

# Hamilton Board Committee

*Thursday, October 31, 2013*

*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 – OPEN SESSION - Agenda**

Date:	Thursday, October 31, 2013
Time	1530-1605 hours
Location:	Dofasco Boardroom, Juravinski Innovation Tower, Charlton Campus, St. Joseph's Healthcare Hamilton
Members:	C. Santoni, Chair, M. Dow, W. Doyle, H. Fuller, M. Guise, J. Kelton, J. LoPresti, S. Monzavi, R. Rocci, B. Gould, M. Taylor, T. Thoma, P. Tice, D. Tonin, C. Milne.
Resource:	D. Higgins, S. Filice-Armenio, M. Ellis, B. Herechuk, F. Ros.
Guests:	Dr. C. Boylan, Mrs. V. Raab, Mr. G. Linton, Mr. T. Pepper, Ms. S. Sutradhar.
Regrets:	J. Gauldie

Item	Topic	Page	Responsibility	Time	
1.0	<b>PROTOCOL</b>			1530-1535	
1.1	Call to Order		Mr. C. Santoni		
1.2	Opening Prayer		Mrs. C. Milne		
1.3	Introduction of Guests		Mr. C. Santoni		
1.4	Declaration of Conflict of Interest		All		
2.0	<b>AGENDA &amp; MINUTES</b>				
2.1	Approval of the Agenda		Mr. C. Santoni		
2.2	Additions to Agenda		Mr. C. Santoni		
2.2.A	Presentation				
2.3	Approval of Minutes – September 26, 2013	1-3	Mr. C. Santoni		
2.3.1	<b><i>Motion for Approval by Hamilton Board Committee: THAT THE OPEN MINUTES OF THE SEPTEMBER 26, 2013 HAMILTON BOARD COMMITTEE BE APPROVED</i></b>				
3.0	<b>REPORTS</b>				1535-1555
3.1	Chair's Report		Mr. C. Santoni		
3.2	President's Report	4-7	HBC Presidents		
3.3	President of the Medical Staff Association		Dr. G. Chaimowitz		
3.4	Presidents of SJH Foundation and SJV Foundation		Ms. S. Filice-Armenio Ms. M. Ellis		
4.0	<b>NEW BUSINESS</b>			1555-1600	
5.0	<b>INFORMATION ITEMS</b>				
5.1	HBC Summary	8-9			
6.0	<b>ADJOURNMENT</b> <b><i>Motion for Approval by Hamilton Board Committee: THAT THE OPEN SESSION OF THE HBC BE ADJOURNED</i></b>		Mr. C. Santoni	1600	

*Note: Trustees who wish to have items moved from the Consent Agenda to the Closed/Open Agenda should contact the SJHH President's Office prior to the Board Meeting. Trustees also have an opportunity to make this request when the open agenda is presented at the Board Meeting.*



**Committee:** Hamilton Board Committee – OPEN SESSION **Date:** September 26, 2013  
**Called to order at:** 1530 hours **Adjourned:** 1543 hours  
**Location:** Dofasco Boardroom – 2<sup>nd</sup> Floor Juravinski Innovation Tower  
**Present:** Mr. C. Santoni - Chair, Mrs. M. Dow, Mr. R. Rocci, Mr. S. Monzavi, Mr. P. Tice, Mr. B. Gould, Mrs. C. Milne, Mr. D. Tonin, Dr. J. Gauldie, Dr. C. Finlay, Ms. W. Doyle, Mr. T. Thoma, Mrs. S. Filice-Armenio, Dr. H. Fuller.  
**Regrets:** Dr. M. Guise, Mrs. M. Taylor, Mr. J. LoPresti, Dr. J. Kelton, Dr. G. Chaimovitz.  
**Resource Staff:** Dr. D. Higgins, Ms. K. Romanoski, Mr. B. Herechuk, Mr. D. Bakker, Mrs. M. Ellis, Mrs. K. Ciavarella, Dr. K. Smith.  
**Guests:** None.  
**NEXT MEETING** October 31, 2013

Subject	Discussion
<b>1. PROTOCOL</b>	
<b>1.1 CALL TO ORDER</b>	The meeting was called to order at 1530 hours by C. Santoni.
<b>1.2 OPENING PRAYER</b>	T. Thoma opened the meeting with a prayer.
<b>1.3 GUESTS</b>	All guests in attendance were introduced.
<b>1.4 DECLARATION OF CONFLICT OF INTEREST</b>	There was no declaration of conflict of interest.
<b>2. AGENDA AND MINUTES</b>	
<b>2.1 APPROVAL OF AGENDA</b>	It was MOVED by T. Thoma, SECONDED by R. Rocci, VOTED AND CARRIED:  <b>THAT THE HAMILTON BOARD COMMITTEE AGENDA BE APPROVED AS CIRCULATED</b>
<b>2.2 ADDITIONS TO THE AGENDA</b>	There were no additions to the agenda.
<b>2.3 APPROVAL OF THE MINUTES</b>	It was MOVED by M. Dow, SECONDED by S. Monzavi, VOTED AND CARRIED  <b>THAT THE (OPEN) MINUTES OF THE HAMILTON BOARD COMMITTEE OF JUNE 27, 2013 BE APPROVED</b>
<b>3. REPORTS</b>	
<b>3.1 Chair's Report</b>	C. Santoni reported the following: <ul style="list-style-type: none"> <li>◦ All HBC members were welcomed as the HBC embarks on the new 2013-14</li> </ul>

Subject	Discussion
	<ul style="list-style-type: none"> <li>• C. Milne and D. Tonin were welcomed as new members of the HBC and the Officers of the Board for 2013-14 were introduced.</li> <li>• B. Herechuk was welcomed. Bryan will be replacing Jessica Fry for the coming year in the Office of the President.</li> <li>• All Board members were invited to attend the following announcements taking place at SJHH on Friday, September 27;               <ul style="list-style-type: none"> <li>◦ The TD Grants in Medical Excellence Awards.</li> <li>◦ The Minister of Health, Deb Matthews will be at SJHH to announce support for the Integrated Comprehensive Care Program (ICCP)</li> </ul> </li> </ul>
<p><b>3.2 President's Report</b></p>	<p>D. Higgins introduced and welcomed David Bakker as the new Acting President of the SJ Villa Dundas replacing Shawn Gadsby.</p>
<p><b>3.3 President of the Professional Staff Association</b></p>	<p>Dr. C. Finlay noted that there are no issues to bring forward from the Medical Staff Association at this time.</p>
<p><b>3.4 St. Joseph's Healthcare Foundation and St. Joseph's Villa Foundation</b></p>	<p><b>St. Joseph's Healthcare Foundation – S. Filice-Armenio</b></p> <ul style="list-style-type: none"> <li>• The Foundation continues to work on updating Campaign priorities at the present time.</li> <li>• Donor Relations strategy is developing to coincide with the Grand Opening of the West 5<sup>th</sup> Campus.</li> <li>• It was noted that there are fifteen naming opportunities available until January 22, 2013 and there will be two donor walls implemented at West 5<sup>th</sup>.</li> <li>• The SJHH Holiday Gala will be taking place on Saturday, November 9, 2013 at Liuna Station.</li> </ul> <p><b>St. Joseph's Villa Foundation – R. Rocci for M. Ellis</b></p> <ul style="list-style-type: none"> <li>• Referred to Pg 4 - President's report in the minutes, stating a minor adjustment to reporting had no impacts.</li> <li>• The Annual SJVD Golf Tournament will be taking place on October 1<sup>st</sup>, 2013</li> <li>• A superb presentation by D. Borsellino to the City of Hamilton Future Fund Committee with a request of \$400,000 being approved with final approval expected by City Council on October 9, 2013. This brings the total raised by the Foundation for the capital campaign to \$1.2 Million. This total also includes a restricted gift of \$90,000 for audiology equipment.</li> <li>• St. Joseph's Villa will be now a community partner in the Road2Hope Race – we have 55 people running/walking with the expectation of raising \$5-10K.</li> </ul>
<p><b>4. NEW BUSINESS</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>5. INFORMATION ITEMS</b></p>	<ul style="list-style-type: none"> <li>• HBC Summary</li> </ul>
<p><b>6. ADJOURNMENT</b></p>	<p>It was MOVED by R. Rocci, SECONDED by D. Tonin, VOTED AND CARRIED THAT THE OPEN SESSION OF THE HBC BE ADJOURNED</p>

**Subject**

**Discussion**

Carl Santoni, Chair

*David Higgins*

David Higgins, Secretary

*K/Romanoski*

Kathleen Romanoski, Recorder

**OPEN REPORT TO THE HAMILTON BOARD COMMITTEE – OCTOBER 2013**

**1. Environmental Scan**

**1.1 SJHC: Regulation- 386/99 – Personal Support Services by Approved Agencies**

Over the next few years there will be a significant expansion, 3 million hours, of personal support services. To assist in this, the Ministry of Health and Long Term Care has instituted regulatory changes that allow Community Support Services (CSS) agencies to be approved, when recommended by a LHIN, to provide personal support services provided the agency meets the criteria for approval. This change has the potential to improve services for clients and could have a huge impact on the health system as a whole.

This will open up the opportunity for SJHC to provide PSW/Homemaking services to low acuity clients who are long stay, who do not require nursing support and could benefit from additional supports available through CSS. This legislative change should allow SJHC more autonomy to work in partnership with the client to determine the right service based on client need and the funding should be flexible enough to accommodate that (personal support, homemaking, or respite care and be able to give the client options). At the moment, SJHC is restricted to provide the level of care determined by the CCAC.

**1.2 SJHC: New Health Privacy Legislation Introduced**

The Ontario government has introduced significant new amendments to its health privacy legislation, the Personal Health Information Protection Act (PHIPA) that, if passed, would amend our health privacy laws to better address electronic health records. The proposed legislation, Bill 78 – the Electronic Personal Health Information Protection Act, 2013 (“EPHIPA”) – would amend three existing statutes, including PHIPA, to modernize the law and account for the existence of electronic health records. As more information for this new legislation becomes known, the HBC will be updated on the potential impact to SJHC and the ICC project.

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

On October 15, 2013, CCACs and Service Providers received communication from the QVHC Steering committee that the province-wide deployment of the Outcome-Based Pathways (OBP)/ Outcome-Based Reimbursement (OBR) service delivery model for the home care sector has been postponed for a short period. The local go-live date for Hamilton was scheduled for February 2014. The steering committee has committed to communicating a status update to the sector before the end of November 2013.

**1.4 SJHC: New CEO at Health Quality Ontario**

Dr. Joshua Tepper has been appointed President and Chief Executive Officer of HQO, and commenced in this position on September 23, 2013. Previously Dr. Tepper was Assistant Deputy Minister responsible for Health Human Resources and Health Force Ontario. He has some knowledge and interest in community services, including the role of PSWs.

**1.5 CBI Acquires We Care**

CBI Health Group has officially finished its acquisition of We Care Health Services effective October 3. Although both organizations will continue to operate both the We Care and CBI brands, the acquisition provides an opportunity to integrate We Care's national home health services into the CBI network of facilities and home-based care services.

## 2. Mission, Vision and Values Update

### 2.1 SJHC: SJHS Integrated Comprehensive Care (ICC) Project Recognitions

The ICC Project has received two formal recognitions for its work:

- Cancer Quality Council of Ontario (CQCO) Innovation Award Nomination - Improving the Lung Care Experience and Creating Efficiencies Across the Continuum: Integrated Comprehensive Care
- Minister's Medal Honouring Excellence in Health Quality and Safety Nomination – Integrated Comprehensive Care Project, St. Joseph's Health System

### 2.2 ICC LHIN 3 Expansion

St. Mary's ICC went live on August 27 (Thoracics, COPD, CHF). Cardiac is scheduled to begin in early November.

## 3. Operational Information

### 3.1 SJVD: Accreditation

The confirmed dates for the Villa's Accreditation survey are scheduled for May 26-28, 2014 and the morning of May 29th. The surveyors will finalize the preparation for the survey on the morning of May 26th. The Villa's Accreditation Teams are actively meeting. The Governance portion will be completed by the Villa Board members of the HBC.

### 3.2 SJHC: 2013-2014 Community Investment Funding Update - First Place Transitional Beds

As of September 25, 2013, HNHB LHIN Board meeting the HNHB LHIN Board approved base funding for SJHC to support three (3) transitional beds at First Place Hamilton on the Assisted Living Floor, to patients waiting for placement to a LTC facility who are eligible to go home with enhanced supports provided by the HNHB CCAC, but are unable to for the following reasons:

- No family support or person(s) to partner with CCAC and coordinate care,
- Behavioural issues - resistant to care,
- Having housing issues including homelessness or unsuitable housing such as hoarding behaviours which pose a barrier to home supports going into the home, or
- Requiring two person assistance with transfers

SJHC will work with the Discharge planners at both St Joseph's Healthcare and Hamilton Health Sciences to get this program operational by the end of November 2013.

### 3.3 SJHC: Accreditation

In the previous President's Report, SJHC informed that the SJHC Accreditation site survey is scheduled for April 28-30 2014. Preparation is underway now and will include a mock survey visit from Marianne Walker closer to the survey date. The Board of Directors will be involved in SJHC's Accreditation through the Governance Section and will need to complete a self assessment questionnaire that will be used to inform the on-site survey.

### 3.4 SJHC: Annual Staff Meeting

SJHC will hold its 4th annual staff meeting on November 18, 2013 at the Mancini Centre. The purpose of the meeting is twofold. The first is to update and recognize the staff's progress to date on achieving the goals set out within the strategic plan; second to present on a subject of interest to staff related to work life and learning. This year the focus will be on Employee Engagement.

**3.4 SJHH: West 5<sup>th</sup> Redevelopment Update**

**Construction**

- Construction is 96% complete
- Compliance review process started in the design stage by our PDC (Planning & Design Consultant) team and continued throughout construction
- Construction deficiency review process started in February 2013 and will continue into November. SJHH conducts daily site inspections, PDC conducts bi-weekly site reviews, items are logged and issued to PCL for resolution
- Coordination of Honeywell and SJHH IT systems is well underway with daily touch points to ensure tasks/issues and milestones are met

**Project Budget**

- Project Budget remains on target and under budget

**Human Resources**

- Currently project is on target to meet most Human Capital delivery dates

**3.5 SJHH: Radiologist QA Pilot**

The city-wide radiologist QA pilot project began October 7th. This joint initiative between SJHH and HHS has received positive media coverage with a recent article in the Toronto Star highlighting this proactive QA project. In response to the Trillium Health Centre, the Minister of Health and Long Term Care has appointed a group of provincial partners to develop quality assurance process recommendations for diagnostic radiology across Ontario including radiology peer review and accreditation programs. The Working Group membership includes representatives from the College of Physicians and Surgeons (CPSO), Cancer Care Ontario (CCO), the Ontario Medical Association (OMA), the Ontario Hospital Association (OHA), the Ontario Association of Radiologists (OAR), and Health Quality Ontario (HQO). The working group proceeded with three objectives:

- To understand and articulate a high level overview of the current state of quality assurance for radiology in Ontario,
- To identify gaps and opportunities in Ontario's system, and
- To make recommendations to enhance existing radiology quality assurance (peer review and accreditation) practices in the province.

**3.6 SJHH: Engagement, Leadership Development and Wellness**

**Engagement Initiatives**

	Snapshot training sessions	Snapshot training attendees	Managers Action Plans Rec'd (HBC Indicator)	Training and OD Interventions	Training & OD Interventions people impacted
This month	0	0	0	1	0
Fiscal	16	101	111	11	47

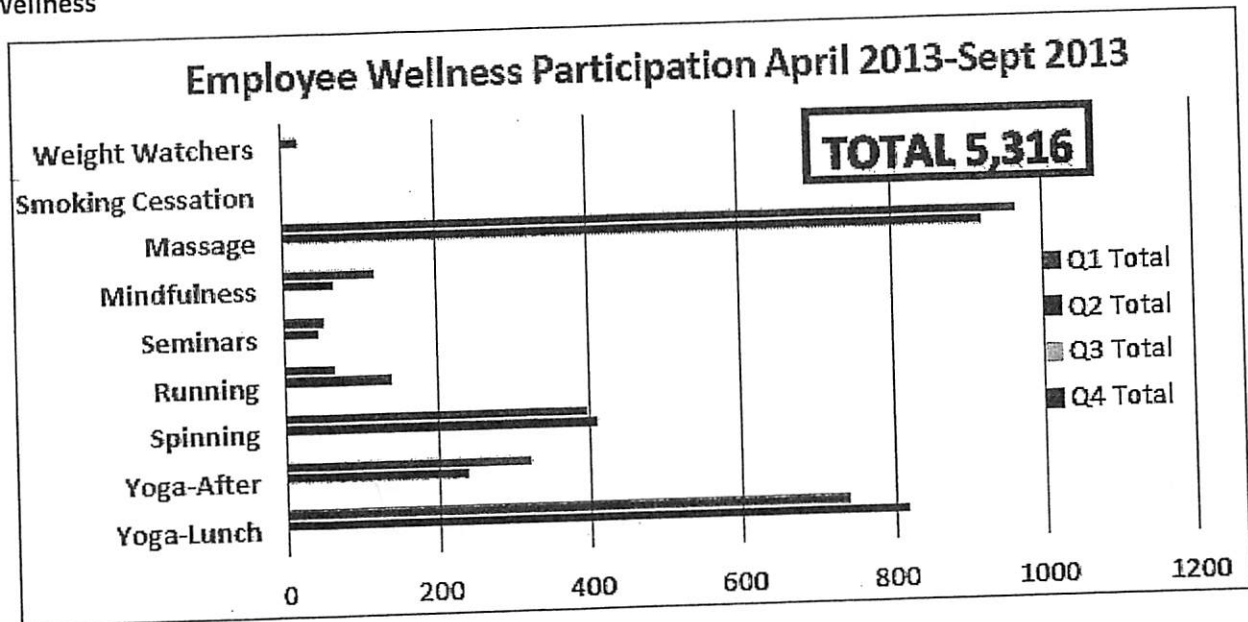
Based on approx. 112 Anticipated Action Plans/Managers

**Leadership Development**

The latest Emerging Leaders cohort started September 23<sup>rd</sup> with 30 participants from SJHH and HHS. On-boarding Leadership Development Program (LDP) has two modules completed (Introduction to Performance Management Module and Introduction to Unionized Environment). On-boarding LDP has a total of 34 participants, including SJHH and SJHC staff. The Senior LDP has started with 5 modules completed to date.



Wellness



**3.7 Top 100 Employers**

SJHH received has been announced as one of Canada's Top 100 Employers for 2014. This year's winners were officially announced on October 21, 2013 in an extended newspaper feature in The Globe and Mail.

**3.8 Laboratory Medicine – Microbiology**

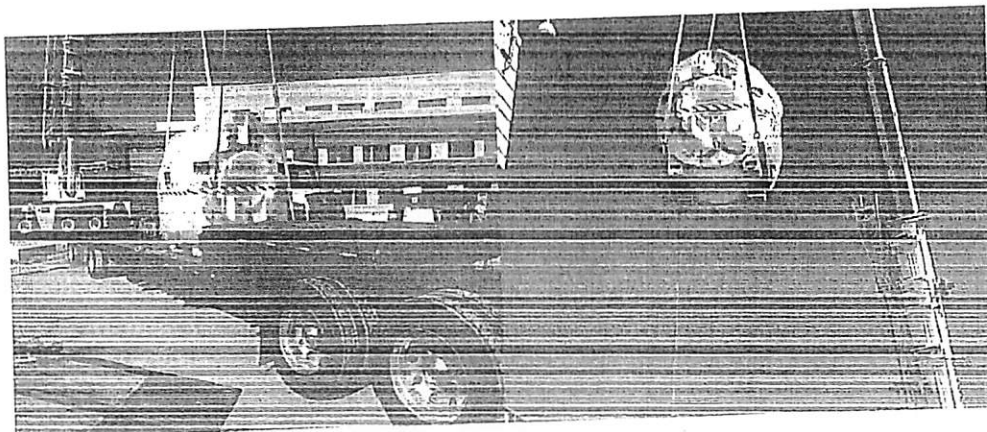
Recent expansions were made to our respiratory viral testing menus and frequency of testing. This will enhance our ability triage patients during the flu season, assist with both treatment decisions and patient flow.

Advances in C.difficile testing have been implemented reducing testing times from 4 hours down to 1 hour. This methodology was developed by the Microbiology team in our molecular laboratory at SJHH.

The first components of our new microbiology automation are being implemented this month. Over the next few months, as we implement a fully automated system, our patients will be among the first in Ontario to benefit from the reduced turnaround times of this new technology.

**3.9 West 5<sup>th</sup> MRI**

The MRI was delivered to West 5<sup>th</sup> on October 10th. The event received positive media attention from the CBC and CH News.



## Hamilton Board Committee (HBC) – Summary of June 27, 2013 Closed Meeting Session

### Motions Summary

Recommending HBC Committee	Motion Summary
Governance, Mission and Values Committee	<p>It was voted that the:</p> <ul style="list-style-type: none"> <li>▪ Minutes of the Governance, Mission and Values Committee of June 4th, 2013 be accepted for information (Hamilton Board Committee).</li> <li>▪ Quality Committee Terms of Reference be revised to include permanent membership for two patient/family representatives for a two year non renewable term (Hamilton Board Committee).</li> <li>▪ Research St. Joseph's Hamilton Bylaws be approved as amended (St. Joseph's Healthcare Hamilton).</li> </ul>
Quality Committee	<p>It was voted that the:</p> <ul style="list-style-type: none"> <li>▪ Minutes of the Quality Committee of June 11<sup>th</sup>, 2013 be accepted for information (Hamilton Board Committee).</li> </ul>
Resource and Audit Committee	<p>It was voted that the:</p> <ul style="list-style-type: none"> <li>▪ Minutes of the Resource and Audit Committee of June 19<sup>th</sup> be accepted for information (Hamilton Board Committee).</li> <li>▪ St. Joseph's Healthcare Hamilton Attestation for the period April 1 2012 to March 31 2013 prepared in accordance with Section 15 of the Broader Public Sector Accountability Act (BPSAA) be approved (St. Joseph's Healthcare Hamilton).</li> <li>▪ Board authorize the payment for those goals eligible and achieved under the Quality Improvement Plan based on the fourth quarter results as confirmed by the Quality Committee of the HBC (Hamilton Board Committee).</li> <li>▪ Recommendation of appointment of KPMG chartered accountants as auditors for St. Joseph's Healthcare Hamilton for the year ending March 31, 2014 be approved (St. Joseph's Healthcare Hamilton).</li> <li>▪ Recommendation of appointment of KPMG chartered accountants as auditors for St. Joseph's Home Care for the year ending March 31, 2014 be approved (St. Joseph's Home Care).</li> <li>▪ Derestricting of certain reserve funds for St. Joseph's Home Care for the year ending March 31, 2014 be approved (St. Joseph's Home Care).</li> <li>▪ Recommendation of appointment of KPMG chartered accountants as auditors for St. Joseph's Villa Dundas for the year ending March 31, 2014 be approved (St. Joseph's Villa Dundas).</li> </ul>
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 June 6<sup>th</sup> 2013 be approved (Hamilton Board Committee – St. Joseph's Healthcare Voting Members )</li> <li>▪ Recommendations on Research from the Medical Advisory Committee of SJHH of June 6<sup>th</sup> be approved (Hamilton Board Committee – St. Joseph's Healthcare Voting Members )</li> <li>▪ Recommendations on Credentials of the June 6<sup>th</sup> 2013 Medical Advisory Committee be approved (Hamilton Board Committee – St. Joseph's Healthcare Voting Members )</li> </ul>

### Presentations and Reports to the HBC – Summary

The Board held an in depth discussion at the June meeting on the future of research at St. Joe's. The board has wholeheartedly endorsed this as a priority for the coming year and meetings have taken place over the summer with Drs. Higgins, Smith, Kelton, Crowther and Gauldie to begin plans for the St. Joe's research agenda.

The Board heard an update on the Strategic Plan from Dr. Higgins. The HBC had an in depth discussion on the plan and is looking forward to detail on metrics needed for monitoring and governance of the strategic plan at our September 26th meeting. Once final approval of the plan has been granted from the Board, implementation of the strategies will begin.

The Board heard a detailed presentation from Dr. Russell on the Integrated Comprehensive Care Project with a focus on the readmission problem and the specific focus of the project on Chronic Heart Disease and COPD.

The Board had a discussion on the results of the St. Joseph's Villa 'Resident Quality Assessment' (RQI) completed by the MOHLTC last spring. Results were positive with some areas identified as having room for improvement. Action plans to address these areas have been created and implementation is underway with specific deadlines agreed upon with the MOHLTC. Results of the RQI are posted for public viewing at all St. Joseph's Villa entrances.