

**Hamilton Health Sciences
Board of Directors**

Minutes

DATE: September 15, 2016

TIME: 4:00 to 8:00 PM

LOCATION: Boardroom 2E51 – McMaster University Medical Centre, 1200 Main St. W., Hamilton, Ontario

IN ATTENDANCE: Norm Col (Chair), David Collie, Julia Kamula, Richard Koroscil, Keith Monroe, Dr. Terry Shields, Anna Ventresca, Mary Volk, Kurt Whitnell, Kirsten Krull, Rob MacIsaac, Dr. Paul Miller, Dr. Chris Ricci, Patricia North (General Counsel), Adrianna Bogris (Recording Secretary), Deborah Redwood (Law Clerk)

REGRETS: Chantel Broten, Charles Criminisi, Bill Laidlaw, Mary Catherine Lindberg, Scott Maki
Dr. Paul O'Byrne

GUESTS: Fran Agnew, Renato Discenza, Dave McCaig, Dr. Richard McLean, Diana Rozich, Malissa Lundgren (PwC – partial attendance for ERM workshop portion)

The Chair advised that the order of the agenda will be changing and proposed holding the Enterprise Risk Management (ERM) Workshop before the formal Board Meeting.

Enterprise Risk Management Workshop

Malissa Lundgren of PwC and Dave McCaig presented the materials on the ERM Workshop agenda. The Chair shared the survey response rate, noting that a total of nine of 14 responses were received. The Board had a fulsome discussion on Board feedback and risk identification. Rob MacIsaac advised that Management will focus on the following three risks and report back to the Board in due course; (i) Cyber Security; (ii) Privacy; and (iii) IT Infrastructure.

Following the ERM Workshop, Diana Rozich and Malissa Lundgren depart from the meeting.

1. Opening

The Chair welcomed everyone to the formal portion of the Board meeting.

1.1 Quorum

The recording secretary advised that quorum was present.

1.2 Declarations of Conflict of Interest

No conflicts were declared.

1.3 Adoption of the Agenda

The Chair requested a motion to accept the agenda as amended.

It was moved by Terry Shields and seconded by Richard Koroscil that the agenda be adopted as amended.

CARRIED

2. Minutes

2.1 Approval of the Minutes of June 23, 2016

It was moved by Kurt Whitnell and seconded by Mary Volk that the minutes of the June 23, 2016 meeting be approved as circulated.

CARRIED

6. Privacy Update (verbal)

Dave McCaig provided an overview on the four privacy breaches that occurred in the past several months.

Dave noted that all four of the incidents have been reported to the Privacy Commissioner. Only the first incident has received media coverage to date and recognized HHS' appropriate handling of the privacy breach. He provided an update on HHS privacy efforts, including conducting spot audits and mandatory privacy training across the organization. It was noted that a corporate-wide communication was distributed to staff outlining the ramifications for failure to comply with all legislated privacy rules and regulations. He noted that the HHS Privacy Office continues to focus on conducting root cause analysis of such breaches and safeguarding Patient Health Information (PHI).

There was discussion about safeguarding information provided to the Board through the external Board SharePoint site,. It was noted that the individual Board member is custodian of the information provided by HHS, whether it is in electronic format or hard copy, and that the individual is responsible for safeguarding the information and ensuring that devices are password protected, deleting any downloaded documents following meetings and destroying any hard copies of materials provided.

Discussion took place on feedback from Privacy Commissioner and it was noted that the report to the Commissioner was very detailed and that the Privacy Commission may request an update on the reported cases. Dave noted that access rights to patient information are being reviewed across the organization

Dave provided a brief update on the financial results of the Corporation noting that the August results show that HHS is slightly behind budget. He noted that pressures have emerged and staff is working through pressures such as rising ALC rates. He advised that funding for risk mitigation has been built into the budget. The Board will receive an update on the budget at the next meeting.

7. 2016 09 BD-011 Enterprise Risk Management (ERM)

This item has been deferred to the next Board meeting.

8. Motion to move to In Camera Session

It was moved by Anna Ventresca and seconded by Mary Volk that the meeting move in camera.

CARRIED

Adjournment – Following the In Camera Session, the meeting adjourned at 7:25 pm.

Norm Col
Chair

Scott Maki
Secretary / Treasurer