



## **St. Joseph's Hamilton Joint Boards of Governors**

*March 2016*

*Open Agenda Package – Web Version*

**Mission:** Living the Legacy – Compassionate Care.  
Faith. Discovery.

**Vision:** On behalf of those we are privileged to serve, we will: deliver an integrated high quality care experience, pursue and share knowledge, respect our rich diversity, always remaining faithful to our Roman Catholic values and traditions.

**Values:** We commit ourselves to demonstrate in all that we undertake, the vision and values that inspired our Founders, the Sisters of St. Joseph. These are: **Dignity, Respect, Service, Justice, Responsibility** and **Enquiry**.

# JBG Values

**Service** – It is an Honour to Serve



## Definition

Striving to meet the needs of those we serve with the highest level of quality, integrity and effective communication possible. Building trust with and taking ownership of the needs of those being served.

## Behaviours

- Communicates effectively
- Is service-focused
- Has integrity

**St. Joseph's Hamilton Joint Boards of Governors – Open Agenda**  
**Thursday, March 31, 2016**  
**3:30 – 6:00 p.m.**

***Dofasco Boardroom – 2<sup>nd</sup> Floor – Juravinski Innovation Tower – T2215***

**Elected Members** Mr. Peter Tice (Chair), Mr. Carl Santoni, Mr. Sonny Monzavi, Dr. Mary Guise, Mr. Jim LoPresti, Ms. Carolyn Milne, Mr. Ray Rocci, Ms. Moira Taylor, Mr. Tony Thoma, Mr. David Tonin, Mr. Adriaan Korstanje, Ms. Lynn McNeil, Mr. Rod Dobson.

**Ex-Officio Members** Dr. Julie Lajoie, Ms. Winnie Doyle, Dr. Tom Stewart, Dr. David Higgins, Dr. John Kelton, Dr. Kevin Smith.

**Senior Management Team** Mr. Derrick Bernardo, Mrs. Jane Loncke, Dr. Jack Gauldie.

**Resource** Mrs. Jessica Fry, Mrs. Fadia Voogd, Ms. Sera Filice-Armenio, Ms. Maureen Ellis.

**Guest(s)** Dr. Lydia Hatcher, Ms. Michelle Cooper, Mr. John MacDonald, Ms. Cathy Sutherland, Ms. Charan Singh, Dr. Rick Austin.

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

Time	Item	Topic	Motion	Values	Lead	Page
<b>3:30pm</b>	<b>1.0</b>	<b>Call to Order</b>				
	1.1	<i>Opening Prayer and Reflection on SERVICE</i>		R2	T. Thoma All	
	1.1.1					
	1.2	<i>Approval of Agenda</i>	<b>All JBG Voting Members: THAT THE OPEN AGENDA OF THE MARCH 31, 2016 ST. JOSEPH'S HAMILTON JOINT BOARDS OF GOVERNORS COMMITTEE BE APPROVED</b>	R2	P. Tice	
	1.3	<i>Declaration of Conflict of Interest</i>		R2	P. Tice	
	1.4	<i>Introduction of Guests</i>		R1	P. Tice	
<b>3:55pm</b>	<b>2.0</b>	<b>Consent Agenda</b>				
	2.1	<i>Approval of St. Joseph's Hamilton Joint Boards of Governors Open Minutes</i>	<b>All JBG Voting Members: THAT THE OPEN MINUTES OF THE FEBRUARY 25, 2016 ST. JOSEPH'S HAMILTON JOINT BOARDS OF GOVERNORS BE APPROVED</b>	R2	P. Tice	1-6



Time	Item	Topic	Motion	Values	Lead	Page
			<b>MAY 9, 2003 FOR THE REMAINDER OF THE LOAN AMORTIZATION BE APPROVED</b>			A1
<b>4:10pm</b>	<b>3.0</b>	<b>Quality &amp; Patient Safety</b>				
	3.1	<i>Quality Committee Minutes, Motions and Report</i>	<p>All JBG Voting Members  <b>THAT THE MINUTES OF THE QUALITY COMMITTEE OF MARCH 8, 2016 BE ACCEPTED FOR INFORMATION</b></p> <p>All JBG Voting Members  <b>THAT THE FOLLOQING QUALITY IMPROVEMENT PLANS FOR 2016/17 BE APPROVED:</b>  <b>ST. JOSEPH'S HEALTHCARE HAMILTON</b>  <b>ST. JOSEPH'S VILLA DUNDAS</b>  <b>ST. JOSEPH'S HOME CARE</b></p>	S	R. Rocci	122-133
	3.2	<i>Medical Advisory Committee Presentation</i>	<i>Dr. L. Hatcher Chief, Department of Family Medicine</i>	E		
<b>4:20pm</b>	<b>4.0</b>	<b>Reports</b>				
	4.1	<i>Report of Chair</i>		R2	P. Tice	
	4.2	<i>Report of the President and CEO, St. Joseph's Health System</i>		R2	K. Smith	
	4.3	<i>Report of Presidents</i>		R2/S	D. Higgins D. Bernardo J. Loncke	134-148
	4.4	<i>Report of the Chief Nursing Executive</i>		R2/S	W. Doyle	

Time	Item	Topic	Motion	Values	Lead	Page
	4.5 4.5.1 4.5.2	<i>Report of the Vice President Research</i> <i>Transfer of Staff to Research Institute</i> <i>Nephrology WebEx and Q and A</i>		R2	J. Gaudie	
	4.6	<i>Report of the Chief of Staff</i>		R2	T. Stewart	
	4.7	<i>Report of President, Medical Staff Association</i>		R2	J. Lajoie	149-150
	4.8	<i>Report of the President SJVD Foundation</i> <i>SJHH Foundation</i>		R2	M. Ellis S. Filice-Armenio	
<b>4:50pm</b>	<b>5.0</b>	<b>Information / Education Items</b>				
	5.1 5.2 5.3	JBG Closed Summary Walkabout Schedule and Council Meeting Schedule Article and Summary – Diversity Drives Diversity		R2 / E	P. Tice	151 152-153 154-174
<b>4:50pm</b>	<b>6.0</b>	<b>Adjournment</b>				
	6.1	<i>Motion to adjourn</i>	<u>All JBG Voting Members:</u> <b>THAT THE OPEN SESSION OF THE ST. JOSEPH'S HAMILTON JOINT BOARDS OF GOVERNORS BE ADJOURNED</b>		P. Tice	
<b>4:50pm</b>	<b>7.0</b>	<b>Break followed by Closed Session</b>				



Committee: **St. Joseph's Hamilton Joint Boards of Governors – OPEN SESSION** Date: February 25, 2016  
 Called to order at: 1530 hours Adjourned: 1715 hours

**St. Joseph's Healthcare Hamilton Voting Members:**

**Mr. P. Tice, Mr. S. Monzavi, Mr. A. Korstanje, Mr. J. LoPresti, Ms. L. McNeil, Mr. C. Santoni, Mr. D. Tonin.**

**St. Joseph's Villa Dundas Voting Members:**

**Mr. P. Tice, Mr. S. Monzavi, Mr. A. Korstanje, Mr. R. Rocci, Mrs. M. Taylor, Mr. T. Thoma, Mr. R. Dobson.**

**St. Joseph's Homecare Hamilton Voting Members:**

**Mr. P. Tice, Mr. S. Monzavi, Mr. A. Korstanje, Dr. M. Guise, Mrs. M. Taylor, Mrs. C. Milne, Mr. D. Tonin.**

Location: Conference Room 3 – Fontbonne Building  
 Present: Mr. S. Monzavi – Chair, Mr. T. Thoma, Dr. M. Guise, Ms. W. Doyle, Mr. A. Korstanje, Mrs. M. Taylor, Mr. R. Dobson, Ms. L. McNeil, Dr. J. Lajoie, Mr. D. Tonin, Mr. R. Rocci, Mr. J. LoPresti, Dr. T. Stewart.  
 Regrets: Mrs. C. Milne, Mr. P. Tice.  
 Resource Staff: Dr. D. Higgins, Mrs. F. Voogd, Mrs. J. Fry, Mrs. S. Filice-Armenio, Mrs. J. Loncke, Mr. D. Bernardo.  
 Guests: Dr. A. Rudnick.  
 NEXT MEETING: March 31, 2016

Subject	Discussion
<b>1. PROTOCOL</b>	
<b>1.0 CALL TO ORDER</b>	The meeting was called to order at 1530 hours by S. Monzavi.
<b>1.1 OPENING PRAYER</b>	D. Tonin opened the meeting with a prayer. There was reflection with respect to the value of ENQUIRY. A video “Healthier, Wealthier and Smarter” produced by the Council of Academic Hospitals of Ontario (CAHO) was presented and is a spotlight on how the health sciences are positively influencing the economy of Hamilton.
<b>1.2 APPROVAL OF AGENDA</b>	<p style="text-align: center;"><u>All JBG Voting Members</u></p> <p><i>ON MOTION DULY MADE AND SECONDED THE FOLLOWING RESOLUTION WAS PASSED:</i></p> <p><b>THAT THE ST. JOSEPH'S HAMILTON JOINT BOARDS OF GOVERNORS AGENDA BE APPROVED AS CIRCULATED</b></p>
<b>1.3 DECLARATION OF CONFLICT OF INTEREST</b>	D. Tonin declared a conflict of interest with respect to the motion related to the HIS Management Contract under Item 2.3.
<b>1.4 INTRODUCTION OF GUESTS</b>	All invited guests were introduced.
<b>2. CONSENT AGENDA</b>	
<b>2.1 APPROVAL OF ST. JOSEPH'S HAMILTON JOINT BOARDS OF GOVERNORS OPEN MINUTES</b>	<ul style="list-style-type: none"> <li>It was noted that pg 4, item 4.7 should read “that the new suites for retired Diocesan Priests is on budget and on schedule for completion by the end of April, 2016.</li> </ul> <p style="text-align: center;"><u>All JBG Voting Members</u></p> <p><i>WITH THE ABOVE AMENDMENT, ON MOTION DULY MADE AND SECONDED THE FOLLOWING RESOLUTION WAS PASSED:</i></p> <p><b>THAT THE MINUTES OF THE JANUARY 28, 2016 ST. JOSEPH'S HAMILTON JOINT BOARDS OF GOVERNORS (OPEN SESSION) BE APPROVED</b></p>



Subject	Discussion
<p><b>2.2 GOVERNANCE, MISSION AND VALUES COMMITTEE MINUTES AND MOTIONS</b></p>	<ul style="list-style-type: none"> <li>• The Nominating Committee terms of reference have included the expansion of membership to include community leaders. It was noted that appointees will not be able to participate until 2017 due to the current meeting cycle.</li> <li>• Changes to the various policies were outlined. It was noted that each committee of the JBG has its own work plan.</li> </ul> <p style="text-align: center;"><u>All JBG Voting Members</u></p> <p><i>ON MOTION DULY MADE AND SECONDED THE FOLLOWING RESOLUTION WAS PASSED:</i></p> <p><b>THAT THE MINUTES OF THE GOVERNANCE, MISSION AND VALUES COMMITTEE OF FEBRUARY 2, 2016 BE ACCEPTED FOR INFORMATION</b></p> <p style="text-align: center;"><u>All JBG Voting Members</u></p> <p><i>ON MOTION DULY MADE AND SECONDED THE FOLLOWING RESOLUTION WAS PASSED:</i></p> <p><b>THAT THE NOMINATING COMMITTEE TERMS OF REFERENCE BE APPROVED</b></p> <p style="text-align: center;"><u>All JBG Voting Members</u></p> <p><i>ON MOTION DULY MADE AND SECONDED THE FOLLOWING RESOLUTION WAS PASSED:</i></p> <p><b>THAT THE FOLLOWING POLICIES BE APPROVED:</b>  <b>-JBG#19 – CHAIR OF MAC/CHIEF OF STAFF EVALUATION</b>  <b>-JBG#12 – IN CAMERA MEETINGS OF THE BOARD</b>  <b>-JBG#13 – BOARD SUCCESSION AND NOMINATING</b>  <b>-JBG#14 – BOARD ANNUAL PLANNING CYCLE</b></p>
<p><b>2.3 RESOURCE AND AUDIT COMMITTEE MINUTES AND MOTIONS</b></p>	<ul style="list-style-type: none"> <li>• An overview of the minutes was provided.</li> <li>• Discussion occurred with respect to the SJHH Capital Budget Allocation for 2016/17 and the utilization of those funds. Costs included in this are one time costs. It was noted that IT project expenses are separate from this capital allocation, except for a small amount which has been used to fund IT infrastructure.</li> </ul> <p style="text-align: center;"><u>All JBG Voting Members</u></p> <p><i>ON MOTION DULY MADE AND SECONDED THE FOLLOWING RESOLUTION WAS PASSED:</i></p> <p><b>THAT THE MINUTES OF THE RESOURCE AND AUDIT COMMITTEE OF FEBRUARY 17, 2016 BE ACCEPTED FOR INFORMATION</b></p> <p style="text-align: center;"><u>SJHH Voting Members</u></p> <p><i>ON MOTION DULY MADE AND SECONDED THE FOLLOWING RESOLUTION WAS PASSED:</i></p> <p><b>THAT THE SJHH ANNUAL CAPITAL BUDGET ALLOCATION OF \$15M FOR 2016/17 FISCAL YEAR BE APPROVED</b></p> <p style="text-align: center;"><u>SJHH Voting Members</u></p>

Subject	Discussion
<p>3. QUALITY AND PATIENT SAFETY</p> <p>3.1 QUALITY COMMITTEE MINUTES, MOTIONS AND REPORT</p>	<p><i>ON MOTION DULY MADE AND SECONDED THE FOLLOWING RESOLUTION WAS PASSED:</i></p> <p><b>THAT THE TRANSFER OF \$3M FROM THE SHORT TERM INVESTMENT PORTFOLIO TO THE FUTURE FUND PORTFOLIO BE APPROVED</b></p> <ul style="list-style-type: none"> <li>D. Tonin excused himself from the discussion and left the room.</li> </ul> <p style="text-align: center;"><u>SJHH Voting Members</u></p> <p><i>ON MOTION DULY MADE AND SECONDED THE FOLLOWING RESOLUTION WAS PASSED:</i></p> <p><b>THAT THE SELECTION OF DELOITTE FOR THE IT CONSULTING CONTRACT WITH THE ASSOCIATED FUNDING UPON THE TERMS, AS OUTLINED IN THE MANAGEMENT CONSULTING RFP SBAR BE APPROVED</b></p> <ul style="list-style-type: none"> <li>D. Tonin returned at the end of the discussion.</li> <li>A patient story with respect to the Renal Program was outlined. It was noted that this particular patient is now part of a pilot project that is sponsored through the Province for patients to receive PSW support at home. It was noted that from 2015-19 the Province will be introducing the PSW Home Supported Dialysis Project. SJHH and NHS are the pilot sites for the project.</li> <li>Discussion occurred with respect to the Q3 scorecard. In response to a question, it was noted that there is a process in place to review the top three reported areas to review trends. It was noted that standardized reporting templates to align with NHS will occur and critical incident reviews will begin to include involvement from patient/family advisors.</li> <li>It was suggested that the wording “target justification” was not appropriate and the verbage will be reviewed with quality leadership. Extensive discussion occurred with respect to quality improvement data.</li> </ul> <p style="text-align: center;"><u>All JBG Voting Members</u></p> <p><i>ON MOTION DULY MADE AND SECONDED THE FOLLOWING RESOLUTION WAS PASSED:</i></p> <p><b>THAT THE MINUTES OF THE QUALITY COMMITTEE OF FEBRUARY 9, 2016 BE ACCEPTED FOR INFORMATION</b></p>
<p>3.2 MEDICAL ADVISORY COMMITTEE GUEST PRESENTATION</p>	<ul style="list-style-type: none"> <li>Dr. A. Rudnick was thanked for his informative presentation with respect to Psychiatric Emergency Services.</li> <li>There was extensive discussion with respect to the trends in the increasing number of violence in the workplace incidents. Various factors for this increase were discussed, which include increased usage and potency of street drugs.</li> </ul>

Subject	Discussion
<p><b>4. REPORTS</b></p> <p><b>4.1 REPORT OF CHAIR</b></p> <p><b>4.2 REPORT OF PRESIDENT AND CEO, ST. JOSEPH'S HEALTH SYSTEM</b></p> <p><b>4.3 REPORT OF PRESIDENTS</b></p> <p><b>4.4 REPORT OF THE CHIEF NURSING OFFICER</b></p>	<ul style="list-style-type: none"> <li>• Challenges with respect to the West 5<sup>th</sup> building, including Personal Alarm System (PAS) issues and enter/exit door locking systems were discussed.</li> <li>• SJHH has struck a Violence in the Workplace Task Force which will further align the work ongoing with respect to this important issue. SJHH is also engaged in internal and external reviews of critical incidents. Recommendations will be shared across the organization once completed.</li> </ul> <p><b>ACTION: FINAL REPORT OF THE REVIEW ON VIOLENCE IN THE WORKPLACE TO BE BROUGHT FORWARD TO JBG AT COMPLETION (END OF APRIL)</b></p> <ul style="list-style-type: none"> <li>• It was noted that the deadline for sign up for the Around The Bay Road Race is March 1<sup>st</sup>. The race will be held on April 3<sup>rd</sup>. Board members will be sent instructions race participation should they wish to join as individuals or as part of the JBG Team.</li> <li>• Noted that the MOHLTC has released a discussion paper "Patients First: A Proposal to Strengthen Patient Centered Health Care in Ontario. Success factors were overviewed. Key elements of the NHS/SJHS response were discussed.</li> <li>• An update on fiscal MOHLTC strategies, contractual issues and MOHLTC quality standards was provided. Extensive discussion ensued.</li> <li>• Noted that the Ontario Budget would be tabled late afternoon of February 25.</li> <li>• The Integrated Care Project expansion at NHS was discussed.</li> <li>• An update on Physician Assisted Death (PAD) was discussed. It was noted that the Supreme Court decision becomes law on June 6, 2016. All health care organizations will need to develop governance and medical staff policies to address legislation when introduced.</li> <li>• Workplace violence is a very important issue across all health care organizations. The Ontario Hospital Association and Ontario Nursing Association have formed a task force to review and make recommendations.</li> <li>• There was no further update.</li> <li>• An update on the bed mapping process was provided. This process is to review how the organization is using its beds compared to peer organizations. Teams are working in consultation with The Hay Group. Discussion ensued with respect to the admission rates in Hamilton and opportunities for improvement are currently being explored. Once final data is received W. Doyle and T. Stewart will work with the clinical groups to review and formulate next steps in the process in order to ensure best practices and utilization of patient beds occurs.</li> </ul>

<b>Subject</b>	<b>Discussion</b>
<p><b>4.5 REPORT OF THE VICE PRESIDENT RESEARCH</b></p>	<ul style="list-style-type: none"> <li>• J. Gauldie will be providing a report on research metrics at the March JBG meeting.</li> </ul>
<p><b>4.6 REPORT OF THE CHIEF OF STAFF</b></p>	<ul style="list-style-type: none"> <li>• The Chief of Staff onboarding process has almost been completed. An action plan is currently under development in conjunction with the Senior Leadership Team.</li> <li>• The Deputy Chief of Staff search process is now completed and a recommendation will be brought forward in the Closed Session.</li> <li>• The recruitment of a Chief Medical Information Officer will be underway shortly.</li> <li>• Recruitment of physicians at the Niagara Health System (NHS) has been robust. Discussion occurred with respect to recruitment of physician trainees and high caliber of these trainees. Excellent opportunities for the SJHH Research Institute to collaborate with NHS to further the research agenda.</li> </ul>
<p><b>4.7 REPORT OF THE PRESIDENT MEDICAL STAFF ASSOCIATION</b></p>	<ul style="list-style-type: none"> <li>• It was noted that the promotion of attendance by physicians to the Medical Staff Association Quarterly Meetings and other events continues. Recruitment is currently ongoing for Medical Staff Association leadership positions:</li> <li>• Congratulations were extended to the following: <ul style="list-style-type: none"> <li>- Dr. James McKillop – Recipient of the Prestigious Award for Distinguished Scientific Early Career Contributions to Psychology.</li> <li>- Dr. Kevin Smith – Granting of the Honour of Knight of St. Gregory the Great by the Holy Father, Pope Francis.</li> <li>- Dr. Sarah Garside – Display of paintings as an exhibit at the Louvre by the French National Society of Fine Arts</li> <li>- Dr. Janet Patterson – Recipient of the Dr. Peder Larsen Consultant of the Year Award</li> <li>- Dr. Fred Baxter – Recipient of the Sister Joan O’Sullivan Award</li> <li>- Dr. Joel Hamstra – Recipient of the Dr. John Bradley Award</li> </ul> </li> </ul>
<p><b>4.8 REPORT OF PRESIDENT SJVD FOUNDATION</b></p>	<ul style="list-style-type: none"> <li>• The St. Joseph’s Villa Foundation Gala will be held on Friday April 29<sup>th</sup>. Tickets are \$200 each. Tickets can be obtained by contacting the SJV Foundation Offices.</li> </ul>
<p><b>SJHH FOUNDATION</b></p>	<ul style="list-style-type: none"> <li>• All were encouraged to participate in the Feast of St. Joseph’s promotion. Dine at one of the partner restaurants and 10% of food sales will support SJHH between February 19<sup>th</sup> – March 19<sup>th</sup>.</li> <li>• The Founder’s Ball for the Paris2Ancaster Race was held on February 20<sup>th</sup>. The race will be held on April 24<sup>th</sup>.</li> <li>• The Around the Bay Road Race will occur on April 3<sup>rd</sup>. Final sign up deadline is March 1<sup>st</sup>. There are 30 plus corporate teams and 12 hospital teams, including Team JBG.</li> <li>• The unveiling of the Morris and Shirley Waxman refurbished Visitors Lounge (Cardiac Care Unit and Medical Step Down) was held on January 12<sup>th</sup>.</li> </ul>
<p><b>5. INFORMATION EDUCATION ITEMS</b></p>	<ul style="list-style-type: none"> <li>• JBG Closed Summary</li> <li>• JBG Walkabouts/Education Schedule</li> </ul>

Subject	Discussion
<p><b>6. OTHER BUSINESS</b></p> <p><b>7. ADJOURNMENT</b></p>	<p>There was no further business.</p> <p><b>THAT THE OPEN SESSION OF THE ST. JOSEPH'S HAMILTON JOINT BOARDS OF GOVERNORS BE ADJOURNED</b></p> <p>_____  Sonny Monzavi, Acting Chair</p> <p>_____  David Higgins, Secretary</p> <p>_____  Fadia Voogd, Recorder</p>

**St. Joseph's Hamilton Joint Boards of Governors (JBG)**

**Summary of February 25<sup>th</sup>, 2016 Closed Meeting Session**

**Motions Summary**

Recommending Committee	Motion
The Medical Advisory Committee	<p>It was voted that the:</p> <ul style="list-style-type: none"> <li>▪ Minutes of the Medical Advisory Committee of January 7, 2016 be approved (St. Joseph Hamilton Joint Boards of Governors – St. Joseph's Healthcare Hamilton Voting Members).</li> <li>▪ Recommendation(s) on Credentials of the February 4, 2016 Medical Advisory Committee be approved (St. Joseph Hamilton Joint Boards of Governors – St. Joseph's Healthcare Hamilton Voting Members).</li> <li>▪ Recommendations of the Research Committee of the February 4, 2016 Medical Advisory Committee be approved (St. Joseph Hamilton Joint Boards of Governors – St. Joseph's Healthcare Hamilton Voting Members).</li> </ul>
Resource & Audit Committee	<p>It was voted that the:</p> <ul style="list-style-type: none"> <li>▪ Monetary Non-Union salary increases for both full time and regular part time employees of 1.4% retroactive to October 1, 2015 (\$21,024 – October 2015 to January 2016) be approved (St. Joseph Hamilton Joint Boards of Governors – St. Joseph's Villa Dundas Voting Members).</li> </ul>

**Presentations and Reports to the JBG – Summary**

The following reports were provided to the JBG in the closed session:

**Palliative Care Service**

Dr. Anne Woods, Dr. Anne Boyle and Dr. Steve Abdool presented on the SJHH Palliative Care program including details on the goals of the service, a description of the care team and key functions, poignant stories of patients seen and supported, and a focus on research and teaching in this service area. Palliative care in the context of the emerging Physician Assisted Dying landscape was discussed as well as the important partnership between this service and the hospital in order to ensure the needs of patients are met. Future pressures and opportunities for this clinical service were highlighted for the Board.



**GOVERNANCE, MISSION AND VALUES (GMV) COMMITTEE of the  
St. Joseph's Hamilton Joint Boards of Governors (JBG)**

**GOVERNANCE, MISSION AND VALUES (GMV) COMMITTEE OF THE  
St. Joseph's Hamilton Joint Boards of Governors (JBG)**

- Summary of the Mar 1<sup>st</sup>, 2015 Meeting -

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**The Committee discussed the following standing agenda items:**

- Preview of Next Board Agenda
- Selection of Generative Topic for Next Board Meeting
- Review of Previous Board Meeting Evaluation
- Review of Previous GMV Meeting Evaluation
- Review of Board Closed Session Summary
- SJHS Update
- Tracking Tool: 2015/16 Governance Work Plan
- Education Item

**The Committee discussed the following business arising:**

**SJHS Roles and Responsibilities Matrix**

- A renewal of the SJHS Roles and Responsibilities (R&R) Booklet has been discussed and endorsed to move forward. The goal is to use this booklet for Board/Board Committee orientation at all levels of the organization. Prior to publication, SJHS would appreciate local Board consultation and feedback on the documents.
- Good feedback has been received to date on the need for this type of document and common themes are being collated.
- Feedback requested for R&R Booklet by March 31<sup>st</sup> to J. Fry (one consolidated response per organization preferred)

**Declaration of Conflict of Interest Policy Follow Up**

- It was noted some members cannot disclose entities that they have a conflict with for purposes of confidentiality to these entities.
- At the request of this committee, amendments were suggested and the revised conflict of interest policy has been brought forward for review and approval reflecting these changes;
- One suggestion for review was recommended with regard to using the term 'trustees'. It was noted that the JBG policy booklet preamble outlines the use of this common language in policies.
- **ON MOTION DULY MADE AND SECONDED, THE FOLLOWING RESOLUTION WAS PASSED: The Governance, Mission and Values Committee has approved Policy #18 Schedule A – Declaration of Commitment to Mission and Confidentiality and Conflict of Interest Policy to move forward to JBG for approval.**



## **The Committee discussed the following new business:**

### **Succession Planning Update**

- D. Schubert provided a presentation to the committee on executing our Talent Management Strategy with the following items discussed: definition and importance of talent management; integrated talent management model; accomplishments in 2015 and next steps.
- 43% of our leaders can potentially retire within the next five years; we have a large pool of talent to choose from throughout the entire system organization;
- Within 12-18 months when every person will be attached to a standardized job description
- This committee suggested a succession plan report be provided once per year to the Governance Committee of the Board and Human Resources data will be reported to the Resource & Audit Committee on a quarterly basis.

### **E-Board Packages**

- In response to requests by some members, it was suggested to consult with the Board on moving to an e-agenda package going forward.
- The committee discussed the distribution format of the JBG package and it was suggested it be distributed electronically; should a hard copy be requested by an individual member, it would be available at the meeting.
- A Board member portal was also suggested for members to obtain all board materials and presentations.
- Further consultation to take place at the JBG meeting, but preliminary recommendation is that the JBG and all Board Committee Agenda packages will now be distributed electronically with a copy available at the meeting, for those requesting.
- S. Monzavi to raise possibility of electronic Board packages at March JBG meeting for discussion.
- J. Fry to advance on board portal development.

### **Site President Evaluation**

- SJHS Policy 14-SYS-MO Performance Evaluation and Compensation for Site Presidents was brought forward for information.
- This is an annual process which usually takes place in May for all Site Presidents and will include the Quality Improvement Plan (QIP) results. An evaluation Committee will be established which will be chaired by the CEO and will include the Officers of the Board, and the Chair of the Medical or Professional Advisory Committee.
- The policy was reviewed and discussed.

### **Quarterly Report to SJHS**

- The Quarterly report to SJHS has been brought forward for review and will move forward to SJHS Board for its March meeting.

### **Annual Report to SJHS**

- Draft template for Reports/Presentations from Member Organizations to the SJHS Board was brought forward for information.
- D. Higgins and J. Fry will meet with JBG Chair to review slides

### **Review/Renew JBG Policies**

- The following policies were brought forward for review and approval and changes were highlighted for committee members:
- **ON MOTION DULY MADE AND SECONDED, THE FOLLOWING RESOLUTION WAS PASSED: The following policies are approved:**

- **JBG#15 – Board Trustee Evaluation**
- **JBG#16 - Environmental Policy**
- **JBD#17 - Travel Policy – Board Expense Claims**

<b>Policy Name: JBG – Board Trustee Education</b>	
<b>Policy Number</b> (JBG or voting organization – number - approval year): JBG - #15 - 2016	<b>Cross Reference:</b> SJHH, SJVD, SJHC Administrative By-laws JBG - #17 JBG Travel Policy – Board Expense Claims
<b>Replaces:</b>	<b>Pages:</b> 1 of 1
<b>Approved by:</b> St. Joseph's Hamilton Joint Boards of Governors (JBG)	<b>Recommended by:</b> Governance, Mission and Values Committee of the JBG
<b>Approved on:</b>	<b>Recommended on:</b> March 1, 2016

**1.0 Purpose**

- 1.1** To provide educational development opportunities to the JBG as it relates to their roles and responsibilities as Trustees of the JBG.

**2.0 Policy Statement**

- 2.1** The JBG will assist Trustees in taking advantage of educational opportunities relevant to their role as a Trustee by assisting in the payment of pre-approved educational expenses.

**3.0 Procedure**

- 3.1** An annual budget for JBG educational expenses is approved annually by the JBG at a Spring Board meeting.
- 3.2** Members of the JBG and JBG committees will be offered internal and external educational opportunities relevant to their responsibilities as they are made available from external organizations, meetings and/or conventions
- 3.3** JBG members will apply to the Chair and Secretary of the JBG for approval of payment for attendance at an external educational program/meeting/convention.
- 3.4** Following attendance the Trustee will submit an expense claim to the JBG Secretary for reimbursement, consistent with JBG Policy 17, supported by the appropriate receipts for reasonable expenses for travel, food and lodging etc.

<b>Policy Name: JBG – Environmental Policy</b>	
<b>Policy Number</b> (JBG or voting organization – number - approval year): JBG - #16 - 2016	<b>Cross Reference:</b> SJHH, SJVD, SJHC Administrative By-laws
<b>Replaces:</b>	<b>Pages:</b> 1 of 1
<b>Approved by:</b> St. Joseph's Hamilton Joint Boards of Governors (JBG)	<b>Recommended by:</b> Governance, Mission & Values Committee of the JBG
<b>Approved on:</b>	<b>Recommended on:</b> March 1, 2016

### 1.0 Policy Statement

**1.1** Consistent with our vision of providing outstanding health care and support to clients, staff, and the broader community we serve, the St. Joseph's Hamilton Joint Boards of Governors (JBG) will do so in a manner that minimizes undue risk and adverse environmental impacts on health, and the natural environment. The JBG shall, as a minimum, comply with, or when possible exceed all legal and other requirements to which the organization subscribes, through the application of sustainable development principles. We will strive for continual improvement in our environmental performance through pollution prevention, and optimization of energy efficiency in our everyday activities, and implementation of innovative strategies that promote a healthy environment.

### 2.0 Procedure

**2.1** Management will set and review annual environmental objectives and targets with the JBG.  
**2.2** The annual objectives will be presented at the beginning of the fiscal year and the reviews will occur on a semi-annual basis.

### 3.0 Definitions

**3.1** Pollution Prevention – use of processes, practices, materials, or products that avoid, reduce, or control pollution which may include recycling, treatment, process changes, control mechanisms, efficient use of resources, and material substitution.

<b>Policy Name: JBG – Travel Policy – Board Expense Claims</b>	
<b>Policy Number</b> (JBG or voting organization – number - approval year): JBG - #17 - 2016	<b>Cross Reference:</b> SJHH, SJVD, SJHC Administrative By-laws
<b>Replaces:</b>	<b>Pages:</b> 1 of 1
<b>Approved by:</b> St. Joseph's Hamilton Joint Boards of Governors (JBG)	<b>Recommended by:</b> Governance, Mission & Values Committee of the JBG
<b>Approved on:</b>	<b>Recommended on:</b> March 1, 2016

## 1.0 Purpose

- 1.1 To provide parameters for reimbursement for out-of-pocket travel expenses of members of the JBG, members of standing or other JBG committees, and others who may from time-to-time be called upon to travel in connection with service to the JBG.

## 2.0 Policy

- 2.1 **Accommodation:** Single room hotel accommodation will be reimbursed. When accompanied by a spouse, the member must determine if there is an added cost of double occupancy and make the appropriate reduction on the hotel bill submitted for reimbursement.
- 2.2 **Meals:** The member's reasonable out-of-pocket costs for personal meals will be reimbursed consistent with current SJHH Travel & Expense Policy #002-ADM.
- 2.3 **Transportation**
- 2.3.1 The mode of transportation chosen - air, train or car – should be that which enables the member to attend to JBG business with the least cost to the JBG consistent with the least amount of interruption to the member's regular business and personal schedules.
- 2.3.2 If travel is by automobile, reimbursement for mileage will be consistent with current SJHH Travel & Expense Policy #002-ADM
- 2.3.3 Those not within convenient car distance will be reimbursed for economy airfare, or reserved rail fare, plus the costs of local transportation to and from terminals.
- 2.4 **Miscellaneous items for Reimbursement**
- 2.4.1 Telephone – Necessary telephone calls occasioned by absence from home base.
- 2.4.2 Tips – Reasonable and necessary gratuities for service attendances and portage. Meal tips are to be included with meal claims.
- 2.4.3 Taxi Fares – Taxi or transportation services to and from air terminal or train station.
- 2.4.4 Parking – Charges incurred when a personal car is used to travel to and from the original airport. Parking at destination when travel is by car.
- 2.5 **Receipts**
- 2.5.1 Receipts must accompany claims where applicable. All claims should be submitted to the Office of the SJHS Senior Vice-President, Resource and Infrastructure.
- 2.6 **Posting of Expenses**
- 2.6.1 As per the Freedom of Information and Protecting of Personal Privacy Act (FIPPA), all expenses for JBG members will be posted on the member organization's website.

<b>Policy Name: Schedule A - Declaration of Commitment to Mission and Confidentiality and Conflict of Interest Policy</b>	
<b>Policy Number</b> (JBG or voting organization – number - approval year): JBG - #18 - 2016	<b>Cross Reference:</b> SJHH, SJVD, SJHC Administrative By-laws
<b>Replaces:</b>	<b>Pages:</b> 1 of 2
<b>Approved by:</b> St. Joseph's Hamilton Joint Boards of Governors (JBG)	<b>Recommended by:</b> Governance, Mission & Values Committee of the JBG
<b>Approved on:</b>	<b>Recommended on:</b> March 1, 2016

### St. Joseph's Hamilton Joint Boards of Governors

#### Declaration of Commitment to Mission and Confidentiality and Conflict of Interest Policy

A) Declaration of Commitment to Mission and Confidentiality

I agree to maintain all patient, clinical, employee, medical staff and business information – whether verbal, written or transmitted electronically – in strictest confidence.

I also agree to maintain confidentiality of designated information presented and discussed at St. Joseph's Hamilton Joint Boards of Governors meetings and meetings of Committees of the JBG.

I have received copies of the following documents:

- Mission, Vision & Value Statements for SJHH, SJVD, SJHC
- Mission, Vision & Value Statements for St. Joseph's Health System
- Health Care Ethics Guide published by the Catholic Health Association of Canada (CHAC)
- JBG Governance Policies
- SJHH, SJVD, SJHC By-laws

I agree to remain true to the Mission values in all deliberations and decisions of the JBG, its committees or work groups or activities during my term as a member of the JBG or as a member of any of the Committees of the JBG.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

B) Declaration of Commitment to Conflict of Interest Policy

All trustees of the St. Joseph's Hamilton Joint Boards of Governors (JBG) have a duty to ensure that the trust and confidence of the public in the integrity of the decision-making processes of the JBG is maintained by ensuring that they and other trustees of the JBG strive to avoid conflict or potential conflict (actual or perceived) in their decision-making.

It is important that all trustees understand their obligations when a conflict of interest or potential conflict arises in their decision making.

In accordance with the JBG Conflict of Interest Policy and the SJHH, SJVD, SJHC by-laws, I agree to comply with the St. Joseph's Hamilton Joint Boards of Governors (JBG) Conflict of Interest Policy (JBG Policy #3) and the relevant SJHH, SJVD and SJHC by-laws in respect of any specific conflict that may arise.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME



**RESOURCE & AUDIT COMMITTEE of the  
St. Joseph's Hamilton Joint Boards of Governors (JBG)**



## **Treasurer's Report to the JBG Resource and Audit Committee Meeting (March 22, 2016)**

### **4.1 SJVD Audited Financial Statements & Audit Findings**

KPMG provided the Committee with an overview of the pre-circulated draft Audit Findings report for St. Joseph's Villa Dundas, St. Joseph's Estates and St. Joseph's Villa Seniors' Centre for the period ending December 31, 2015.

### **5.1 Review of Provisions & Accruals (SJHH)**

The Statement of provisions and accruals was reviewed with no significant changes being noted.

### **5.2 JTFS 2016/2017 Budget Strategies Update**

A brief update was provided. The organization is continuing to look for strategies to close the outstanding budget gap. A verbal update on the recent MOHLTC funding announcement was provided.

### **5.3 Clinical Transformation Project Update**

Timing and next steps were briefly discussed.

### **5.5 SJHH Foundation Update**

The annual SJHH Foundation update was provided.

- the completed Timeless Care Tomorrow's Discoveries campaign having met its targeted goal with gifts and pledges having been secured over the past 4 years
- the 2015-2016 fundraising target is set at \$9.1M with funds raised through various means

### **5.6 BMO Tower Debt Renewal (MOTION)**

The Term Sheet for the BMO debt renewal was approved at the April 29<sup>th</sup>, 2015 meeting. The resulting amendment agreement was discussed.

### **6.1 SJHC 2016/2017 Budget (MOTION)**

The St. Joseph's Home Care 2016/2017 internal operating budget assumes a balanced position for all LHIN funded programs. Risks and opportunities related to the budget were discussed.



**QUALITY COMMITTEE of the  
St. Joseph's Hamilton Joint Boards of Governors (JBG)**

**QUALITY COMMITTEE OF THE  
St. Joseph's Hamilton Joint Boards of Governors (JBG)**

- Summary of the March 8 2016 Meeting -

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**The Committee discussed the following new business:**

**Patient Safety Priority – Improving Access for St. Joseph's Healthcare – Presentation by M. Joyner**

**Highlights from the presentation included:**

- St. Joseph's Healthcare continues to improve access to enhance patient safety, reduce delay to access services, use accurate and timely data for decision making
- Focused Improvement areas include:
  - Improving access for patients referred to the Anxiety Treatment Research Centre
  - Improving access for patients referred to the Dual Diagnosis Clinic
  - Reducing the percentage of patients designated as Alternate Level of Care (ALC)
- Some successes we have had in the area of improving access include:
  - Reducing cataract and cancer surgery wait times
  - Door to Doctor time in ER department
  - Integrated Collaborative Care (ICC)

**LHIN 2015-16 Health Service Provider Obligation – Presentation by D. Higgins, J. Loncke & D. Bernardo**

**Highlights from the presentation included:**

- All Health Services Providers are obligated to submit quality related documents to the LHIN on an annual basis. These documents include a board policy, a balanced scorecard and a quality plan identifying improvement initiatives. This summary highlights the results of these documents received in the HNHB LHIN office.
- All 3 organizations have submitted the required Quality Obligation Feedback
- St. Joseph's Home Care considered a leader in the community as compared to other home care facilities that are a part of the LHIN as they have already completed a Quality Improvement Plan which they are currently not obligated to do

**Fiduciary**

Sign-off of the New QIP's 2016/17 (Bill 46), with the following motion:

**THAT THE QUALITY COMMITTEE OF THE JBG RECOMMENDS THE QUALITY IMPROVEMENT PLANS FOR 2016/17 FOR ST. JOSEPH'S HEALTHCARE HAMILTON, ST. JOSEPH'S VILLA AND ST. JOSEPH'S HOMECARE, TO THE ST. JOSEPH'S HAMILTON JOINT BOARDS OF GOVERNORS (JBG), FOR APPROVAL.**