

Hamilton Board Committee

Thursday, April 24, 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, April 24, 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, Ms. Sera Filice-Armenio, Ms. Maureen Ellis.
- Guest(s)** Dr. A. Adili

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	Opening Prayer		R2	T. Thoma	
	1.2	Approval of Agenda	<u>All HBC Voting Members:</u> THAT THE OPEN AGENDA OF THE APRIL 24, 2014 HAMILTON BOARD COMMITTEE BE APPROVED	R2	C. Santoni	
	1.3	Declaration of Conflict of Interest		R2	C. Santoni	
	1.4	Introduction of Guests		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 MARCH 27, 2014 HAMILTON BOARD COMMITTEE BE APPROVED	R2	C. Santoni	1-6
	2.2	<i>Governance Mission and Values Committee Minutes and Motions</i>	HIGHLIGHT REPORT ITEM 4.1		P. Tice	
	2.3	<i>Resource & Audit Committee Minutes and Motions</i>	<u>All HBC Voting Members</u> THAT THE MINUTES OF THE RESOURCE AND AUDIT COMMITTEE OF APRIL 23, 2014 BE ACCEPTED FOR INFORMATION	R2	S. Monzavi	BLOTTER
3:50pm	3.0	Quality & Patient Safety				
	3.1	<i>Quality Committee Minutes, Motions and Report</i>	<u>All HBC Voting Members</u> THAT THE MINUTES OF THE APRIL 8, 2014 QUALITY COMMITTEE BE ACCEPTED FOR INFORMATION	S	R. Rocci	7-10
	3.2	<i>Medical Advisory Committee Presentation:</i>	<i>Dr. Anthony Adili Chief, Department of Surgery</i>	E		
4:05pm	4.0	Highlight Report				
	4.1	<i>Governance, Mission and Values Committee Minutes and Motions</i>	<u>All HBC Voting Members:</u> THAT THE MINUTES OF THE GOVERNANCE MISSION AND VALUES COMMITTEE OF APRIL 1, 2014 BE ACCEPTED FOR INFORMATION	R2	P. Tice	11-18
4:20pm	5.0	Reports				
	5.1	<i>Report of Chair</i>		R2	C. Santoni	
	5.2	<i>Report of the President and CEO, St. Joseph's Health System</i>		R2	K. Smith	
	5.3	<i>Report of Presidents</i>		R2 / S	D. Higgins D. Bakker J. Loncke	19-20

	5.4	Report of President SJHH Foundation SJVD Foundation		R2	S. Filice- Armenio M. Ellis	
	5.5	Report of Chief Nursing Officer		R2 / S	W. Doyle	
	5.6	Report of President, Medical Staff Association		R2	R. Amer	
5:20pm	8.0	Information / Education Items				
	8.1 8.2	HBC Closed Summary HBC Walkabouts - Education Schedule		R2 / E	C. Santoni	21 22-23
5:25pm	9.0	Adjournment				
	9.1	Motion to adjourn	All HBC Voting Members: THAT THE OPEN SESSION OF THE HBC BE ADJOURNED		C. Santoni	
5:25pm	10:0	Break followed by Closed Session				

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: Hamilton Board Committee – OPEN SESSION Date: March 27, 2014

Called to order at: 1530 hours Adjourned: 1715 hours

Location: Dofasco Boardroom – 2nd Floor Juravinski Innovation Tower

Present: Mr. C. Santoni - Chair, Mr. R. Rocci, Mr. B. Gould, Mr. D. Tonin, Mr. T. Thoma, Dr. R. Amer, Mr. S. Monzavi, Mrs. C. Milne, Mr. A. Korstanjè, Dr. H. Fuller, Mrs. J. Loncke, Mr. P. Tice, Mrs. M. Taylor, Mr. J. LoPresti, Mr. S. Monzavi.

Regrets: Mrs. M. Dow, Dr. J. Gaudie, Dr. M. Guise.

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

Guests: Ms. S. Hollis, Mr. J. Woods, Dr. R. McDonagh.

NEXT MEETING April 24, 2014

Subject	Discussion
1. PROTOCOL	
1.0 CALL TO ORDER	The meeting was called to order at 1530 hours by C. Santoni.
1.1 OPENING PRAYER	P. Tice opened the meeting with a prayer. There was reflection with respect to the value of dignity.
1.2 APPROVAL OF AGENDA	It was MOVED by J. LoPresti, SECONDED by S. Monzavi, 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	Mr. J. Woods, Ms. S. Hollis and Dr. R. McDonagh were introduced as the guests 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 FEBRUARY 27, 2014 HAMILTON BOARD COMMITTEE BE APPROVED

Subject Discussion

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

- It was noted that T. Thoma should be listed as Chair of the meeting, not as Vice Chair.
- The yearly evaluation of the President will be carried out shortly. The SJHS is undertaking a review of the performance process for Senior Management.

Hamilton Board Committee Voting Members

With the amendment above, it was MOVED by P. Tice, SECONDED by B. Gould VOTED AND CARRIED

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

- It was noted that policy HBC #20, item 3.0, second paragraph the word "Trustee" should be deleted.
- It was noted that policy HBC #22, item 2.5 should read "a mentor MAY be assigned"

Hamilton Board Committee Voting Members

With the amendments above, it was MOVED by T. Thoma, SECONDED by M. Taylor, VOTED AND CARRIED

**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**

SJVD Voting Members

It was MOVED by P. Tice, SECONDED by R. Rocci, VOTED AND CARRIED

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

See Highlight Report 4.1

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

**3. QUALITY AND
PATIENT SAFETY**

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

- The patient story related to falls was overviewed.
- In response to a question about target setting, it was noted that the benchmark in terms of setting a target can be challenging. SJHH relies on provincial, PEER hospital and historical data. Accreditation Canada has requested the implementation of a fall strategy for institutions.

Subject

Discussion

**3.2 MEDICAL ADVISORY
COMMITTEE GUEST
PRESENTATION**

- Extensive discussion occurred with respect to the goals in relation to the Quality Improvement Plan (QIP). The pragmatic vs. aspirational elements of targets was discussed.
- The concept of preventable harm was discussed. The board recommended an aspirational goal of zero preventable harm.

Hamilton Board Committee Voting Members

It was MOVED by C. Milne, SECONDED by A. Korstanje, VOTED AND CARRIED

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

- J. Woods gave a presentation on the Quality Improvement Plan (QIP). The overview from the HBC was reviewed.
- The plan goals for 2014/15 were reviewed. These include CDI, Seclusions in Mental Health, Patient and Family Shadowing Project and Medication Reconciliation.
- It was noted that the words "safe as possible" needs to be reflected as wording throughout the entire document, the complexity of sentences needs to be simplified and the challenges faced by the institutions needs to be outlined.
- The QIP will need to align goals more effectively around the provincial goals set by the Quality Health Council (QHC) and ensure all external expectations are met.
- Extensive discussion ensued with respect to the Patient and Family Shadowing Pilot Project. It was noted that this project will be co-designed by the Patient and Family Council and hospital staff.
- SJVD improvement targets and initiatives were reviewed.

Hamilton Board Committee – SJHH Voting Members

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

THAT THE QUALITY IMPROVEMENT PLAN (QIP) FOR SJHH WITH THE ADDITION OF THE DEFINITION FOR PREVENTABLE SECLUSIONS AND WORDING AMENDMENTS AS DISCUSSED BE APPROVED

Hamilton Board Committee – SJVD Voting Members

It was MOVED by R. Rocci, SECONDED by P. Tice, VOTED AND CARRIED

THAT THE QUALITY IMPROVEMENT PLAN (QIP) FOR SJVD WITH THE WORDING AMENDMENTS AS DISCUSSED BE APPROVED

Guest: Dr. Rory McDonagh, Chief, Department of Obstetrics and Gynecology

- The Early Pregnancy Loss Clinic (EPLC) was overviewed. The revised management strategies in dealing with early pregnancy loss were discussed.

Subject	Discussion
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4. HIGHLIGHT REPORT

4.1 HIGHLIGHT REPORT

- Discussion ensued with respect to pre-ER strategies and the opportunity for patient support prior to presentation in the ER.
- This presentation was commended as an example in the transformation of health care in keeping with our Mission.

Resource and Audit Committee

The following was noted:

- J. LoPresti gave an overview of the Resource and Audit Committee meeting.
- S. Rasheed has been appointed the Deputy CFO for St. Joseph's Healthcare Hamilton. A. Weatherston was thanked for assuming the duties as Acting Deputy CFO during the transition period.
- A clean audit report was received by KPMG.
- The Post Construction Operating Plan (PCOP) continues to be an issue at this time. Discussions continue between SJHH and the MOHLTC.
- SJHH continues to wait for a ruling from the Canada Revenue Agency (CRA) with respect to HST payments that began at substantial completion. Infrastructure Ontario (IO) has been working alongside SJHH on this matter.

Hamilton Board Committee Voting Members

It was MOVED by J. LoPresti, SECONDED by D. Tonin, VOTED AND CARRIED

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

Hamilton Board Committee – SJVD Voting Members

It was MOVED by S. Monzavi, SECONDED by P. Tjce, VOTED AND CARRIED

**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 AND
ST. JOSEPH'S SENIORS' CENTRE
BE APPROVED**

Hamilton Board Committee – SJHH Voting Members

It was MOVED by M. Taylor, SECONDED by S. Monzavi, VOTED AND CARRIED

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

Subject	Discussion
5. REPORTS	
5.1 REPORT OF CHAIR	<p>The following was reported:</p> <ul style="list-style-type: none"> • C. Santoni attended all of the committee meetings including the Investment Monitoring Committee over the past month. Thanks were extended to C. Milne, J. LoPresti and T. Thoma for chairing the Quality, Resource and Governance Committees. • The Anne and Neil McArthur Research Award Dinner was held on February 27th. The recipient of this year's award was Dr. Harriett MacMillan. Dr. MacMillan was honoured for her leadership in research in family violence. • Thanks were extended to M. Taylor for her efforts in coordinating the HBC team's entry in the Around the Bay Road Race. • A letter was received from Chris Murray, City Manager, thanking HBC members and staff for their attendance at the Building Momentum Hamilton event. This event celebrated the Neighborhood Action Strategy projects and profiling the collaborations that have resulted in successes to date.
5.2 REPORT OF PRESIDENTS	<p>The following was reported:</p> <ul style="list-style-type: none"> • An update on the estimate on the flood expenses was provided. The estimate is subject to further review and revision. Finalization of costs will not occur until April. • SJHH Staff Wellness Programs were discussed. This is an initiative available to all SJHH staff as part of a strategy to improve staff health. • Offload delays for ambulances were discussed. • SJVD has received 41 temporary bed licences to convert the Assess and Restore beds at the Villa to Convalescent Care beds. These beds will be used for convalescent care effective April 1st. There will be a 90 day transition period. In addition, SJVD has also received approval for 12 bed renovations from the MOHLTC.
5.3 REPORT OF PRESIDENTS	
SJHH FOUNDATION	<p>St. Joseph's Healthcare Foundation – S. Filice-Armenio</p> <ul style="list-style-type: none"> • The Around the Bay Road Race will be held on March 30th. \$400K is the targeted fundraising goal. The Premier of Ontario will also be participating in the 5K portion of the race. • The Mental Health Morning Breakfast will be held on May 8th at Michelangelo's. • The last official day of the Capital Campaign is March 31st. A Campaign Close Out event will be held on June 16th. • The Boris Family will make an announcement with respect to a gift for the Robotic Surgery Program on April 15th. The HBC expressed their thanks at the generosity of the Boris Family in supporting SJHH.
SJVD FOUNDATION	<p>St. Joseph's Villa Foundation – M. Ellis</p> <ul style="list-style-type: none"> • The SJVD Gala will be held April 25 at Liuna Station. Tickets may be obtained by contacting R. Rocci. • The Foundation budget process will be finalized this month.
5.4 REPORT OF CHIEF NURSING OFFICER	<ul style="list-style-type: none"> • Nurse skill matrixes and models of nursing care were discussed.

Subject

Discussion

**5.5 REPORT OF
PRESIDENT, MEDICAL
STAFF ASSOCIATION**

- There was no report.

**5.6 REPORT OF
PRESIDENT AND CEO,
ST. JOSEPH'S HEALTH
SYSTEM**

- The Government of Ontario has begun negotiations with the Ontario Medical Association.
- A May budget is anticipated by the Province of Ontario.
- The Ontario Nurses Association (ONA) is currently in negotiations and it is going to arbitration. Arbitrators have been asked to consider the ability to pay.
- Dr. Bob Bell will become the Deputy Minister of Health and Long Term Care effective June 2, 2014. Ms. Helen Angus has served as Interim Deputy Minister of Health and Long Term Care since January 2014.
- SJHS has asked the MOHLTC for continuation of funding for the Integrated Comprehensive Care Project.
- The Eldercare Portfolio is currently being reviewed between System partners.
- D. Schubert, VP People and Organization Effectiveness is currently aligning the performance management evaluation model.

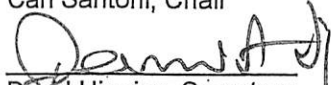
**6. INFORMATION
EDUCATION ITEMS**

- 6.1 HBC Closed Summary
- 6.2 HBC Events/Walkabouts/Education Schedule
- 6.3 Article – Juridic Persons – A Practical Guide

7. ADJOURNMENT

It was MOVED by J. LoPresti, SECONDED by T. Thoma, 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 – APRIL 2014

1. Environmental Scan

1.1 SJHH: Nursing Week

May 12-16, 2014 is Nursing Week. Nursing Week is celebrated each year during the week of Florence Nightingale's birthday, founder of modern nursing. It is a time to recognize the year round dedication and achievements of nurses and to increase awareness of their contributions to our health care system.

1.2 SJHH: Choosing Wisely Canada Campaign

The Choosing Wisely Canada (CWC) campaign has been launch, which is a new initiative being led nationally by the Canadian Medical Association, in partnership with several national medical specialty societies. The CWC campaign focuses on areas where evidence overwhelmingly shows that a test, treatment or procedure provides no benefit to a patient and could even cause harm. This national campaign is designed to help physicians and patients engage in a dialogue about tests, treatments and procedures, and to help them make smart and effective choices together to ensure high-quality care.

1.3 SJVD: Nurse Practitioner Funding

The MOHLTC recently announced their intention to add 75 nurse practitioners to long term care homes over a three-year period (2014-15 to 2016-17). Although details on allocation methodology for these resources are not known at this point, Ontario Association of Non Profit Homes and Services for Seniors (OANHSS) will be working with the Provincial Chief Nursing Officer in the development of implementation details. The Villa uses a nurse practitioner from the Nurse Led Outreach Team. She visits when needed on a referral basis

2. Mission, Vision and Values Update

2.1 SJHH: National Volunteer Week

On April 6th-12th we celebrated 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 helped us celebrate, including the "AOK" Campaign, Volunteer Luncheon (April 8th), Awards Ceremony (April 10th). The focus for the week was sharing the "acts of kindness" at SJHH.

2.2 SJHC: Ontario Home Care Association Annual Symposium

Jane Loncke from St. Joseph's Home Care and Lee-Ann Murray from the Waterloo Wellington Community Care Access Centre made a presentation to attendees on the Integrated Comprehensive Care (ICC) Project.

3. Operational Information

3.1 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.

3.2 SJHH/SJVD: 2014/15 Quality Improvement Plans (QIPs)

Both the SJHH and SJVD QIPs for 2014/15 have been finalized and approved. SJHH's QIP documents have been submitted to the LHIN and Health Quality Ontario (HQO) and posted on the SJHH website. The Villa's QIP was submitted to the LHIN and HQO voluntarily.

3.3 SJHH: West 5th Redevelopment Update

Operational Readiness

- Deferred work from Phase I (mostly landscaping) will be complete by end of June weather permitting
- Demolition of Grove Hall and Claremount occurred in March, items of historical interest identified by the City of Hamilton have been retained for re-use. Demolition of Auchmar Block A is well underway
- Operational readiness planning for Phase 2 occupants has begun. Moves will take place in September 2014
- Currently project is on target to meet key Human Capital delivery dates – posting of Year 2 PCOP positions has begun

3.4 SJHH: Innovations in Lab Testing

The microbiology department has introduced a "Cepheid" new molecular rapid methodology for TB testing. This testing is capable of producing results within 2 hours and represents a significant step forward for the Hamilton system.

3.5 SJHH: Wellness

One year of tracking attendance results in 10,875 visits from employees to wellness classes and seminars. Mindfulness Strategy launched with new website and rebranding of Communities of Practice.

3.6 SJHH: IDEAS Program

Dr. David Russell and Carolyn Gosse have been accepted as co-applicants to the IDEAS Program (Advanced Learning Program). Improving & Driving Excellence Across Sectors (IDEAS) is a new, province-wide learning initiative to advance Ontario's health system priorities by building capacity in quality improvement, leadership and change management across all health care sectors. Their project will be focused on improved care for Chronic Obstructive Pulmonary Disease (COPD) patients.

3.7 SJHH: Council of Ontario University Programs in Nursing (COUPN) - Agency Recognition Award

SJHH was nominated and selected as the recipient of the 2014 Agency Recognition Award from COUPN. This award recognizes an agency that has supported the education of university nursing students by providing an environment that supports excellence in practice.

Hamilton Board Committee (HBC) – Summary of February 27, 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 February 6, 2014 be approved (Hamilton Board Committee – St. Joseph’s Healthcare Hamilton Voting Members). ▪ Recommendations on Research of the February 6, 2014 Medical Advisory Committee be approved (Hamilton Board Committee – St. Joseph’s Healthcare Hamilton Voting Members). ▪ Recommendations on Credentials of the February 6, 2014 Medical Advisory Committee be approved (Hamilton Board Committee – St. Joseph’s Healthcare Hamilton Voting Members).

Presentations and Reports to the HBC – Summary

The Board received an update from John Woods on the progress in developing the Quality Improvement Plan (QIP) for 2014/15. The HBC was apprised of potential indicators and projects for the 2014/15 QIP. The HBC is looking forward to receiving a more detailed presentation at the March Quality and Mission Committee and HBC meetings where the 2014/15 QIP will be approved.

The Board received a presentation from Paul Johnson (City of Hamilton) on Hamilton’s Neighbourhood Action Strategy. The HBC had an in depth discussion on the plan and the process that has been used to generate successful engagement with the neighbourhood residents. The presentation and discussion challenged the HBC to think about how health care can play its part in supporting healthy and vibrant neighbourhoods. The HBC looks forward to future discussions on this topic.