarily provided through publicly-funded services (Nova Scotia Health, Hearing & Speech Nova Scotia and the IWK).</p>
5:35	<p>3. HSNS Ethics Framework and decision support (presentation) Presenter: Danielle Doucette, HSNS Clinical Manager</p> <p>Q: Is there a relationship with ethics group at Dalhousie University and do you have access to any of their expertise for consult? A: We don't currently have a formal relationship with the Health Ethics Network but there is an understanding that if we need that level of ethics consultation, we can reach out to them.</p> <p>Q: Is the SBAR always helpful or are there other ways to review a situation? A: There are many things that can be done in the moment such as reaching out via phone/email to their colleagues and/or managers. The SBAR is an escalation tool.</p> <p>Q: In the definition of ethics, need to look at adding "society" A: HSNS Ethics Decision Support Working Group will look into the source definition.</p> <p>Q: Have staff been encouraged to use the SBAR to debrief afterwards? A: If staff are not sure if the right decision was made, it will come through in an incident report. The Ethics Decision Support Working Group can look into encouraging staff to use the SBAR as a debriefing tool.</p> <p>Q: Is there ethics training that happens on a regular basis? A: Yes, the committee offers ongoing training. There is training for new staff as part of onboarding, There was a recent training session on the shortened SBAR for all staff. The committee is also working on a coffee corner that will happen quarterly as drop-in meeting to discuss a topic on ethics.</p>
6:25	<p>4. Announcements</p> <p>4.1 Regrets: Dr. Sharon Walker, Ms. Rizzetto 4.2 Declarations of potential conflict of interest: None</p>
	<p>5. Consent Agenda</p> <ol style="list-style-type: none"> a. Board meeting agenda b. Previous meeting minutes – September 2024 c. Board Executive Report (no report) d. Committee Reports <ul style="list-style-type: none"> • Finance & Investment • Nominating (no report) • Policy & Governance

	<p>MOTION: that the Board of Directors approve the consent agenda. Motion moved and seconded. Motion carried.</p>
	<p>6. CEO Report</p> <p>6.1 Quality of Care Action Plan 6.2 Monthly update</p> <p>Ms. Mason-Browne presented the CEO Report for October 2024 which included updates on the Quality of Care Action Plan. Mr. Kolanko provided an update on facilities/operations related to site moves.</p> <p>Q: Is there only one bursary available and how is it funded? A: There are three bursaries available, and they are funded through salary savings.</p> <p>Q: When individuals apply for the bursary, can you direct them to any location within the province? A: The bursaries positions are for hard-to recruit positions and there is a return for service obligation.</p>
	<p>7. Finance & Investment (topics requiring action/discussion)</p> <p>7.1 Innovations Fund proposal Mr. Haley informed the Board that an innovations fund proposal was received and that the Finance & Investment (F&I) committee will take more time to consider it before making a recommendation to the Board. The proposal will be discussed at the next F&I Committee meeting.</p> <p>7.2 2024-25 Fiscal Q2 Forecast Mr. Kolanko provided an overview of the Q2 Forecast.</p> <p>Q: Is it possible to include a footnote stating what portion of expenditure is expected to be one-off/exceptional costs? A: We will be sure to include a list what will be exceptional costs as needed.</p> <p>MOTION: that the Board of Directors approve the 2024-25 Fiscal Q2 Forecast. Motion moved. Motion carried.</p> <p>7.3 Investment potential. Mr. Haley informed the Board that the committee is looking at what investment options may be available for HSNS to take advantage of the higher interest rate environment given the timelines involved for capital acquisitions.</p>
	<p>8. Nominating Committee (topics requiring action/discussion)</p> <p>8.1 Mentorship Program Ms. Mason-Browne, on behalf of Ms. Rizzetto, brought the Board’s attention to the mentorship program for 2024-25. Members can reach out to their mentor before or after meetings with questions.</p>

9. Policy & Governance (topics requiring action/discussion)

9.1 Board Governance Quality Improvement Action Plan

Mr. Landy provided an overview of the Quality Improvement Action Plan and provided information about some of the revisions that were made.

MOTION: that the Board of Directors approve the Board Governance Quality Improvement Action Plan as presented.

Motion moved. Motion carried.

9.2 Policy amendments

The policies were reviewed by the Board.

Discussion occurred around Policy 18 (Financial Conduct of the Board of Directors). The Board requested that Policy 18 be further reviewed by Policy & Governance around the request and approval of alcohol and marijuana.

ACTION: Policy & Governance to further review policy 18 (Financial Conduct of the Board of Directors) around the request and approval of alcohol and marijuana.

Q: Do we have to complete any reporting on board expenditures?

A: No.

MOTION: that the Board of Directors approve the recommended amendments to Policies #2, #4 and #26 as presented by the Policy and Governance Committee.

Motion moved. Motion carried.

10. Old Business

10.1 Indigenous Cultural Training

An email went out with a Doodle poll to determine a date to hold the 3-hour anti-indigenous racism training. The dates align with the consultant's availability. The intent is to be in person and to have as many people as possible attend.

Due to the limited number of online responses, the Board conducted in-person voting to determine availability:

- Saturday, November 23: 9:00am to 12:00pm (5 available)
- Friday, December 6: 5:00 to 8:00pm (7 available)
- Thursday, December 12: 5:00 to 8:00pm (9 available)

Chosen date is Thursday, December 12 from 5-8pm.

ACTION: HSNS to confirm the date and time with the Treaty Partners.

Q: Is it okay if a Board member misses the session?

A: Yes. However, the more members available to attend the session the more beneficial to the Board.

10.2 Strategic Planning

	<p>Mr. Landy provided a recap of the discussion that occurred at the September meeting.</p> <p>Question posed to the Board: Are there any other organizations or consulting groups that members have had a positive experience with that we should look at?</p> <p>Members mentioned:</p> <ul style="list-style-type: none"> • Common Good Solutions • There may be a list of available of approved groups/organizations for this need that the Board can reference. <p>ACTION: Mr. Kolanko will review the list and see if there are any guidelines from the government that must be followed.</p> <p>Q: Can we put out a Request for Proposal (RFP)? A: We follow provincial government guidelines on procurement. We could put out an RFP if required but it would be a lengthy process.</p>
	<p>11. New Business None</p>
7:15	<p>12. Members' Comments</p> <p>Q: Is there anything that we can do for indigenous students who are going to or are in university? A: The Hearing and Speech Scholars Award funded by the HSNS Board is accessed through the School of Communication Sciences & Disorders (SCSD) admissions process for students identifying from underrepresented communities. Students at SCSD also have access to a database that lists available bursaries and scholarships specifically targeting Indigenous and other underrepresented students. There is also a Diversity in Health Care bursary that students can investigate through the QEII Foundation.</p> <p>It was an interactive meeting.</p>
7:20	<p>13. In-camera session MOTION: that the Board of Directors move to in-camera session. Motion carried.</p> <p>MOTION: that the Board of Directors move to adjourn the in-camera session. Motion carried.</p>
7:30	<p>14. Date of next meeting: November 21, 2024 (In person, HSNS Provincial Office, Halifax)</p>
7:30	<p>15. Adjournment MOTION: that the Board of Directors move to adjourn the meeting. Motion carried.</p> <p>Meeting adjourned at 7:58pm</p>