

Hamilton Board Committee

Thursday, January 30, 2014
15:30 pm

Dofasco Boardroom – Juravinski
Innovation Tower

Open Session

St. Joseph's
Villa  Dundas

St. Joseph's
Healthcare  Hamilton

St. Joseph's
Home  Care

Hamilton Board Committee Meeting – Open Agenda
Thursday, January 30, 2014
3:00 – 6:00 p.m.

Dofasco Boardroom – St. Joseph's Healthcare Hamilton
2nd Floor, Juravinski Innovation Tower
50 Charlton Avenue East, Hamilton

- Elected Members** Mr. Carl Santoni (Chair), Mr. Peter Tice, Mr. Sonny Monzavi, Ms. Mary Dow, Mr. Ben Gould, Dr. Mary Guise, Mr. Jim LoPresti, Ms. Carolyn Milne, Mr. Ray Rocci, Ms. Moira Taylor, Mr. Tony Thoma, Mr. David Tonin, Mr. Adriaan Korstanje.
- Ex-Officio Members** Dr. Rebecca Amer, Ms. Winnie Doyle, Dr. Hugh Fuller, Dr. David Higgins, Dr. John Kelton, Dr. Kevin Smith
- Senior Management Team** Mr. David Bakker, Mrs. Jane Loncke
- Resource** Mr. Bryan Herechuk, Ms. Fadia Ros
- Guest(s)** Dr. Mark Soth
- Regrets**

VALUES: D = dignity, R1 = respect, S = service, J = justice, R2 = responsibility, E = enquiry

Time	Item	Topic	Motion	Values	Lead	Page
3:30pm	1.0	Call to Order				
	1.1	<i>Opening Prayer</i>		R2	M. Dow	
	1.2	<i>Approval of Agenda</i>	<u>All HBC Voting Members:</u> THAT THE OPEN AGENDA OF THE JANUARY 30, 2014 HAMILTON BOARD COMMITTEE BE APPROVED	R2	C. Santoni	
	1.3	<i>Declaration of Conflict of Interest</i>		R2	C. Santoni	
	1.4	<i>Introduction of New Members</i>		R1	C. Santoni	
	1.5	<i>Introduction of Guests</i>		R1	C. Santoni	
3:35pm	2.0	Consent Agenda				
	2.1	<i>Approval of Hamilton Board Committee Open Minutes</i>	<u>All HBC Voting Members:</u> THAT THE OPEN MINUTES OF THE DECEMBER 19, 2013 HAMILTON BOARD COMMITTEE BE APPROVED	R2	C. Santoni	1-5

Time	Item	Topic	Motion	Values	Lead	Page
	2.2	<i>Governance Mission and Values Committee Minutes and Motions</i>	<p>All HBC Voting Members: THAT THE MINUTES OF THE JANUARY 7, 2014 GOVERNANCE, MISSION AND VALUES COMMITTEE BE ACCEPTED FOR INFORMATION</p> <p>THAT THE FOLLOWING HBC POLICIES BE APPROVED: HBC #13 - SUCCESSION NOMINATION HBC #14 - BOARD ANNUAL PLANNING CYCLE HBC #15 - BOARD TRUSTEE EDUCATION</p> <p><u>SJHH Voting Members:</u> THAT THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN ST. JOSEPH'S HEALTHCARE FOUNDATION AND ST. JOSEPH'S HEALTHCARE HAMILTON BE APPROVED</p>		P. Tice	6-22
	2.3	<i>Resource & Audit Committee Minutes and Motions</i>	<p>All HBC Voting Members THAT THE MINUTES OF THE DECEMBER 18, 2013 JANUARY 22, 2014 RESOURCE AND AUDIT COMMITTEE BE ACCEPTED FOR INFORMATION</p>	R2	S. Monzavi	23-55
3:50pm	3.0	Quality & Patient Safety				
	3.1	<i>Quality Committee Minutes, Motions and Report</i>	<p>All HBC Voting Members THAT THE MINUTES OF THE DECEMBER 10, 2013 JANUARY 14, 2014 QUALITY COMMITTEE BE ACCEPTED FOR INFORMATION</p>	S	R. Rocci	56-58
	3.2	<i>Medical Advisory Committee Guest Presentation: Dr. M. Soth, Chief, Department of Critical Care</i>		E		
4:05pm	4.0	Highlight Report				
	4.1	<i>No highlight report this month</i>		R2		

Time	Item	Topic	Motion	Values	Lead	Page
4:20pm	5.0	Reports				
	5.1	Report of Chair		R2	C. Santoni	
	5.2 5.2.1	Report of Presidents SJHH Flood		R2 / S	D. Higgins D. Bakker J. Loncke	59-60
	5.3	Report of President SJHH Foundation SJVD Foundation		R2		
	5.4	Report of Chief Nursing Officer		R2 / S	W. Doyle	
	5.5	Report of President, Medical Staff Association		R2	R. Amer	
	5.6	Report of President & CEO, St. Joseph's Health System		R2	K. Smith	
5:00pm	6.0	New Business				
5:15pm	7.0	Guest Presentations				
					C. Santoni	
5:20pm	8.0	Information / Education Items				
	8.1 8.2	HBC Closed Summary HBC Events HBC Walkabouts Schedule HBC Education Schedule		R2 / E	C. Santoni	61 62-65
5:25pm	9.0	Adjournment				
	9.1	Motion to adjourn	All HBC Voting Members: THAT THE OPEN SESSION OF THE HBC BE ADJOURNED		C. Santoni	
5:25pm	10.0	Break followed by Closed Session				

Committee: **Hamilton Board Committee – OPEN SESSION** Date: December 19, 2013

Called to order at: 1530 hours Adjourned: 1735 hours

Location: Dofasco Boardroom – 2nd Floor Juravinski Innovation Tower

Present: Mr. C. Santoni - Chair, Mrs. M. Dow, Mr. R. Rocci, Mr. P. Tice, Mr. B. Gould, Mr. D. Tonin, Ms. W. Doyle, Mr. T. Thomas, Dr. H. Fuller, Dr. M. Guise, Mrs. M. Taylor, Mr. J. LoPresti, Dr. G. Chaimovitz, Dr. J. Gauldie, Mr. S. Monzavi.

Regrets: Dr. J. Kelton, Mrs. M. Ellis, Mrs. S. Filice-Armenio, Mrs. C. Milne.

Resource Staff: Dr. D. Higgins, Ms. F. Ros, Mr. B. Herechuk, Mr. D. Bakker, Mrs. K. Ciavarella,

Guests: Dr. S. Seigel, Ms. D. Schubert, Ms. S. Hollis.

NEXT MEETING January 30, 2014.

Subject	Discussion
1. PROTOCOL	
1.0 CALL TO ORDER	The meeting was called to order at 1530 hours by C. Santoni.
1.1 OPENING PRAYER	M. Guise opened the meeting with a prayer.
1.2 APPROVAL OF AGENDA	It was MOVED by R. Rocci, SECONDED by M. Taylor, VOTED AND CARRIED: THAT THE HAMILTON BOARD COMMITTEE AGENDA BE APPROVED AS CIRCULATED
1.3 DECLARATION OF CONFLICT OF INTEREST	There was no declaration of conflict of interest.
1.4 INTRODUCTION OF GUESTS	All guests in attendance were introduced.
2. CONSENT AGENDA	<u>Hamilton Board Committee Voting Members</u>
2.1 APPROVAL OF HAMILTON BOARD COMMITTEE OPEN MINUTES	It was MOVED by M. Dow, SECONDED by M. Taylor, VOTED AND CARRIED THAT THE OPEN MINUTES OF THE NOVEMBER 28, 2013 HAMILTON BOARD COMMITTEE BE APPROVED

Subject	Discussion
<p>2.2 GOVERNANCE, MISSION AND VALUES COMMITTEE MINUTES AND MOTIONS</p>	<ul style="list-style-type: none"> It was noted that the Chair/Vice Chair will rotate and attend the SJHS Board of Directors Meetings as an observer. <p style="text-align: center;"><u>Hamilton Board Committee Voting Members</u></p> <p>It was MOVED by P. Tice, SECONDED by M. Guise, VOTED AND CARRIED</p> <p>THAT THE MINUTES OF THE DECEMBER 3, 2013 GOVERNANCE, MISSION AND VALUES COMMITTEE BE ACCEPTED FOR INFORMATION</p> <p>THAT THE CHAIR/VICE CHAIR OR DESIGNATED HBC BOARD MEMBER COORDINATE ATTENDANCE ON A REGULAR BASIS AT SJHS BOARD OF DIRECTOR MEETINGS</p> <p>THAT THE FOLLOWING HBC POLICIES AS AMENDED BE APPROVED: HBC #10 - STRATEGIC PLANNING HBC #11 - APPOINTMENT OF OFFICERS HBC #12 - IN-CAMERA MEETINGS</p> <p>THAT MR. ADRIAAN KORSTANJE BE APPOINTED AS A MEMBER OF THE HAMILTON BOARD COMMITTEE</p>
<p>2.3 RESOURCE AND AUDIT COMMITTEE MINUTES AND MOTIONS</p>	<p>Highlight Report – Item 4.1</p>
<p>3. QUALITY AND PATIENT SAFETY</p>	
<p>3.1 QUALITY COMMITTEE MINUTES, MOTIONS AND REPORT</p>	<ul style="list-style-type: none"> The patient story was discussed. The new process for families waiting for patients in surgery was overviewed. The second story related to c-diff and the complex balance between quick response and risks associated with antibiotics. Antibiotic stewardship was reviewed. An excellent presentation on the COPD Integrated Management Program was outlined. In response to a question, it was noted that SJHH has invested a large number of resources in managing c-diff. Dr. C. Lee is an expert in c-diff and is based at SJHH, and several papers have been published by SJHH affiliated physicians on c-diff in various scientific and medical journals. <p style="text-align: center;"><u>Hamilton Board Committee Voting Members</u></p> <p>It was MOVED by R. Rocci; SECONDED by T. Thoma, VOTED AND CARRIED</p> <p>THAT THE MINUTES OF THE DECEMBER 10, 2013 QUALITY COMMITTEE BE ACCEPTED FOR INFORMATION</p>

Subject

Discussion

3.2 MEDICAL ADVISORY COMMITTEE GUEST PRESENTATION

Guest: Dr. S. Seigel, Chief, Department of Pediatrics

The following was noted:

- An excellent presentation on improving care for newborns affected by addiction was overviewed.
- Background, treatment and extent of the problem was discussed. In response to a question, it was noted that newborns with addictions end up having to be observed more frequently and long term outcomes are often hard to predict.
- The department is working to ensure that communication between all care providers is ongoing and open and that no silos exist.
- Ongoing work includes revision of the patient information booklet, documentation of mutual understanding between healthcare team and parents, formalizing the prenatal consultation process and working towards a rooming in model of care.

ACTION: PAUL JOHNSON, DIRECTOR, NEIGHBOURHOOD STRATEGIES, CITY OF HAMILTON WILL ATTEND THE MEETING OF THE FEBRUARY HBC TO DISCUSS HAMILTON NEIGHBORHOOD STRATEGIES

4. HIGHLIGHT REPORT

4.1 HIGHLIGHT REPORT

Resource and Audit Committee of the HBC

- After a rigorous review process, the insurance premium has been renewed.
- The audit plan for SJVD was reviewed.
- A presentation from Mark Farrow, Joint Chief Information Officer for SJHH and HHS gave a presentation on the health IT strategy.
- It was noted that the research study with respect to AllerGen NCE is an ongoing long term project. The promissory note has been reviewed by legal counsel.
- Feedback on the Post Construction Operating Plan (PCOP) was given by the MOHLTC in mid-November. Discussion continues between SJHH, MOH and the LHIN.

Hamilton Board Committee Voting Members

It was MOVED by S. Monzavi, SECONDED by J. LoPresti, VOTED AND CARRIED

THAT THE MINUTES OF THE DECEMBER 18, 2013 RESOURCE AND AUDIT COMMITTEE BE ACCEPTED FOR INFORMATION

Hamilton Board Committee – SJHH Voting Members

It was MOVED by P. Tice, SECONDED by S. Monzavi, VOTED AND CARRIED

THAT THE \$200,000 ADVANCE TO ALLERGEN NCE INC. IN EXCHANGE FOR A PROMISSORY NOTE BE APPROVED

Hamilton Board Committee – SJHH Voting Members

It was MOVED by S. Monzavi, SECONDED by M. Taylor VOTED AND CARRIED

THAT THE COMMUNITY ACCOUNTABILITY PLANNING SUBMISSION (CAPS) FOR SJHH BE APPROVED

Subject

Discussion

5. REPORTS

The following was reported:

5.1 REPORT OF CHAIR

- Dr. G. Chaimowitz was thanked for his dedication and input to the HBC during his term as President of the Medical Staff Association. The incoming President for the upcoming year will be announced at the Medical Staff Association Dinner on January 17th.
- The Building Momentum Hamilton Event will be held at Liuna Station on January 30th. The scope of the event is to bring the community to the fore with respect to neighborhood action plans. Should you wish to attend this important event in support of Hamilton's neighborhoods, please advise Fadia.
- C. Santoni attended various meetings during the past month including Governance, Quality, Resource and Audit and a tour of the West 5th Facility.
- C. Santoni attended a luncheon with the new Chairs of Hamilton Health Sciences and Joseph Brant Memorial.
- Both St. Joseph's Home Care and St. Joseph's Villa Dundas are seeking to be accredited through Accreditation Canada. Accreditation is an on-going process that healthcare organizations use to evaluate and improve the quality of their services.
- A presentation on credentialing will be held on January 15th in the Miller Amphitheatre. The session will be conducted by Mr. John Morris of BLG Law.
- The annual presentation was made to the St. Joseph's Health System Board of Directors this morning. Highlights of the presentation were overviewed.
- P. Tice, Vice Chair of the HBC attended the IHI Conference. A recap and highlights from the Conference is being prepared for all board members and will be circulated via the Governance, Mission and Values Committee.
- Congratulations were extended to S. Browne, Deputy CFO, on her retirement from SJHH after 36 years of tremendous dedication and service.

5.2 REPORT OF PRESIDENTS

The following was reported:

- It was noted that SJHH has been invited to participate as a member of the DI Steering Committee. This is a very important initiative to identify and pursue funding opportunities as necessary to enhance Diagnostic Imaging.
- H. Fuller noted that through the Council of Academic Hospitals of Ontario (CAHO) it has been suggested that a clinical 360 to assess competence for all physicians within CAHO hospitals be carried out. Each physician would be assessed once every five years. This 360 would be conducted between the physician and department chief.
- In response to a question, it was noted that all staff for the West 5th Site have been recruited. This has been a tremendous understanding, and in particular, the staff of the Human Resource Department were thanked for their tremendous efforts.

5.3 REPORT OF PRESIDENTS

SJHH FOUNDATION

St. Joseph's Healthcare Foundation – S. Filice-Armenio

- There was no update.

SJVD FOUNDATION

St. Joseph's Villa Foundation – M. Ellis

- There was no update.

Subject Discussion

5.4 REPORT OF CHIEF NURSING OFFICER

The following was noted:

- An update was provided on the influenza vaccine and extensive discussion occurred with respect to this issue. Efforts will be re-doubled to publicize and educate staff on the flu vaccine and its benefit.

5.5 REPORT OF PRESIDENT, MEDICAL STAFF ASSOCIATION

The following was noted:

- G. Chaimovitz was thanked for his service and dedication to the HBC over this past year.
- It was noted that the medical staff collectively are looking forward to the new building opening on West 5th.
- Many informative presentations were made at the IHI Conference in December.

ACTION: PRESENTATIONS FROM THE IHI CONFERENCE WILL BE CIRCULATED TO THE HAMILTON BOARD COMMITTEE (HBC)

5.6 REPORT OF PRESIDENT AND CEO, ST. JOSEPH'S HEALTH SYSTEM

There was no update.

6. NEW BUSINESS

- It was noted that SJHH meets with the editorial board of The Spectator approximately three times every two years. Discussion ensued and it was suggested that tracking of publications, media releases etc be summarized into a glossy for HBC members to review.

ACTION: D. HIGGINS TO SPEAK TO V. RAAB RE: DEVELOPMENT OF MEDIA UPDATE SHEET

7. GUEST PRESENTATIONS


8. INFORMATION EDUCATION ITEMS

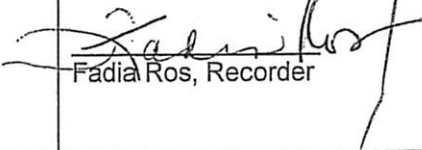
- 8.1 HBC Closed Summary
- 8.2 HBC Events/Walkabouts/Education Schedule

9. ADJOURNMENT

It was MOVED by J. LoPresti, SECONDED by R. Rocci, VOTED AND CARRIED THAT THE OPEN SESSION OF THE HBC BE ADJOURNED

Carl Santoni, Chair


David Higgins, Secretary


Fadia Ros, Recorder

OPEN REPORT TO THE HAMILTON BOARD COMMITTEE – JANUARY 2014

1. Environmental Scan

1.1 SJHH: MOHLTC Deputy Minister Appointment

Helen Angus has become the interim Deputy Minister of Health and Long Term Care, effective January 6, 2014 until the recruitment process for a new Deputy Minister is completed.

1.2 SJHC: Ontario Health Technology Advisory Committee (OHTAC) Leadership Announcement

Dr. Charles Wright is resigning as Chair of OHTAC of Health Quality Ontario (HQO) effective January 31, 2014. The HQO board has appointed Shirlee Sharkey to succeed Charles as Chair of OHTAC. Ms. Sharkey is the President and CEO of Saint Elizabeth.

1.3 SJVD: Ontario Association of Non-Profit Homes and Services for Seniors (OANHSS)

OANHSS is advocating for systemic changes needed if homes are expected to take in residents with unpredictable and violent behaviours. OANHSS believes that this is the greatest challenge homes are facing in caring for residents. OANHSS is currently in the midst of analyzing Canadian Institute for Health Information (CIHI) data for its pre-budget submission to government and the challenges of caring for residents with behaviours are the key focus of this year's recommendations.

2. Mission, Vision and Values Update

2.1 SJHC: City of Hamilton 10-year Housing and Homelessness Action Plan

SJHC has been part of this planning group for the past three years, representing the seniors sector. The plan was presented to City of Hamilton Council for approval on December 9th and has been unanimously approved. This comprehensive plan will guide Hamilton's Housing and Homelessness strategy for the next 10 years. SJHC will continue to sit on Community Advisory Board to provide expert advice.

3. Operational Information

3.1 SJVD: Canadian Institute for Health Information (CIHI)

The Villa has been approached by a Clinical Specialist at Canadian Institute for Health Information (CIHI) regarding a presentation at the 2014 Inter-RAI conference to highlight the Villa's implementation of RAI clinical assessment protocols.

3.2 SJVD: LTC Resident Satisfaction Survey 2013

In July 2013, the three St. Joseph's Health System Long Term Care Homes in Dundas, Guelph and Brantford began the implementation of the LTC Resident Survey. This survey gives residents the opportunity to provide feedback on the quality of the care and services that they receive. This was the second time that the resident survey was conducted using a collaborative approach across the SJHS allowing for a comparison of performance among the three homes. The results of this survey are now being used to identify areas of strength and opportunities for improving the resident experience.

3.3 SJHC: New Nursing Management Team

St. Joseph's Home Care has hired three leadership/management positions in the home care services department. The oversight and management responsibilities of this team will include visiting nursing, shift nursing, specialty nursing, ICC and therapy programs.

3.4 SJHC: 2013-2014 Community Investment Funding - Assisted Living for Frail At-Risk Seniors

Discussions continue with Assisted Living working group and the HNHB LHIN to determine which geographic locations should receive funding for the two assisted living hubs. SJHC continues to advocate for an Assisted Living Hub located in the Hamilton downtown area.

3.5 SJHH: West 5th Redevelopment Update

Construction

- Grand Opening Ceremony occurred on January 23, 2014
- Substantial Completion was achieved on December 6, 2013
- Work will continue with Honeywell and PCL on security systems, refinement and testing of systems
- Patient move planning is occurring with weekly coordination meetings
- Community Open Forum occurred January 18 & 19, 2013

Project Budget

- Project Budget remains on target and under budget

Operational Readiness

- A Move Operations Centre (MOC) has been established and will meet into February / March as required. This group provides an organized management structure to promote immediate and focused direction of activities pre-move, during the move and post occupancy period
- Current focus on identifying any potential patient or staff safety issues. These include functioning of card access, personal alarms, levels of security coded on the cards, and code responses
- General Training for all West 5th staff (and others) was completed on January 10, 2014. There was a total of 1124 participants in the training

Redevelopment Evaluation Project

- The Redevelopment Evaluation Project is to evaluate how the design of the new W5th facility will impact the quality of patient care and staff engagement by comparing the present facility with the new facility. In order to advance our stated goals, we have fostered collaborations with members of the health and design community by sharing our project vision, methodological innovations and preliminary findings

3.6 SJHH: Institute for Healthcare Improvement (IHI) Annual National Forum

The Mental Health & Addictions team presented at the IHI Annual National Forum on Quality Improvement in Health Care in December 2013. The team has since been asked to meet with the CEO of IHI with the objective of exploring collaboration with this organization and mental health services.

3.7 SJHH: ICU Research

The SJHH ICU has been featured in the Hamilton Spectator regarding research study on Early Patient Mobility and in-bed cycling.

3.8 SJHH: Esophageal Diagnostic Assessment Program

The SJHH EDAP project has received honourable mention at a Cancer Quality Council awards event.

3.9 SJHH: Expansion of Notification under Trillium Gift of Life Network Act

SJHH's Charlton Site, is a designated facility under the Trillium Gift of Life Network (TGLN) Act. As a designated facility, legislation requires reporting of deaths and imminent deaths under referral provisions detailed in the act. Consistent with this legislation, SJHH must notify TGLN when patients meet the referral indicators for high risk of imminent death and within an hour of death. Notification to TGLN ensures donation consent decisions can be shared with families of medically eligible patients and that all families have the opportunity to donate if their loved one is eligible. This practice has been successful in helping to increase organ and tissue donation.

3.10 Flood and Water Damage and Recovery Plans

Dr Higgins will provide and update and summary for the Board meeting.

3.11 Life and Limb Policy

Life and Limb policy has been enacted- Dr Fuller will update Board at meeting

3.12 Bed Pressures

There are a number of significant pressures affecting SJHH and all of our partner hospitals due to viral diseases and cold weather, high ALC rates and high isolation. These factors have caused significant challenges in ensuring appropriate flow to manage the ER load and requirements to meet our elective and cancelled case commitments.

3.13 Cataract Surgery

Dr Higgins will update the Board on recent developments which were announced at the time of bringing this report to press.

Hamilton Board Committee (HBC) – Summary of November 28, 2013 Closed Meeting Session

Motions Summary

Recommending HBC Committee	Motion Summary
The Medical Advisory Committee	It was voted that the: <ul style="list-style-type: none"> ▪ Minutes of the Medical Advisory Committee of November 7, 2013 be approved (Hamilton Board Committee – St. Joseph’s Healthcare Hamilton Voting Members). ▪ Recommendations on Research of the November 7, 2013 Medical Advisory Committee be approved (Hamilton Board Committee – St. Joseph’s Healthcare Hamilton Voting Members). ▪ Recommendations on Credentials of the November 7, 2013 Medical Advisory Committee be approved (Hamilton Board Committee – St. Joseph’s Healthcare Hamilton Voting Members).

Presentations and Reports to the HBC – Summary

The Board heard an update on the Strategic Plan from Dr. Higgins. Foundational projects were overviewed. The HBC had an in depth discussion on the next steps on the strategic plan, including executive team goal setting, implementation of the foundational projects, building scorecard and metrics, and communications plan. The HBC also discussed education of the broader public and the need to engage community thinking. Recommended strategic metric baselines will be brought forward to a future HBC meeting.