

# Board of Directors Open Meeting Minutes



Minutes of the Open Board of Directors meeting held on **Wednesday, October 4, 2017 from 3:30 p.m. until 4:35 p.m.**

**Present:** Kathryn Osborne, Chair                      Don Cowan                      Young Park  
                  Dominic Mercuri, Vice-Chair                  Dr. Amie Davis                      Michael Pautler  
                  Bob Bosshard    Rob Hamilton                      Paul Sharman  
                  Debra Carey    Dr. James Rogers                      Frank Whelan  
                  David Dean    Mae Radford                              Eric Vandewall  
                  Atul Chandra     Dr. Richard Sowery                      Dr. Cheryl Williams

**Staff:** Nancy Casselman                                  Mario Joannette                      Dee Perera  
                  Gina DeVeaux, Recording Secretary

**Regrets:**                      None

**Guests:**                      None

**1. Call to Order & Welcome**

The Chair Called the meeting to order at 3:30 p.m. and welcomed new members of the Board including Dr. Amie Davis, Atul Chandra, Dr. James Rogers, and Young Park.

**2. Declarations of Conflict**

There were no declarations of conflict.

**3. Approval of Agenda**

The Chair requested a motion approving the following resolution:

**THAT THE** Board of Directors approve the agenda as presented.

**It was,**

**Moved by:** Paul Sharman

**Seconded by:** Frank Whelan

**...CARRIED**

**4. Approval of Minutes**

The Chair requested a motion approving the following resolution:

**THAT THE** Board of Directors adopt the Minutes of the June 7, 2017 and July 21, 2017 meetings as presented.

**It was,**

**Moved by:** Debra Carey

**Seconded by:** Dave Dean

**...CARRIED**

**5. Chair's Report**

The Chair reported that the JBH Board and JBH Foundation Board Chairs meeting took place on October 2, 2017 and had no new matters to report since the last interim Board meeting on September 27, 2017.

**6. Action Items Review**

<b>Item</b>	<b>Due Date</b>	<b>Status</b>
A. Management to circulate amended 2017-2018 Board meeting schedule to the Board	June 21, 2017	Complete
B. Management to invite the Board to attend the summer staff picnic.	July, 2017	Complete
C. Organizational Priorities arising from Healthy Workplace Study.	December 6, 2017	Outstanding
D. Management to present the Community Survey results to the Board at the fall Board meeting upon completion.	December 6, 2017	Outstanding
E. Management to provide reporting on the new communications metrics	December 6, 2017	Outstanding
F. Management to report on the Marketing Plan branding with input from Marshall Fenn	December 6, 2017	Outstanding

**7. Committee Reports**

**7.1. Quality Committee**

Mae Radford, Quality Committee Chair, reported on the activities of the Committee since the last meeting of the Board including:

- Orientation for new Quality Committee members;
- Quality and Patient Relations Annual reports presented to the Committee; and
- Accreditation preparation underway.

**7.2. Finance and Audit Committee**

David Dean, Finance and Audit Committee Chair, reported on the activities of the Committee since the last meeting of the Board including:

- Management reporting on remittances that are underway and of interest to the Board;
- The 2017-2018 Q1 Financial Statements to be considered for approval later in the meeting; and
- The projected deficit and multi-year financial overview to be considered during the In-Camera meeting.

**7.3. Governance and Nominating Committee**

Michael Pautler, Governance and Nominating Committee Chair, reported on the activities of the Committee since the last meeting of the Board including:

- Terms of Reference, the Board and Committee work plans deferred to consideration at the next regularly scheduled Committee meeting.

**7.4. Building and Facilities Committee**

Kathryn Osborne, Building and Facilities Committee Chair, reported on the activities of the

Committee since the last meeting of the Board including:

- Removal from consideration of the Committee minutes included in the material to be amended and presented at the next Board meeting; and
- Management is working with Ellis Don to resolve and manage ongoing construction issues relative to the renovations which may impact Hospital operations and business continuity.

## 8. Consent Agenda

There were no motions for approval.

## 9. President and Chief Executive Officer Report

Eric Vandewall presented report of the President and Chief Executive Officer with highlights including:

- Thanking the Board for its support through the move into the New Patient/South Tower;
- Using a 3-step execution process to assess and proceed with the August 20, 2017 move:
  - i. *Go, or No-Go* decision process with a decision to move forward after resolving deficiencies with Ellis Don;
  - ii. *Actual Move* completed ahead of schedule and supported by the professional services of Healthcare Relocations; and
  - iii. *Post Move* with deficiencies addressed according to priority.
- Post-move challenges related to transition from an analogue to a SMART building including assignment of computers and communication devices to their digitally mapped locations;
- Professional practice staff participation in adjusting to expanded patient care spaces, and travel distances in areas including the Intensive Care Unit;
- After more than 15 months of negotiations with the Ministry of Health and Long Term Care, JBH has received approval from Minister of Health and Long Term Care, Eric Hoskins, for up to \$3.2M in annualized ICAT funding;
- A letter of commendation from the Ministry of Health and Long Term Care for significant year over year Emergency Department improvement;
- Collaboration with the Mental Health Department to manage crisis patients into community resources, and funding consideration by the Local Health Integration Network of a demonstration project;
- The New Patient/South Tower Grand Opening event planned for October 10, 2017 with the guest list including Burlington community leaders, Members of the Provincial Parliament and Premier of Ontario;
- Members of the Senior Leadership Team pursuing Lean Green Belt Training with the Eric Vandewall and Dr. Cheryl Williams completed training. The intention is to cascade the training to broader leadership;
- The merger of Mohawk and Medbuy complete, as originally reported to the Board in the May 2017 meeting;
- Results of the Leger Survey will be shared at the December 6, 2017 meeting of the Board; and
- North Patient Tower renovations underway with the greatest concerns being the construction noise and patient relocation which are being addressed.

**10. Professional Practice Reports**

Dr. Cheryl Williams reported on Professional Practice with highlights including:

- Hand hygiene numbers were disappointing and new tools were being considered including integrating the use of an IPAC app for monitoring and reporting on hand hygiene practice and compliance. Long-term benefit of the app is likely to reflect a more accurate correlation between the actual rates of infection control and hand hygiene practice;
- The recruitment of physicians and creation of new nurse roles will support continued improvement in Emergency Department performance; and
- JBH Emergency Department performance improvement for 2016 was recognized for the second year in a row by the Deputy Minister of Health.

Dr. James Rogers reported on Professional Practice with highlights including:

- Practice areas adjusting to the new space, focusing on process and flow in the Emergency Department, reviewing psychiatry initiatives, Intensive Care Unit sightlines, meeting with Family Health, and adjusting staffing patterns as required.

**11. Medical Staff Association Report**

Dr. Richard Sowery reported on the Medical Staff Association with highlights including:

- Continuation of the Association's 2016-2017 health and wellness theme through 2017-2018 and raising awareness of the JBH support of a physician's practice, administrative units and dyads; and
- Work with the hospital on the new physicians' lounge intended to integrate new medical staff, and provide opportunities to strengthen the physician community.

**12. Communications and Public Relations Report**

Mr. Joannette noted that hardcopies of the Burlington City Post insert was circulated to the Board at the beginning of the meeting. The Board watched the video scheduled to be played at the New Patient/South Tower Grand Opening Ceremony on October 10, 2017.

The Board provided positive feedback on the patient experience focus of the video.

**13. 2017-2018 Q1 Financial Statements**

The Chair requested a motion approving the 2017-2018 Q1 Financial Statements as presented.

**It was,**

**Moved by:** Frank Whelan

**Seconded by:** David Dean

**...CARRIED**

**14. Review of Action Items from the Meeting**

There were no new action items arising from the meeting.

**15. Next Meeting**

The next regularly scheduled meeting will be held on December 6, 2017.

**16. Adjournment**

The Chair requested a motion adjourning the Open Board meeting at 4:40 p.m.

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**It was,**

**Moved by:** Robert Hamilton

**Seconded by:** Michael Pautler

**...CARRIED**

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Kathryn Osborne, Board Chair

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Gina DeVeaux, Recorder

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<b>ACTION ITEMS</b>	<b>Responsibility</b>	<b>Person</b>	<b>Due Date</b>	<b>Comment</b>
1. <b>Organizational Priorities arising from Healthy Workplace Study.</b>	Management	Nancy Casselman	December 6, 2017	
2. <b>Management to present the Community Survey results to the Board at the fall Board meeting upon completion.</b>	Management	Mario Joannette	December 6, 2017	
3. <b>Management to provide reporting on the new communications metrics</b>	Management	Mario Joannette	December 6, 2017	
4. <b>Management to report on the Marketing Plan branding with input from Marshall Fenn</b>	Management	Mario Joannette	December 6, 2017	

<b>ATTENDANCE REGISTER REGULAR OPEN BOARD MEETINGS</b>						
<b>BOARD MEMBERS</b> *Chair   **Vice-Chair	<b>Jun 21, 2017</b>	<b>Oct 4, 2017</b>	<b>Dec 6, 2017</b>	<b>Feb 7, 2018</b>	<b>Apr 25, 2018</b>	<b>Jun 6, 2018</b>
Kathryn Osborne*	Yes	Yes				
Dominic Mercuri **	Yes	Yes				
Bob Bosshard	Yes	Yes				
Debra Carey	Yes	Yes				
Atul Chandra	N/A	Yes				
Don Cowan	Yes	Yes				
David Dean	Yes	Yes				
Robert Hamilton	Yes	Yes				
Young Park	N/A	Yes				
Michael Pautler	Yes	Yes				
Mae Radford	Yes	Yes				
Frank Whelan	Yes	Yes				
Paul Sharman	Yes	Yes				
Dr. Amie Davis	Yes	Yes				
Dr. Richard Sowery	Yes	Yes				
Dr. Wes Stephen	Yes	N/A				
Dr. James Rogers	N/A	Yes				
Eric Vandewall	Yes	Yes				
Cheryl Williams	Yes	Yes				
<b>STAFF</b>	<b>Jun 21, 2017</b>	<b>Oct 4, 2017</b>	<b>Dec 6, 2017</b>	<b>Feb 7, 2018</b>	<b>Apr 25, 2018</b>	<b>Jun 6, 2018</b>
Nancy Casselman	Yes	Yes				
Mario Joannette	Yes	Yes				
Dee Perera	Yes	Yes				
Gina DeVeaux	Yes	Yes				