



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

*February 2020*

*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

**Respect** – Mind, Body & Spirit of the Whole Person



## Definition

Places high emphasis on the well being and quality of life by responding to the needs of the whole person: body, mind and spirit. Appreciates the viewpoint and circumstances of others and recognizing the value of the individual

## Behaviours

- Provides positive interpersonal relations
- Is focused on the quality of life
- Is concerned with diversity

**St. Joseph's Hamilton Joint Boards of Governors – Open Agenda**  
**Thursday, February 27, 2020**  
**1530 hours**

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

- Elected Members** Mr. Adriaan Korstanje (Chair), Mr. Lee Clayton, Dr. Naresh Agarwal, Mr. David Tonin, Mr. Sonny Monzavi, Ms. Lynn McNeil, Mr. Rod Dobson, Mrs. Barb Beaudoin, Mrs. Catherine Olsiak, Dr. Carolyn Byrne, Dr. Laura Harrington, Mr. Leo Perri, Ms. Mary Martin.
- Ex-Officio Members** Dr. Matt Miller, Ms. Winnie Doyle, Dr. David Russell, Dr. Paul O'Byrne, Ms. Melissa Farrell.
- Senior Management Team** Dr. Tom Stewart, Mr. Brian Guest, Mr. John Woods, Dr. Carolyn Gosse, Dr. Jack Gauldie.
- Resource** Mrs. Stephanie Trowbridge, Mrs. Fadia Voogd, Ms. Sera Filice-Armenio, Mr. Don Davidson.

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

<i>Time</i>	<i>Item</i>	<i>Topic</i>	<i>Values</i>	<i>Lead</i>	<i>Page</i>
<b>1530</b>	<b>1.0</b>	<b>Call to Order</b>		A.Korstanje	
	1.1	Opening Prayer and Reflection on <b>RESPECT</b>	R2		
	1.2	Introduction of Guests	R2		
<b>1535</b>	<b>2.0</b>	<b>Consent Agenda Part "A" (Motions Listed)</b> <b><i>(Note: Any JBG Member can ask for removal of any item from Consent Agenda for discussion)</i></b>			
		<b>THAT THE FOLLOWING RECOMMENDATIONS BE APPROVED:</b>	R2	All	
	2.1	<b>Approval of Agenda</b> <u>JBG Voting Members</u> <b>THAT THE AGENDA FOR THE OPEN SESSION OF THE ST. JOSEPH'S HAMILTON JOINT BOARDS OF GOVERNORS BE APPROVED AS CIRCULATED</b>			
	2.2	<b>Declaration of Conflict of Interest</b> <u>JBG Voting Members</u> <b>THAT THERE IS NO CONFLICT OF INTEREST NOTED</b>			
	2.3	<b>Approval of Minutes of the JBG Meeting</b> <u>JBG Voting Members</u> <b>THAT THE MINUTES OF THE OPEN SESSION OF THE MEETING OF THE ST. JOSEPH'S HAMILTON JOINT BOARDS OF GOVERNORS HELD JANUARY 30, 2020 BE</b>			

		<b>APPROVED</b>			
<b>1540</b>	<b>3.0</b>	<b>Generative Discussion</b>			
		Bariatric Program – see e-materials	E	A.M. MacDonald/M. Anvari	
<b>1610</b>	<b>4.0</b>	<b>Business (Motions Listed)</b>			
	4.1	<b>Quality Committee</b> <u>JBG Voting Members</u> <b>THAT THE MINUTES OF THE QUALITY COMMITTEE MEETING OF FEBRUARY 18, 2020 BE ACCEPTED FOR INFORMATION</b>	R2	B. Beaudoin	
	4.2	Other			
<b>1630</b>	<b>5.0</b>	<b>Reports</b>			
		<b>THE FOLLOWING REPORTS ARE PROVIDED FOR INFORMATION:</b>			
	5.1	Treasurer’s Report from Resource and Audit Committee	R2	D. Tonin	
	5.2	Chair’s Remarks	R2	A. Korstanje	
	5.3	Report of Presidents		M.Farrell/ C. Gosse/J. Woods	
	5.4	Report of the EVP and Chief Nursing Executive <i>(Note – Annual Nursing Report 2019 in e-materials)</i>	R2	W. Doyle	
	5.5	Report of Chief of Staff	R2	D. Russell	
	5.6	Report of SJHS President and CEO	R2	T. Stewart	
	5.7	Report of the President, Medical Staff Association	R2	M. Miller	
<b>1650</b>	<b>6.0</b>	<b>Consent Agenda Part “B” (Motions Listed)</b> <b><i>(Note: Any JBG Member can ask for removal of any item from Consent Agenda for discussion)</i></b>			
	6.1	<b>Governance, Mission and Values Committee</b> <u>JBG Voting Members</u> <b>THAT THE MINUTES OF THE GOVERNANCE, MISSION AND VALUES COMMITTEE MEETING OF FEBRUARY 4, 2020 BE ACCEPTED FOR INFORMATION</b>	R2	L. McNeil	
	6.2	<b>Resource and Audit Committee</b>	R2	D. Tonin	
<b>1700</b>	<b>7.0</b>	<b>Information Items</b>			
	7.1	Reports from Foundations	R2	S. Filice- Armenio/ D. Davidson	

	7.2	Quality Council Executive Visit Schedule			
	<b>8.0</b>	<b>Adjournment</b>		A. Korstanje	

**St. Joseph's Healthcare Hamilton**  
 50 Charlton Avenue East  
 Hamilton, ON, L8N 4A6  
 905-522-1155

**St. Joseph's Villa Dundas**  
 56 Governor's Road  
 Dundas, ON, L9H 5G7  
 905-627-3541

**St. Joseph's Home Care**  
 1550 Upper James St, Suite 201  
 Hamilton, ON, L9B 2L6  
 905-522-6887

Committee: St. Joseph's Hamilton Joint Boards of Governors – OPEN SESSION Date: January 30, 2020  
Called to order at: 1530 hours Adjourned: 1725 hours

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

Mr. A. Korstanje, Ms. L. McNeil, Mr. D. Tonin, Mr. S. Monzavi, Mrs. C. Olsiak, Dr. C. Byrne, Dr. N. Agarwal.

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

Mr. A. Korstanje, Ms. L. McNeil, Mr. D. Tonin, Ms. M. Martin, Mr. R. Dobson, Dr. L. Harrington, Mrs. B. Beaudoin.

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

Mr. A. Korstanje, Ms. L. McNeil, Mr. D. Tonin, Mrs. B. Beaudoin, Mr. L. Perri, Mr. L. Clayton.

Location: Dofasco Boardroom – Juravinski Innovation Tower

Present: Mr. A. Korstanje, Chair, Mr. S. Monzavi, Mrs. L. McNeil, Mrs. C. Olsiak, Dr. N. Agarwal, Ms. W. Doyle, Mrs. B. Beaudoin, Dr. L. Harrington, Dr. M. Miller, Ms. M. Farrell, Mr. D. Tonin, Dr. C. Byrne, Dr. D. Russel, Mr. B. Guest.

Regrets: Mr. R. Dobson, Mr. L. Clayton, Ms. M. Martin, Mr. L. Perri, Dr. T. Stewart, Dr. P. O'Byrne.

Resource Staff: Ms. F. Voogd, Dr. C. Gosse, Ms. S. Hollis, Ms. S. Trowbridge, Mr. A. Guy, Dr. J. Hunter, Ms. F. Vavaroutsos, Ms. T. Coxon, Ms. S. Filice-Armenio.

Guests Open: Ms. C. Brimner, Ms. S. Zidaric-Seymour, Mr. M. Brogno, Dr. M. Smieja, Ms. A. Bialachowski.

Guests In-Camera:

NEXT MEETING February 27, 2020

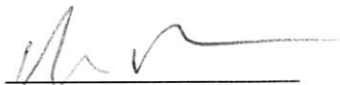
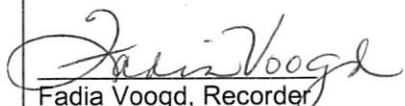
Subject	Discussion
<b>PROTOCOL</b>	
<b>1.0 CALL TO ORDER</b>	The meeting was called to order at 1530 hours by A. Korstanje.
<b>1.1 OPENING PRAYER</b>	L. McNeil opened the meeting with a prayer. There was reflection with respect to the value of JUSTICE. C. Brimner gave an example of living the value of JUSTICE.
<b>1.2 INTRODUCTION OF GUESTS</b>	All invited guests were introduced. Dr. M. Miller was welcomed to his first JBG meeting as President of the Medical Staff Association.
<b>2.0 CONSENT AGENDA PART "A"</b>	Noted there were no requests to remove items and therefore the following motions were approved:
	<u>All JBG Voting Members</u>
	<i>ON MOTION DULY MADE AND SECONDED THE FOLLOWING RESOLUTIONS WERE PASSED:</i>
	<b>THAT THE AGENDA FOR THE OPEN SESSION OF THE ST. JOSEPH'S HAMILTON JOINT BOARDS OF GOVERNORS BE APPROVED AS CIRCULATED</b>
	<b>THAT NO CONFLICT OF INTEREST WAS NOTED</b>
	<b>THAT THE MINUTES OF THE OPEN SESSION OF THE MEETING OF THE ST. JOSEPH'S HAMILTON JOINT BOARDS OF GOVERNORS HELD NOVEMBER 28, 2019 BE APPROVED</b>
<b>3.0 GENERATIVE DISCUSSION</b>	<ul style="list-style-type: none"> <li>S. Zidaric-Seymour, Director, Volunteer Association gave a presentation on Volunteer Resources. A SJHH Volunteer Profile noted that 52K service hours were contributed in 2019. Composition of volunteer programs, overall volunteer engagement, pressures and trends, achievements and looking ahead at the strategic journey were highlighted.</li> <li>A video highlighting "what matters most" was shown – queries about wayfinding, parking, etc. It was noted that in preparation for Accreditation a volunteer portal was launched. The "Pocket Pals" Program was overviewed.</li> </ul>

Subject	Discussion
<p><b>4.0 BUSINESS</b></p> <p><b>4.1 QUALITY COMMITTEE</b></p>	<ul style="list-style-type: none"> <li>• Lots of feedback was received from the volunteers with respect to the Strategic Plan. Once roll out of the plan began, each week was focused on a different direction. Exploration with respect to digital technology opportunities for volunteers, as well as the ICC Project are also being explored between Volunteer Services and the community. It was noted that Volunteer Services are looking forward to working with the new VP Education in relation to high school co-op learner programs to further enhance their co-op experience. It was noted that a student leadership program has also been launched and work is ongoing in collaboration with the senior care planning team.</li> <li>• Benchmarks related to the length of volunteer retention were discussed.</li> <li>• The relationship between volunteers and nursing staff ensued and it was noted that volunteers, when provided feedback and comments by patients on units, will bring these comments back to the charge nurse.</li> </ul> <p><b>December 2019</b></p> <ul style="list-style-type: none"> <li>• A patient story was highlighted with respect to a patient who had been in and out of hospital for several months. The story demonstrated the surgical programs ability to do prevention work in particular with narcotic addictions.</li> <li>• Webexes received – Quality Report Surgical Program, Quality – Safe – Medication Safety for SJH, Fiduciary Incident and Risk for SJHC and SJVD were highlighted.</li> <li>• Critical incident report and SJVD Compliance Status Report were highlighted.</li> <li>• PES workplan update was provided.</li> </ul> <p><b>January 2020</b></p> <ul style="list-style-type: none"> <li>• A patient story was highlighted with respect to a patient who was living with COPD for several years. It was noted that since the patient entered the Integrated Comprehensive Care (ICC) Program, the patient's health was improved dramatically.</li> <li>• Webexes received – Dovetale - Quality of Care and Quality Domain: Effective ICC for SJHC were highlighted.</li> <li>• Monthly critical incident reports were overviewed for all three organizations.</li> <li>• It was requested that C. Gosse confirm the QIP targets for medication safety and wound management.</li> </ul> <p style="text-align: center;"><u>All JBG Voting Members</u></p> <p><i>ON MOTION DULY MADE AND SECONDED THE FOLLOWING RESOLUTIONS WERE PASSED:</i></p> <p><b>THAT THE MINUTES OF THE QUALITY COMMITTEE MEETING OF DECEMBER 17, 2019 BE ACCEPTED FOR INFORMATION</b></p> <p><b>THAT THE MINUTES OF THE QUALITY COMMITTEE MEETING OF JANUARY 21, 2020 BE ACCEPTED FOR INFORMATION</b></p>



Subject	Discussion
<p>4.2 OTHER</p> <p>5.0 REPORTS</p>	<p><b>THE FOLLOWING REPORTS WERE RECEIVED FOR INFORMATION:</b></p> <p><b>SUMMARY REPORT OF THE GOVERNANCE, MISSION AND VALUES COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• Working through the MOUs to ensure appropriate alignment between the Foundations and JBG.</li> <li>• Enterprise Risk Management was also highlighted as a quarterly review.</li> <li>• The Annual Ethics Report was received.</li> <li>• It was noted that good progress has been made to date with respect to the Nominating Sub-Committee process. Sixteen applications have been received with respect to Board and community membership applicants for the JBG and JBG sub-committees. The adoption of the “blind” application process has worked well.</li> </ul> <p><b>TREASURER’S REPORT FROM THE RESOURCE AND AUDIT COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• KPMG presented their letter of engagement with respect to the SJVD.</li> <li>• Excellent discussion occurred related to the QIP. Needed to ensure alignment to strategic plan and important to note that there will be seven QIPs and that not all are tied to executive compensation.</li> <li>• All VPs attended to present and answer questions with respect to their operational planning and performance plans.</li> </ul> <p><b>CHAIR’S REMARKS</b></p> <ul style="list-style-type: none"> <li>• Leadership Teams and board members from across the SJHS gathered on December 5<sup>th</sup> for a presentation by Father Francis Morrissey, OMI on the doctrinal and canonical principles relating to the sponsorship of apostolic works.</li> <li>• A meeting was held recently with the Chair, SJHH and Chair, HHS to explore and discuss potential areas for collaboration.</li> <li>• The Digital Solutions staff were thanked for their support with respect to the cyber incident which occurred in December.</li> <li>• A. Korstanje was the guest from the JBG at the January MAC meeting on January 9<sup>th</sup>.</li> <li>• The Medical Staff Dinner was held on January 17<sup>th</sup> and a number of board members were in attendance.</li> </ul> <p><b>REPORT OF PRESIDENTS</b></p> <p><b>SJVD</b></p> <ul style="list-style-type: none"> <li>• Life Labs, which recently experienced a cyber attack, has assured SJVD that they have taken every possible measure to protect the privacy of their customers and are confident the threat has been eliminated.</li> <li>• The front entrance of the Villa is due to be completed by tomorrow.</li> </ul> <p><b>SJHC</b></p> <ul style="list-style-type: none"> <li>• SJHC has submitted a Pre-Qualification Application to Health Shared Services Ontario for Nursing, PSW’s and Therapies in preparation for new OHT and strategy objectives.</li> </ul> <p><b>SJHH</b></p> <ul style="list-style-type: none"> <li>• Dr. Azim Gangji has begun his role as VP Education. Dr. Gangji will attend the February JBG for a meet and greet.</li> <li>• It was noted that the Open Reports of the President will be shared with the SJHH leadership team.</li> <li>• Dr. M. Smieja and A. Bialachowski were present to give an update with respect to the Coronavirus situation. A briefing note was circulated to JBG members. Noted that a Management Forum lead by M. Smieja and A. Bialachowski was held today to provide management staff an update on the current situation. The</li> </ul>

Subject	Discussion
<p data-bbox="138 925 430 989"><b>6.0 CONSENT AGENDA PART "B"</b></p> <p data-bbox="138 1053 430 1138"><b>6.1 GOVERNANCE, MISSION AND VALUES COMMITTEE</b></p> <p data-bbox="138 1755 397 1819"><b>6.2 RESOURCE AND AUDIT COMMITTEE</b></p>	<p data-bbox="609 148 1550 276">Infection Control Team is constantly monitoring the situation as it evolves and a fact sheet for staff is provided to give them the most up to date information. It is noted that as of today the World Health Organization has declared a global emergency with respect to the Coronavirus.</p> <ul data-bbox="560 276 1550 404" style="list-style-type: none"> <li>• Extensive discussion ensued with respect to organizational preparation.</li> <li>• The hospital has continued to maintain an Infectious Disease and Pandemic Influenza equipment supply and this was inventoried and the supply updated in December 2019.</li> </ul> <p data-bbox="511 436 885 457"><b>REPORT OF CHIEF OF STAFF</b></p> <ul data-bbox="560 468 1550 649" style="list-style-type: none"> <li>• It was noted that HAHSO Research Innovation Grants were just announced. There were 22 grants allocated this year and SJHH has received 11 grants. It is encouraging to note that grants were allocated throughout many of the medical/surgical disciplines.</li> <li>• Residents Awareness Week will be held the week of February 10<sup>th</sup>. Various activities are planned.</li> </ul> <p data-bbox="511 680 1031 712"><b>REPORT OF SJHS PRESIDENT AND CEO</b></p> <ul data-bbox="560 712 803 744" style="list-style-type: none"> <li>• No further report.</li> </ul> <p data-bbox="511 776 1307 808"><b>REPORT OF THE PRESIDENT, MEDICAL STAFF ASSOCIATION</b></p> <ul data-bbox="560 808 1550 904" style="list-style-type: none"> <li>• M. Miller noted that the new Medical Staff Executive began in January and that the first yearly meeting of the MSE will occur next week. Physician wellness will be a major focus for the MSA this coming year.</li> </ul> <p data-bbox="511 1032 1550 1095">Noted there were no requests to remove items and therefore the following motions were approved:</p> <p data-bbox="828 1117 1242 1149" style="text-align: center;"><u>SJVD AND SJHH Voting Members</u></p> <p data-bbox="511 1181 1477 1244"><i>ON MOTION DULY MADE AND SECONDED THE FOLLOWING RESOLUTIONS WERE PASSED:</i></p> <p data-bbox="511 1276 1542 1393"><b>THAT THE PROPOSED CHANGES TO THE MOU'S BETWEEN SJVD AND SJVD FOUNDATION AND SJHH AND SJHH FOUNDATION BE PRESENTED AS DRAFTS FOR REVIEW WITH EACH OF THE RESPECTIVE FOUNDATION BOARDS BE APPROVED</b></p> <p data-bbox="901 1425 1169 1457" style="text-align: center;"><u>JBG Voting Members</u></p> <p data-bbox="511 1489 1477 1553"><i>ON MOTION DULY MADE AND SECONDED THE FOLLOWING RESOLUTIONS WERE PASSED:</i></p> <p data-bbox="511 1585 1453 1649"><b>THAT THE REVISIONS TO THE NOMINATING SUBCOMMITTEE TERMS OF REFERENCE BE APPROVED</b></p>

Subject	Discussion
<p><b>7.0 INFORMATION ITEMS</b></p> <p><b>7.1 REPORTS FROM FOUNDATIONS</b></p> <p><b>7.2 WALKABOUT AND COUNCIL MEETING SCHEDULES</b></p> <p><b>8.0 ADJOURNMENT</b></p>	<ul style="list-style-type: none"> <li>• M. Brogno from the St. Joseph's Healthcare Foundation attended to give an overview of this year's Around the Bay Road Race and encouraged all JBG members to participate in this important fundraising event for the hospital.</li> <li>• The reports from the SJHH and SJVD Foundations were received for information.</li> <li>• Executive Walkabout Schedule and Council Meeting Schedule was provided.</li> <li>• There was no further business and the meeting adjourned.</li> </ul> <p>_____</p> <p>Adriaan Korstanje, Chair</p>  <p>_____</p> <p>Melissa Farrell, Secretary</p>  <p>_____</p> <p>Fadia Voogd, Recorder</p>