

Hamilton Board Committee

Thursday, March 27, 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, March 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, Dr. Jack Gaudie.
- 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. Rory McDonagh, Ms. S. Hollis, Mr. J. Woods

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	P. Tice	
	1.2	<i>Approval of Agenda</i>	<u>All HBC Voting Members:</u> THAT THE OPEN AGENDA OF THE MARCH 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 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 FEBRUARY 27, 2014 HAMILTON BOARD COMMITTEE BE APPROVED	R2	C. Santoni	1-5
	2.2	<i>Governance Mission and Values Committee Minutes and Motions</i>	<u>All HBC Voting Members:</u> THAT THE MINUTES OF THE GOVERNANCE MISSION AND		P. Tice	6-25

Time	Item	Topic	Motion	Values	Lead	Page
			<p>VALUES COMMITTEE OF MARCH 4, 2014 BE ACCEPTED FOR INFORMATION</p> <p><u>All HBC Voting Members:</u> THAT THE FOLLOWING POLICIES BE APPROVED: HBC #20 – EMERGENCY SUCCESSION PLAN FOR HBC SITE PRESIDENTS HBC #21 – SITE PRESIDENTS EVALUATION POLICY AND PROCESS HBC #22 – BOARD PEER REVIEW POLICY AND PROCESS</p> <p><u>SJVD Voting Members:</u> THAT THE MOU BETWEEN ST. JOSEPH'S VILLA DUNDAS AND ST. JOSEPH'S VILLA FOUNDATION BE APPROVED</p>			
	2.3	<i>Resource & Audit Committee Minutes and Motions</i>	HIGHLIGHT REPORT ITEM 4.1	R2	S. Monzavi	
3:50pm	3.0	Quality & Patient Safety				
	3.1	<i>Quality Committee Minutes, Motions and Report</i>	<p><u>All HBC Voting Members</u> THAT THE MINUTES OF THE MARCH 11, 2014 QUALITY COMMITTEE BE ACCEPTED FOR INFORMATION</p> <p><u>SJHH Voting Members</u> THAT THE QUALITY IMPROVEMENT PLAN FOR SJHH WITH THE ADDITION OF THE DEFINITION FOR PREVENTABLE SECLUSIONS BE APPROVED</p> <p><u>SJVD Voting Members</u> THAT THE QUALITY IMPROVEMENT PLAN FOR SJVD BE APPROVED</p>	S	R. Rocci	36-30
	3.1.2	<i>Quality Improvement Plan</i>			J. Woods	Separate Enc.

Time	Item	Topic	Motion	Values	Lead	Page
	3.2	Medical Advisory Committee Presentation:	Dr. Rory McDonagh Chief, Department of Obstetrics and Gynecology	E		
4:05pm	4.0	Highlight Report				
	4.1	Resource and Audit Committee Minutes and Motions	<p>All HBC Voting Members THAT THE MINUTES OF THE RESOURCE AND AUDIT COMMITTEE OF MARCH 19, 2014 BE ACCEPTED FOR INFORMATION</p> <p>SJVD Voting Members THAT THE AUDITED AND NOTICE TO READER FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2013 FOR ST. JOSEPH'S VILLA ST. JOSEPH'S ESTATES & ST. JOSEPH'S SENIORS' CENTRE BE APPROVED</p> <p>SJHH Voting Members THAT \$2.7M BE WITHDRAWN FROM THE FUTURE FUNDS INVESTMENT PORTFOLIO FOR THE PURPOSES OF FUNDING INTEREST EXPENSE ON LONG TERM DEBT AND PRINCIPAL REPAYMENT ON THE SURGICAL TOWER FOR THE FISCAL YEAR ENDING MARCH 31, 2014</p>	R2	S. Monzavi	31-120
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	121-122
	5.3	Report of President SJHH Foundation SJVD Foundation		R2	S. Filice-Armenio M. Ellis	
	5.4	Report of Chief Nursing Officer		R2 / S	W. Doyle	

Time	Item	Topic	Motion	Values	Lead	Page
	5.5	<i>Report of President, Medical Staff Association</i>		R2	R. Amer	
	5.6	<i>Report of President & CEO, St. Joseph's Health System</i>		R2	K. Smith	
5:20pm	8.0	Information / Education Items				
	8.1	HBC Closed Summary		R2 / E	C. Santoni	123
	8.2	HBC Walkabouts - Education Schedule				124
	8.3	Article – Juridic Persons: A Practical Guide				125- 129
5:25pm	9.0	Adjournment				
	9.1	<i>Motion to adjourn</i>	<u>All HBC Voting Members:</u> 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: February 27, 2014

Called to order at: 1500 hours

Adjourned: 1600 hours

Location: Dofasco Boardroom – 2nd Floor Juravinski Innovation Tower

Present: Mr. C. Santoni - Chair, Mrs. M. Dow, Mr. R. Rocci, Mr. B. Gould, Mr. D. Tonin, Mr. T. Thoma, Dr. M. Guise, Dr. R. Ameri, Dr. J. Gaudie, Mr. S. Monzavi, Mrs. C. Milne, Mr. A. Korstanje, Dr. H. Fuller, Mrs. J. Loncke.

Regrets: Mr. P. Tice, Mrs. M. Taylor, Mr. J. LoPresti, Mr. S. Monzavi.

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

Guests: Ms. J. Raghubir.

NEXT MEETING March 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	D. Tonin opened the meeting with a prayer.
1.2 APPROVAL OF AGENDA	It was MOVED by M. Dow, SECONDED by R. Rocci, 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.
1.5 INTRODUCTION OF GUESTS	Ms. J. Raghubir was introduced as the guest for the Open Session.
2. CONSENT AGENDA	<u>Hamilton Board Committee Voting Members</u>
2.1 APPROVAL OF HAMILTON BOARD COMMITTEE OPEN MINUTES	It was MOVED by D. Tonin, SECONDED by R. Rocci, VOTED AND CARRIED THAT THE OPEN MINUTES OF THE JANUARY 30, 2014 HAMILTON BOARD COMMITTEE BE APPROVED

Subject

Discussion

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

See Highlight Item 4.1

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

Hamilton Board Committee Voting Members

It was MOVED by D. Tonin, SECONDED by T. Thoma, VOTED AND CARRIED

THAT THE MINUTES OF THE RESOURCE AND AUDIT COMMITTEE OF FEBRUARY 19, 2014 BE ACCEPTED FOR INFORMATION

**3. QUALITY AND
PATIENT SAFETY**

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

- There was discussion amongst members with regards to what has emerged with respect to national and international discussions around the "quality dividend". This refers to the expected outcomes of enhanced value to the health system and consumers of high quality and safe health care. In response to a question, it emerged that realizing actual dollar value for the health dividend is a complex process and will likely require delivering quality on a larger scale and across a continuum of care. In addition, increased capacity made available as a result of efficiency has been a dividend realized in several programs at SJHH
- Further discussion included a commitment to develop further alignment of quality metrics from the HBC to the Senior Leadership Team to the patient bedside.

Hamilton Board Committee Voting Members

It was MOVED by B. Gould, SECONDED by A. Korstanje, VOTED AND CARRIED

THAT THE MINUTES OF THE FEBRUARY 11, 2014 QUALITY COMMITTEE BE ACCEPTED FOR INFORMATION

Guest: There was no guest from the Medical Advisory Committee this month.

**3.2 MEDICAL ADVISORY
COMMITTEE GUEST
PRESENTATION**

Governance, Mission and Values Committee

4. HIGHLIGHT REPORT

The following was noted:

4.1 HIGHLIGHT REPORT

- Since January, the Governance, Mission and Values Committee begins with the highlighting and reflecting on one of the HBC values (eg. respect). This is an important and simple way of keeping our values at the forefront of all the work and discussions which are undertaken.
- The HBC member terms of expiry were reviewed and a potential vacancy has been identified. The Nominating Committee will be convened to discuss desired skill sets and recruitment. Ideas and information for potential external/internal candidates can be forwarded to D. Higgins.
- The Annual Site President's evaluation process has begun. Part of the process includes a board review conducted through a survey. It is anticipated this process will be completed by the Spring. Board member support in completing the evaluation was requested.

- Examples of completed legislative templates for each member organization were reviewed. The completed attestation will include a review of 150 pieces of legislation across the organizations. It is anticipated that this review will be completed by the end of the board year. The main pieces are the Broader Public Sector Accountability Act, the Not-for Profit Corporations Act, Excellent Care for All Act, Public Hospitals Act and the Long Term Care Homes Act. This review will be posted on line in the Spring. It was noted that approximately 15 pieces of legislation is relevant for members of the HBC. A communication and education plan will be developed for HBC members.
- A recommendation with respect to the separation of the roles of the Chief of Staff and VP Medical and Academic has been made. It was noted that this is a model that is used in most health care organizations comparable to the size of SJHH. The two positions and their respective areas of responsibility were discussed. The HBC will be involved in the recruitment of the Chief of Staff (Chair, MAC) and VP Medical and Academic Affairs positions.

Hamilton Board Committee Voting Members

It was MOVED by R. Rocci, SECONDED by J. Gauldie, VOTED AND CARRIED

THAT THE MINUTES OF THE FEBRUARY 4, 2014 GOVERNANCE, MISSION AND VALUES COMMITTEE BE ACCEPTED FOR INFORMATION

Hamilton Board Committee Voting Members

It was MOVED by T. Thoma, SECONDED by R. Rocci, VOTED AND CARRIED

THAT THE FOLLOWING 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

Hamilton Board Committee – SJHH Voting Members

It was MOVED by J. Gauldie, SECONDED by M. Dow, VOTED AND CARRIED

THAT THE HBC APPROVE THE SEPARATION OF THE CHIEF OF STAFF (CHAIR OF MAC) AND VP MEDICAL AND ACADEMIC AFFAIRS ROLES

5. REPORTS

5.1 REPORT OF CHAIR

The following was reported:

- C. Santoni attended the Resource and Audit and Quality Committee of the HBC.
- Many HBC members attended the Building Momentum Hamilton event held on January 30th. It was an opportunity for HBC members to meet other community program leaders and city officials in an effort to build on community relations and work towards moving the "caring agenda" of the city forward.
- The HBC has a corporate entry in the Around the Bay Road Race being held on March 30th. \$3K has been raised to date. Thanks were extended to M. Taylor for organizing the corporate entry.
- A walkabout was held recently at the East Regional Mental Health Services at the CAHS. It was noted that there is a tremendous volume of patients which move through the program as well as the many services offered to patients.

Subject	Discussion
<p>5.2 REPORT OF PRESIDENTS</p>	<p>The following was reported:</p> <ul style="list-style-type: none"> • The transition of the W5th Site is complete with the staff move starting January 18th and culminating with the patient move on February 9th. The move ran very smoothly and staff were commended for their tremendous work and efforts in ensuring there were few glitches. There was an issue with respect to personal alarms, but this issue has largely been resolved. It was noted that there is a team of first responders who attend each code. • In response to a question, It was noted that the SJHC transition is going very well. Teams are working well together and team building events are taking place.
<p>5.3 REPORT OF PRESIDENTS</p> <p>SJHH FOUNDATION</p>	<p>St. Joseph's Healthcare Foundation – S. Filice-Armenio</p> <ul style="list-style-type: none"> • Promotional materials for the Feast of St. Joseph featuring restaurant discounts were circulated. This initiatives features ten local restaurants joining forces to support St. Joe's. The dining discount will take place from February 18 to March 19 and 10% will be donated to St. Joe's. • It was noted that Mary Walsh, a well known actress, comedian and political satirist will be the guest speaker at the Mental Health Morning Breakfast being held on Thursday May 8th at 7:30 am at Michelangelo Banquet Centre.
<p>SJVD FOUNDATION</p>	<p>St. Joseph's Villa Foundation – M. Ellis</p> <ul style="list-style-type: none"> • The SJVD Gala will be held on April 25th. Tickets may be obtained by contacting M. Ellis or R. Rocci.
<p>5.4 REPORT OF CHIEF NURSING OFFICER</p>	<ul style="list-style-type: none"> • An update was provided on the West 5th patient move day which occurred on Sunday February 9th. The transition went smoothly and staff were thanked for their tremendous efforts. • W. Doyle outlined the patient and family shadowing project. It was noted that the Patient and Family Advisory Committee, in collaboration with staff will design and implement a patient showing pilot project. This project will provide a mechanism to identify improvement opportunities from the bedside perspective of patients and families. It was noted that patient shadowing is being reported by some healthcare organizations as the most powerful tool currently available for patient centered care.
<p>5.5 REPORT OF PRESIDENT, MEDICAL STAFF ASSOCIATION</p>	<ul style="list-style-type: none"> • Planning is currently underway for the Quarterly Meetings of the Medical Staff. Guest speakers will include Drs. G. Cox, L. Whitehead, J. Neary and G. Chaimovitz at various upcoming meetings. It was noted that the October meeting of the MSA will be held at the West 5th Campus.
<p>5.6 REPORT OF PRESIDENT AND CEO, ST. JOSEPH'S HEALTH SYSTEM</p>	<p>There was no report.</p>
<p>6. NEW BUSINESS</p>	<p>There was no new business.</p>
<p>7. GUEST PRESENTATIONS</p>	<p>There were no guest presentations.</p>

Subject

Discussion

**8. INFORMATION
EDUCATION ITEMS**

In response to a question, it was noted that the new walkabout schedule will be circulated shortly.

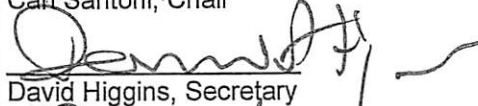
- 8.1 HBC Closed Summary
- 8.2 HBC Events/Walkabouts/Education Schedule
- 8.3 Article – OMA – Why Poverty is a Medical Problem

9. ADJOURNMENT

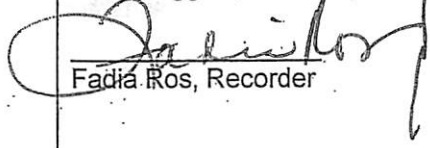
It was MOVED by B. Gould, SECONDED by D. Tonin, VOTED AND CARRIED

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 – MARCH 2014

1. Environmental Scan

1.1 SJHH: Patient Complaints and Hospital Executive Compensation Legislation

The Government of Ontario announced it plans to introduce multi-faceted "accountability" legislation that, if passed, would impact how patient complaints are addressed and executive compensation. Although details are being withheld until the legislation is introduced, the province has indicated it will: create a Patient Ombudsman to help resolve complaints against public hospitals, long-term care homes and community care access centres; and, set compensation frameworks for senior executives in the broader public sector, including hospitals, with sector-specific hard caps.

1.2 SJHH: National Volunteer Week

April 6th-12th we will celebrate National Volunteer Week, a time set aside to recognize the many contributions and the positive impact volunteers make at St Joseph's Healthcare and in our communities. Various activities are planned to recognize how volunteers touch the lives of many patients, families and visitors that come to St. Joes for their care.

1.3 SJVD: Implementation of Integrated Assessment Record (IAR) Continues

Implementation of the Integrated Assessment Record (IAR) is continuing in long term care homes across the province. To date 145 homes have completed the IAR and 470 are in various stages of implementation, with the March 31st deadline. The Villa has sent out all the information brochures to residents/families. Pamphlets are being provided to families and residents upon admission.

2. Mission, Vision and Values Update

2.1 SJHH/SJHC/SJVD: Feast of St. Joseph

On March 19, 2014 we celebrated the Feast day of St. Joseph, the patron saint of all workers also the patron Saint after which our organizations are named. We used this time to reflect on our history and the values that define our organizations: dignity, respect, service, justice, responsibility and enquiry.

3. Operational Information

3.1 SJHC: Multi-Sector Accountability Agreement (M-SAA)

HNHB LHIN sent the 2014-2017 M-SAA in early February 2014. All documents were signed by the appropriate signatories and delivered to the HNHB office before the deadline:

3.2 SJVD: Accreditation

The Accreditation Canada surveyors will be at the Villa from May 26-29, 2014. The Villa's Accreditation Teams are continuing to prepare staff. A "mock survey" will be completed mid-April. Bryan Herechuk is facilitating the Governance portion of the survey.

3.3 SJHH: West 5th Redevelopment Update

Operational Readiness

- Following the patient move, operational readiness activities continue, assisting managers with problem resolution, revising processes that do not work as planned, and communicating the status of required changes
- Goal at this time is focused on getting to a "steady state" in terms of daily operations
- Operational readiness planning for Phase 2 occupants will begin in April 2014
- Currently project is on target to meet key Human Capital delivery dates – posting of Year 2 PCOP positions has begun

3.4 SJHH: Regional Caring for My COPD Program

The HNHB Caring for My COPD program is a community based program for patients recently hospitalized with an acute exacerbation of their COPD which provides a bundle of services using principles of Chronic Disease Management, including enhanced case management and strengthened self-management. Through Winnie Doyle this project is being lead by SJHH for the HNHB LHIN with Dr. Gerry Cox and Ms. Laura Wheatley as project leads.

3.5 SJHH: Wellness

Initiative	Attendance
Tai Chi	5
Yoga	371
Spinning	316
Mindfulness	27
Running	16
Weightwatchers	49
Massage	237

Hamilton Board Committee (HBC) – Summary of January 30, 2014 Closed Meeting Session

Motions Summary

Recommending HBC Committee	Motion Summary
The Medical Advisory Committee	<p>It was voted that the:</p> <ul style="list-style-type: none"> ▪ Minutes of the Medical Advisory Committee of January 9, 2014 be approved (Hamilton Board Committee – St. Joseph’s Healthcare Hamilton Voting Members). ▪ Recommendations on Research of the January 9, 2014 Medical Advisory Committee be approved (Hamilton Board Committee – St. Joseph’s Healthcare Hamilton Voting Members). ▪ Recommendations on Credentials of the January 9, 2014 Medical Advisory Committee be approved (Hamilton Board Committee – St. Joseph’s Healthcare Hamilton Voting Members).

Presentations and Reports to the HBC – Summary

For January 2014, there were no additional presentations in the closed session that were not included in the open session.