

Governance and Quality Assurance Committee

BRIEFING NOTE TO BOARD OF HEALTH

SUMMARY AND RECOMMENDATIONS

The Governance and Quality Assurance Committee met on February 11, 2019 and have the following recommendations to the Board:

- That Board of Health members appoint Anne Warren as Chair, Governance and Quality Assurance Committee, and Sherryl Smith as Vice Chair, Governance and Quality Assurance Committee.
- That Board of Health members complete a fluid survey outlining their needs for orientation to help shape the Board Orientation Day, and participate in visits with staff members to learn about health unit programs and services.
- That Board of Health members that did not complete the Board Skills Inventory survey be encouraged to participate.

BACKGROUND

Anne Warren agreed to be put forward as Committee Chair and Sherryl Smith agreed to be put forward as Vice Chair. This meets the Committee Terms of Reference requirement to have one of the officers be a provincial appointee and the other a municipal appointee.

The Committee discussed the importance of Board members having a strong understanding of public health, and the health system in general given the potential changes being discussed at the provincial level. This will help them fulfill their strategic, fiduciary and generative roles as Board members. The Committee suggested that an Orientation Day would be useful with the alpha Orientation Manual being a major focus of the day. Board members will be asked to complete a survey to provide input into the Orientation Day. The Management Team will set up a schedule of possible visits with Health Unit staff. Board members are encouraged to take advantage of this opportunity to shadow front line staff as part of their orientation, and report back to the Board on key learnings.

Eight of eleven members completed the board member skills inventory (see attached results). It is important for all to complete the survey to assist with the identification of gaps that could be filled through the current recruitment process for provincial appointments to the Board.

Prepared by:

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February 28, 2019



Skills Inventory for Board of Health Members 2019 Overview Summary

Background: The Health Unit is currently developing a skills inventory to identify the knowledge, skills, abilities, and interests of Board members. This inventory will assist the Board in utilizing the skills of its members effectively and will ensure that members with experience can contribute their knowledge in key areas. It also assists in developing the membership on Board sub-committees and supports effective Board functioning. The inventory will also identify skills/experience gaps that can guide the recruitment of new provincial appointments to the Board.

A brief electronic survey was distributed to all 11 members of the Board of Health asking them to indicate their experience in specific areas by completing a skills table. A total of 8 completed surveys were returned for a response rate of 73%. An excel sheet of the full responses was submitted to the Executive Assistant to the Medical Officer of Health and Board of Health, for use by the Board. A brief overview of the experiences provided in each skill category is provided below.

Results: Most Board Members reported having experience in most of the categories. A high level summary by category can be found below. Please refer to the excel sheet for full responses.

Business Management:

- Experience running own business
- Consultant experience
- Managerial experience
- Coordinator experience
- Negotiation experience
- Not for profit business management experience

Experience in the health field (i.e. mental health and addictions):

- Health Care management
- International health development consultant
- Chair experience on health related Board of Directors
- Direct work experience in the healthcare field
- Laboratory experience
- Liaison experience with mental health and addictions
- Direct work experience in the probation and parole field
- Occupational Health and Safety management experience

Working in Partnership/Collaboration:

- Partnership experience
- Committee/Coalition experience including chairmanship
- Project management experience
- Partnership and collaboration experience with Federal Employers and Unions

Financial Management/Accounting:

- Program management with budgetary responsibility experience
- Budget creation and monitoring experience
- Finance education background
- Federal program manager experience

Governance/Board Development/Board Experience:

- Previous board experience with local, provincial and national organizations
- Board Director experience
- Board chairmanship experience
- Board vice chairmanship experience

Human Resources/Labour Relations:

- Direct supervisory experience
- Management experience
- Union/Labour Relation experience
- Negotiation experience

Information Technology:

- Fewer Board Members with direct Information Technology experience
- Software implementation committee experience
- Relevant procurement and project management experience

Legal:

- Fewer Board Members with reported legal experience
- Privacy Officer experience
- Certification in Employment Law and Labour Relations (via AMCTO)
- Drafting, interpreting, and applying Federal Occupational Health and Safety statutes and regulations experience
- Arbitrator experience

Public Relations/Communications:

- Communication and liaison management experience
- Strategic plan and work plan communication experience
- Communications experience as part of previous employment
- Health promotion campaign development experience
- Communication experience related to the arbitration process

Quality/Risk Management:

- Quality Assessor for labs and Risk Manager in healthcare setting

- Evaluation and accountability team leadership experience
- Health Quality Ontario Provincial Quality Improvement Plan Advisory Committee experience
- Quality and risk management framework development experience

Strategic Planning:

- Consultation experience with non-government organization related to strategic plans
- Leadership experience in this area
- Municipal strategic planning experience
- Health Unit strategic planning experience
- Focus group experience

Ethics:

- Development of ethics framework experience
- Contemporary ethics educational background
- Representative on the Health Unit's Ethics Committee
- Direct leadership/management experience with staff addressing concerns in field operations

Stakeholder Engagement Research:

- Patient feedback survey development experience
- Participation experience with the development of research projects and evaluations
- Engagement experience with Ministry's, Directors and Managers

Other interests and skills:

- Respondents provided additional interests and skills.

Respectfully submitted by,

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Foundational Standard Coordinator