

Hamilton Board Committee

Thursday, February 27, 2014

15:00 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, February 27, 2014
3:30 – 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)** Mr. Paul Johnson.

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	D. Tonin	
	1.2	<i>Approval of Agenda</i>	All HBC Voting Members: THAT THE OPEN AGENDA OF THE FEBRUARY 27, 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>	All HBC Voting Members: THAT THE OPEN MINUTES OF THE JANUARY 30, 2014 HAMILTON BOARD COMMITTEE BE APPROVED	R2	C. Santoni	1-5
	2.2	<i>Governance Mission and Values Committee Minutes and Motions</i>	HIGHLIGHT REPORT ITEM 4.1		P. Tice	

Time	Item	Topic	Motion	Values	Lead	Page
	2.3	<i>Resource & Audit Committee Minutes and Motions</i>	<u>All HBC Voting Members</u> THAT THE MINUTES OF THE FEBRUARY 19, 2014 RESOURCE AND AUDIT COMMITTEE BE ACCEPTED FOR INFORMATION	R2	S. Monzavi	6-47
3:50pm	3.0	Quality & Patient Safety				
	3.1	<i>Quality Committee Minutes, Motions and Report</i>	<u>All HBC Voting Members</u> THAT THE MINUTES OF THE FEBRUARY 11, 2014 QUALITY COMMITTEE BE ACCEPTED FOR INFORMATION	S	R. Rocci	48-51
	3.2	<i>Medical Advisory Committee Presentation:</i>	No Guest this Month	E		
4:05pm	4.0	Highlight Report				
	4.1	<i>Governance, Mission and Values Committee Minutes and Motions</i>	<u>All HBC Voting Members:</u> THAT THE MINUTES OF THE FEBRUARY 4, 2014 GOVERNANCE, MISSION AND VALUES COMMITTEE BE ACCEPTED FOR INFORMATION THAT THE FOLLOWING HBC POLICIES BE APPROVED: HBC #16 – ENVIRONMENTAL POLICY HBC #17 – TRAVEL POLICY – BOARD EXPENSE CLAIMS HBC #18 – DECLARATION OF COMMITMENT TO MISSION AND CONFIDENTIALITY AND DISCLOSURE OF RELATIONSHIPS WITH MEMBER ORGANIZATION VENDORS <u>SJHH Voting Members:</u> THAT THE HBC APPROVE THE SEPARATION OF THE CHIEF OF STAFF (CHAIR OF MAC) AND VP MEDICAL AND ACADEMIC AFFAIRS ROLES	R2	T. Thoma	52-61

Time	Item	Topic	Motion	Values	Lead	Page
4:20pm	5.0	Reports				
	5.1	Report of Chair		R2	C. Santoni	
	5.2	Report of Presidents		R2 / S	D. Higgins D. Bakker J. Loncke	62-63
	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	HBC Closed Summary		R2 / E	C. Santoni	64
	8.2	HBC Walkabouts - Education Schedule				65-67
	8.3	Article – OMA – Why Poverty is a Medical Problem				68-72
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: January 30, 2014
 Called to order at: 1500 hours
 Adjourned: 1640 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, Mr. T. Thoma, Dr. M. Guise, Mrs. M. Taylor, Mr. J. LoPresti, Dr. R. Amer, Dr. J. Gauldie, Mr. S. Monzavi, Mrs. C. Milne, Mr. A. Korstanje.
 Regrets: Dr. J. Kelton, Dr. H. Fuller, Mrs. M. Ellis, Mrs. J. Loncke, Mrs. M. Ellis.
 Resource Staff: Dr. D. Higgins, Ms. F. Ros, Mr. B. Herechuk, Mr. D. Bakker, Mrs. S. Filice-Armenio.
 Guests: Dr. M. Soth
 NEXT MEETING February 27, 2014

Subject	Discussion
1. PROTOCOL	
1.0 CALL TO ORDER	The meeting was called to order at 1500 hours by C. Santoni.
1.1 OPENING PRAYER	M. Dow opened the meeting with a prayer.
1.2 APPROVAL OF AGENDA	It was MOVED by R. Rocci, SECONDED by P. Tice, 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 NEW MEMBERS	Dr. R. Amer, President of the Medical Staff Association for 2014 and Mr. A. Korstanje, new member, Hamilton Board Committee were welcomed to their first meeting of the HBC. Also joining the Board will be Ms. Jane Loncke as Interim President of St. Joseph's Home Care.
1.5 INTRODUCTION OF GUESTS	Dr. M. Soth will be attending as the guest from the Medical Advisory Committee.
2. CONSENT AGENDA	<u>Hamilton Board Committee Voting Members</u>
2.1 APPROVAL OF HAMILTON BOARD COMMITTEE OPEN MINUTES	It was MOVED by M. Taylor, SECONDED by R. Rocci, VOTED AND CARRIED THAT THE OPEN MINUTES OF THE DECEMBER 19, 2013 HAMILTON BOARD COMMITTEE BE APPROVED

Subject **Discussion**

**2.2 GOVERNANCE,
MISSION AND VALUES
COMMITTEE MINUTES
AND MOTIONS**

The following was noted:

Hamilton Board Committee Voting Members

It was MOVED by P. Tice, SECONDED by M. Dow, VOTED AND CARRIED

THAT THE MINUTES OF THE JANUARY 7, 2014 GOVERNANCE, MISSION AND VALUES COMMITTEE BE ACCEPTED FOR INFORMATION

- It was noted that with respect to HBC Policy #13, it should be called "Board Succession and Nomination" more closely align with the policy content.

THAT THE FOLLOWING POLICIES BE APPROVED:
HBC #13 – BOARD SUCCESSION AND NOMINATION
HBC #14 – BOARD ANNUAL PLANNING CYCLE
HBC #15 – BOARD OF TRUSTEES EDUCATION

Hamilton Board Committee – SJHH Voting Members

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

THAT THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN ST. JOSEPH'S HEALTHCARE FOUNDATION AND ST. JOSEPH'S HEALTHCARE HAMILTON BE APPROVED

**2.3 RESOURCE AND
AUDIT COMMITTEE
MINUTES AND
MOTIONS**

- In response to a question, it was noted that the monetary value of the entire Assess and Restore Program is approximately 600K-700K. It was reported that further information was received by the LHIN and the Program has been approved to continue for another year. It was noted that the MOHLTC and the LHIN were working to convert the unit to convalescent care beds. This has now been approved by the MOHLTC for a period of 3-5 years.

Hamilton Board Committee Voting Members

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

THAT THE MINUTES OF THE RESOURCE AND AUDIT COMMITTEE OF JANUARY 22, 2014 BE ACCEPTED FOR INFORMATION

**3. QUALITY AND
PATIENT SAFETY**

**3.1 QUALITY COMMITTEE
MINUTES, MOTIONS
AND REPORT**

- St. Joseph's Home Care presented a patient story.
- Congratulations were extended on SJHH for seeking a meeting with the President of the Institute for Healthcare Improvement (IHI) with the objective of exploring collaboration with the organization and mental health services. A presentation by our mental health group was made at the IHI Conference in December and was very well received.
- B. Gould noted that he was not present at the meeting and an amendment will be made to the minutes.

**3.2 MEDICAL ADVISORY
COMMITTEE GUEST
PRESENTATION**

Hamilton Board Committee Voting Members

With the above amendment, it was MOVED by R. Rocci, SECONDED by C. Milne, VOTED AND CARRIED

**THAT THE MINUTES OF THE JANUARY 14, 2014 QUALITY COMMITTEE BE
ACCEPTED FOR INFORMATION**

Guest: Dr. M. Soth, Chief, Department of Critical Care Medicine

The following was noted:

- The "Push and Pull in Critical Care" presentation was overviewed.
- Patient flow management is one of the measurements which are utilized to ensure better coordination of care. A tremendous amount of changes have occurred over the past seven years in the ICU environment.
- The dynamics of breaking down barriers to optimize care was discussed. It was noted that there is a Critical Care Steering Committee which brings all stakeholders together to ensure open communication and discussion of current issues.
- M. Soth was thanked for his excellent presentation.

4. HIGHLIGHT REPORT

4.1 HIGHLIGHT REPORT

There was no highlight report this month.

5. REPORTS

5.1 REPORT OF CHAIR

The following was reported:

- The Chair attended all Committee meetings this month.
- The Chair was involved from a governance perspective with the flood crisis. C. Santoni was informed by D. Higgins on the morning of January 8th and the Chair toured the Site on January 10th and again on the 17th.
- On January 10th, C. Santoni attended the Lung Diagnostic Assessment Program Reception in the Miller Lobby. This is a celebration to honour cancer survivors and their supporters.
- Also on January 10th the LHIN President and Board Chair toured the West 5th Site accompanied by St. Joseph's executives and C. Santoni.
- The Credentialing Presentation on the 15th by John Morris of BLG was well attended by the board.
- The Annual Medical Staff Dinner was held on January 17th. Thanks were extended to Dr. Amer and her colleagues on the Medical Staff Association.
- The Grand Opening of the West 5th Site was held on January 23rd. Administrative offices are currently moving into the building and the patient move will occur on February 9th.
- A reception was held for Murray Martin who is retiring after 40 years of service in the health care sector across Canada.
- The Around the Bay Road Race will be held on March 30th. C. Santoni requested the support of the HBC in achieving a board fundraising goal of \$10K.

Subject	Discussion
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5.2 REPORT OF PRESIDENTS

The following was reported:

- It was noted that the Life and Limb Policy is a no refusal policy for patients in our LHIN. There is an expectation that if a hospital gets a call from a community hospital with respect to the transfer of a patient in a "life or limb condition" that the transfer occurs in a certain timeframe and cannot be refused. This assists in ensuring community hospitals are not left "out of the loop".
- Flu vaccination rates for staff at both SJVD and SJHH were reviewed.

5.2.1. SJHH Flood

- A presentation on the recent flood incident at SJHH Charlton Campus was presented. The timeline of events were overviewed.
- In response to the incident many staff and medical staff acted quickly to evacuate patients and themselves and also acted to protect and move equipment and supplies where it was safe to do so. The health partners in the City provided an outstanding response. Well organized communication between the partner agencies was critical to ensure the safe transfer and care of patients.
- In response to a question, it was noted that the insurance company is examining the faulty pipe and is in discussions with the contractor.
- A rigorous table top exercise and internal assessment will be undertaken to ensure that in the event of a crisis the quickest response time would be achieved. In addition, an external engineer from the SJHS will be engaged to give an overview of critical systems.
- No issues or concerns have been raised by patients to date and all cancer surgeries previously cancelled have now taken place.
- A full review of the response is currently being completed.
- Staff were commended for their response to the crisis. It was noted that a thank you letter from the HBC to all staff as well as Chairs of HHS, CCAC and EMS be prepared to thank them for their assistance.
- A further update on the flood crisis will be provided at the next meeting.

ACTION: A LETTER FROM THE HBC TO ALL STAFF AND EXTERNAL PARTNERS WILL BE SENT TO THANK THEM FOR THEIR EFFORTS DURING THE MANAGEMENT OF THE CRISIS

5.3 REPORT OF PRESIDENTS

SJHH FOUNDATION

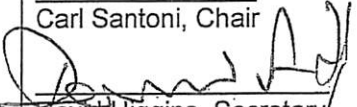
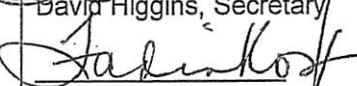
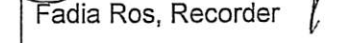
St. Joseph's Healthcare Foundation – S. Filice-Armenio

- It was noted that there were 15 naming opportunities associated with respect to the West 5th Campus.
- The 2014 McArthur Research Award Dinner will be held at the Hamilton Golf and Country Club on February 27th. Dr. Harriett MacMillan is this year's honouree.
- The Media Launch for the Around the Bay Road Race will be held shortly.

SJVD FOUNDATION

St. Joseph's Villa Foundation – M. Ellis

- There was no report.

Subject	Discussion
5.4 REPORT OF CHIEF NURSING OFFICER	There was no report.
5.5 REPORT OF PRESIDENT, MEDICAL STAFF ASSOCIATION	<ul style="list-style-type: none">• It was noted that one of the goals of the MSA for this coming year is to highlight successful research initiatives at the meetings of the Quarterly Medical Staff.• R. Amer noted that she is looking forward to participating on the HBC over the next year as the Medical Staff Association President.
5.6 REPORT OF PRESIDENT AND CEO, ST. JOSEPH'S HEALTH SYSTEM	There was no report.
6. NEW BUSINESS	There was no new business.
7. GUEST PRESENTATIONS	
8. INFORMATION EDUCATION ITEMS	8.1 HBC Closed Summary 8.2 HBC Events/Walkabouts/Education Schedule 8.3 Re-Imagine Booklet – Margaret and Charles Centre for Integrated Health
9. ADJOURNMENT	It was MOVED by J. LoPresti, SECONDED by D. Tonin, VOTED AND CARRIED THAT THE OPEN SESSION OF THE HBC BE ADJOURNED <hr/> <p>Carl Santoni, Chair  David Higgins, Secretary  Fadia Ros, Recorder </p>

OPEN REPORT TO THE HAMILTON BOARD COMMITTEE – FEBRUARY 2014

1. Environmental Scan

1.1 SJHC: Quality and Value in Home Care (QVHC) Update

HNHB CCAC service providers received a letter on February 3rd notifying them that the local implementation of Outcome-Based Pathways for hip and knee replacement and wounds is on hold and will not proceed before March 31st.

1.2 SJVD: Quebec Fire and Ontario's LTC Redevelopment Strategy

There has been significant media attention in Ontario regarding the need for sprinklers in long term care and retirements since the deadly fire in Residence du Havre. Currently, long term care homes have until 2025 to install fire sprinkler systems coinciding with the deadline for older homes to redevelop. The Villa has sprinkler systems throughout the building.

2. Mission, Vision and Values Update

No updates to report

3. Operational Information

3.1 SJHC: Spring Conferences

SJHC will have a poster presentation on falls prevention at the Ontario Gerontology Association conference on April 9-10. The Ontario Home Care Association (OHCA) has approved the abstract submitted for a presentation on the Integrated Continuous Care Project (ICCP) for their annual Symposium to be held on April 10th.

3.2 SJHC: Transitional Beds - First Place

SJHC Community Support Services (CSS) has been working closely with the HNHB LHIN, SJHH and Hamilton Health Sciences (HHS) to operationalize this new LHIN-funded program, which will transition eligible clients from the hospital to long term care. The processes are now in place to start these transitions. SJHC is currently working through operational considerations with the HNHB LHIN and the HNHB CCAC.

3.3 SJHH: West 5th Redevelopment Update

Operational Readiness

- Move Operations Centre (MOC) set up to work through all move related issues for occupancy of the New West 5th campus on February 9th. Currently working through items related to the Personal Alarm System (PAS) setting off false alarms and operation of inpatient entrance desk
- The move into the new building began on Saturday Jan. 18th with staff and culminated in the patient move on February 9th. The entire move ran smoothly and the schedule was maintained
- Currently project is on target to meet key Human Capital delivery dates, with minor risk remaining that will not impact the opening of new beds or transfer of patients to new facility

- Program-specific training for inpatient unit staff was completed on January 31, 2014

Communications

- Senior leadership and members of the Public Affairs team met with the editorial board of the Hamilton Spectator and gave them a tour of the new facility. This resulted in a full page Spectator article on the new building
- Staff and their families were invited to attend an Open House on January 11. Over 1100 guests toured the building in one day.
- On January 18 and 19, the community came for an open house. 1700 community members toured over the two days

3.4 SJHH: Leadership Development

The next cohort dates of the Emerging Leaders program have been finalized and 26 of 30 spots were filled within 3 days. The next cohort dates of On-boarding Leadership Development Program have been published and continuing to collaborate with St. Joseph's Home Care to offer this program to home care staff.

b4.

Hamilton Board Committee (HBC) – Summary of December 19, 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 December 5, 2013 be approved (Hamilton Board Committee – St. Joseph’s Healthcare Hamilton Voting Members). ▪ Recommendations on Research of the December 5, 2013 Medical Advisory Committee be approved (Hamilton Board Committee – St. Joseph’s Healthcare Hamilton Voting Members). ▪ Recommendations on Credentials of the December 5, 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 a presentation on Succession Planning from Deborah Schubert, Vice President, People & Organizational Effectiveness. Topics for discussion included the rationale behind why having a robust succession planning system in place is of high importance to St. Joe’s, a framework for leadership talent planning, ideas for strategic outcome metrics and next steps in evolving succession planning processes. The Board provided support for the direction being taken with respect to succession planning.