

Family Health Team

Annual Operating Plan Submission: 2018-2019

Part C:

2018-2019 Family Health Team Governance and Compliance Attestation

FHT Name: Barrie and Community Family Health Team

Date of Submission: May 31, 2018

Primary Health Care Branch
Ministry of Health and Long-Term Care



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1.0 Introduction

As part of efforts to strengthen organizational capacity to support quality improvement, all Family Health Teams are required to complete and submit this attestation beginning the 2015-2016 fiscal year. The purpose of this document is to demonstrate sound governance practices and compliance with terms of the FHT funding agreement with the Ministry of Health and Long-Term Care.

The **governance assessment** (section 2.0) requests confirmation that key governance practices are in place within the organization, along with supporting information. This is to reflect the key role that governance plays in accountability and the overall functioning of an organization. Key areas covered include: Strategic Planning, Board Self Evaluation, Board Fiduciary Functions, Governance Policies and Operational Maturity.

The **compliance assessment** (section 3.0) evaluates the degree of compliance that the FHT has exhibited with respect to its funding agreement with the ministry.

Please note the ministry may follow up with requests for substantiating documentation and other validation activities as part of this review. Your cooperation with this process would be greatly appreciated.

Note for FHTs that do not have a formal corporate structure: FHTs that are not incorporated or that operate under non-standard corporate structures will need to explain the arrangement and the safeguards in place to ensure FHT resources are governed appropriately.

These FHTs are asked to provide responses that demonstrate the FHT has in place governance and accountability measures equivalent to those of an incorporated entity. Where the information requested is not applicable, please indicate this in your response and provide further rationale or explanation if needed.

As such, the decision-making processes, financial policies and safeguards and management of the FHT should reflect strong governance, regardless of the corporate structure. The purpose of this attestation is for all FHTs to demonstrate sound governance and the organizational maturity to ensure public funds are spent appropriately.

2.0 Governance Attestation

The Governance Assessment Attestation below must be signed by the individual who has the authority to bind the corporation, typically the Chair of the Board of Directors. It is recommended that the Governance Assessment Attestation involve the participation of all members of the Board of Directors and others, as appropriate.

As part of the ministry's assessment of the attestation, the following documents must be submitted with the Annual Operating Plan. Please check the following boxes to attest that each of the documents is included in the submission:

- Strategic Plan
- Risk Management Plan
- Financial Policy

NOTE: If the above-referenced documents have already been provided to the ministry and have not been revised, please indicate so; there is no need to resubmit them. If the versions previously submitted have been updated, please include the latest documents.


Board Practices:

1. Date of last Annual General Meeting	June 21, 2017
2. Frequency of Board meetings	Monthly
3. Date of Board's most recent strategic planning/operational review meeting	April 2018
4. Does the Board regularly review and update bylaws? How often?	Yes, Yearly


Board Structures:






Does the Board have committee structures that focus on:	Yes/No
5. Governance	Yes
6. Quality Improvement	No
7. Finance/Audit	Yes
8. Human Resources/Personnel	No
9. Information Management	Yes
10. Other (please specify)	


Strategic Planning:

	Yes/ No	Date created	Date of latest update	Comment	If 'No', please provide an explanation
11. FHT has a current strategic plan with clear goals, objectives and monitoring?	Yes	April/May 2018	April/ May 2108	 Strategic Goals May 2018.docx	
12. Latest Strategic Plan progress report has been approved by the board?	Yes	May 16, 2018	April/ May 2018		



Board Governance:


	Yes/ No	Date created	Date of latest update	Comment	If 'No', please provide an explanation
13. A third of the Board members have experience serving on boards (or have received training)?	Yes				
14. FHT has a current Board Policy manual?	Yes	2007	2017		
15. FHT has a current document outlining the Board members' roles?	Yes	2007	2017	 Board Member Roles and Responsi	

16. FHT has in place a Board Orientation Package for new Board members?	Yes	2014	2017		
17. FHT has a current Board recruitment strategy document?	Yes	2007	2014	 Recruiting a High Performing Board o	
18. FHT has a conflict of interest policy/process in place and a signed agreement with Board members acknowledging the Conflict of Interest and Code of Conduct Policies?	Yes	2009	2018	 BRD-002 Board Conflict of Interest I  BCFHT Board Code of Conduct - review	
19. FHT has policies that reflect a systematic approach to Board performance monitoring, including method and frequency?	Yes	2014	2017	 Board Structures and Processes Calen	
20. FHT has a Board performance self-evaluation tool? Please indicate date of last use in 'Comment' section.	Yes	2014	2017	 Board Self Evaluation.pdf	

21. FHT uses a skills matrix to identify gaps on the Board?	Yes	2017	2018	 Skills Matrix - March 2018.docx	

Board Fiduciary Functions:

	Yes/ No	Date created	Date of latest update	Comment	If 'No', please provide an explanation
22. FHT has a current document outlining the Executive Director's job description?	Yes	2007	2016		
23. FHT has an Executive Director's performance evaluation tool/process? Please indicate date of last evaluation in 'Comment' section.	Yes	Nov 2016	Nov 2016	Nov 2016	
24. FHT has a current FHT Performance Measures document (beyond required ministry quarterly and QIP annual reporting) monitored by the Board on an ongoing basis? Please provide brief description of document in 'Comment' section.	Yes	2007	Bi-Monthly	Each clinic manager makes a written Board report every other month on the status of their department or any special projects. Once a year each manager makes a presentation in person to the Board.	
25. FHT has a current Financial Policies document that outlines the process for budget approval and ongoing monitoring?	Yes	2007	2017	 FIN-001 Finance Policy January 2015.  FIN-002 Expense Claim Policy January	

26. FHT has a current Risk Management plan?	Yes	2012	2014	 Risk Management Framework.pdf	
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3.0 Compliance Attestation

	Yes/ No	If "No", please explain	Comments
27. All patients of the affiliated physicians (enrolled and non-enrolled) have equal access to FHT services?	Yes		
28. Does the organization have a public complaints and dispute resolution policy/process in place? If yes, how has this policy been communicated to FHT staff and patients? Please provide details in the comments section	Yes		We have a Public Complaints/ Feedback tab on our Website. Staff were notified by email.
29. FHT has provided ministry with timely submissions of their last 4 quarterly reports	Yes		
30. FHT has provided the ministry with Annual Operating Plan Submission by the established deadline for the past 2 years.	Yes		
31. FHT has provided ministry with Audited Financial Statements and Audited Statement of Expenditures Report within the allotted timeframe outlined in their funding agreement	Yes		
32. FHT has repaid all funds owing to ministry and is in good standing	Yes		
33. All positions funded are employees of the FHT or an exemption attestation to this requirement has been executed	No		Awaiting notification from Ministry regarding Amendments

	Yes/ No	If "No", please explain	Comments
34. FHT has demonstrated sound financial practices including: transparent financial reporting of revenues and expenditures, reasonable forecasting, securing approval prior to reallocating funds	Yes		
35. FHT does not operate in a deficit	Yes		
36. FHT has an average vacancy rate of less than 20% over the past 2 years	Yes		
37. FHT has registered specialists if utilizing specialist sessional funding	Yes		
38. If sharing a QIDSS position, the FHT has in place a signed partnership agreement, a joint work plan, and EMR access for the QIDSS in all teams	N/A		

Name of Organization:

Name of Board Chair: Nancy Roxborough	
Signature of Board Chair:	 <i>I have the authority to bind the Corporation</i>
Date: May 31, 2018	