



Joseph Brant Hospital
Board of Governors Meeting
DRAFT

Minutes of the Open meeting of the **Board of Governors** held on **Wednesday November 26, 2014** at **6:20 p.m.** in the **Gordon Room**.

PRESENT:	Don Dalicandro (C)	Kathryn Osborne (VC)	Dave Dean
	Mae Radford	Debra Carey	Brent Scowen
	Michael Pautler	Rob Hamilton	Wes Stephen MD
	Eric Vandewall	Don Wray	Teresa DeSantis MD
	Krista Attwood	Nancy LaBelle	Sandra Edrupt
	Sylvia Leonard	Christine Thomson (Recording)	
STAFF:	Tess Romain	Anissa Hilborn	Arlene Yam
	Florine Lobo	Mario Joannette	
REGRETS:	Dom Mercuri	Randall Smallbone	Patrick Killorn MD
GUESTS:			

1. Call To Order – Welcome and Introductions

The Chair called the meeting to order at 6:20 p.m.

2. Declaration of Conflicts

There were no declarations of conflict.

3. Approval of Agenda

It was,

Moved by: Krista Attwood

Seconded by: Michael Pautler

That the agenda be approved as presented.

...CARRIED

4. Approval of Previous Minutes – September 24, 2014

The minutes of the September 24, 2014 meeting of the Board of Governors were presented.

It was,

Moved by: Dave Dean

Seconded by: Debra Carey

That the minutes of September 24, 2014 be approved as amended.

...CARRIED

5. Chair’s Remarks

6. Committee Chairs’ Report

Kathryn Osborne (Quality Committee)

- Nothing additional to report

Michael Pautler (Governance & Nominating Committee)

- Nothing additional to report

Dave Dean (Finance Committee)

- Mr. Dean drew the Board's attention to the Health System Funding Reform (HSFR) presentation included in the Finance Committee material. The report addresses the Health based Allocation Model (HBAM) and Quality based Procedures (QBP) adjustments related to 2014/2015. In addition, the reports from the CEO and CFO reference the financial impact of these adjustments and the steps being taken to maximize funding under these reforms in the future.

Don Wray (Audit Committee)

- The Audit Committee met with the new lead engagement partner from KPMG, Ruth Todd. Ms. Todd is eager to bring the Hospital good service, and the Committee is satisfied with the capabilities of KPMG for the upcoming audit.

Don Dalicandro (Building & Facilities Committee)

- Nothing additional to report

7. Consent Agenda

The Chair queried as to whether any member wished to have a specific item contained within the Consent Agenda, as presented, removed for further discussion. There were no items removed for further discussion.

It was,

Moved by: Mae Radford

Seconded by: Dave Dean

That the motions of the Consent Agenda (Items 7.a, 7.b, 7.c and 7.d) be approved as presented.

...CARRIED

a) Quality Committee

The minutes of the November 13, 2014 meeting were presented for information and included the following attachments:

- QC – DI & MDU Quality Improvement Report Slide Deck 14-15
- QC – Lab Quality Improvement Report Slide Deck 14-15
- QC – HR-VR Quality Improvement Report Slide Deck 14-15
- QC – July 2014 High Hard Report
- QC – August 2014 High Harm

b) Governance and Nominating Committee

The minutes the November 12, 2014 meeting were presented for information and included the following attachments:

- Board Accountability Statement
- Board ERM Policy – Nov 1 2013
- JBH Governor Annual Term Agreement – UPDATE – Nov 2014 (tracked changes)
- New Governor Checklist Template

The following motions were presented:

That the Board of Governors approves the Board Accountability Statement as presented.

That the Board of Governors approves the Board Enterprise Risk Management Policy as presented.

That the Board of Governors approves the JBH Governor Annual Term Agreement as presented.

c) Finance Committee

The minutes of the November 18, 2014 meeting were presented for information and included the following attachments:

- Terms of Reference Financial Committee 20140215 FL
- FC – 2014/15 HSFR Funding Summary Finance
- FC – 14.15 Q2 HSAA Dashboard
- FC – CFO Report Sept 2014
- FC – FAC Capital Summary – September 30 2014 FINAL
- FC – JBH Balance Sheet Sep 2014
- FC – JBH Operating Statement Sep 2014

The following motions were presented:

That the Board of Governors approve the Finance Committee Terms of Reference as presented.

That the Board of Governors approve the Second Quarter (2014/15) Financial Statements as presented.

d) Audit Committee

The minutes of the November 18, 2014 meeting were presented for information.

8. New Business

a) Strategic Scorecard – Q4 2013/14

The Q4 2013/14 Strategic Scorecard was pre-circulated with the agenda package.

N. LaBelle reviewed the scorecard results. Following discussion, it was agreed that a member of the Quality Committee will participate with a Management sub-group in a review of the strategic scorecard format and design.

It was noted that the Quality Wall continues to be effective and provide engagement and discussion regarding identified in the metrics.

b) Quality Improvement Plan

The Quality Improvement Plan was pre-circulated with the agenda package.

Management will provide regular updates to the Board on progression towards pay-at-risk QIP indicators as a part of ongoing learning. Management believes that the targets are attainable, and that the team is on track to achieve full allocation.

c) Patient Story

An anonymous patient story and power point presentation were pre-circulated with the agenda package.

The Board reviewed the framework for discussion and patient story provided with all identifying and confidential information removed. Board members then provided feedback as to what went well and opportunities for improvement. It was noted that future discussions should include reflective questions regarding barriers and supports required for improvement.

K. Osborne noted that there will be further discussion with Management regarding the process for bringing forward patient stories including the role of the Quality Committee.

d) LEAN Education – Component 2 (LEAN) Tools

The following attachments were pre-circulated with the agenda package:

- Overview of LEAN Tools
- Lean Concepts in Healthcare – Turning the Heat on Waste

D. Wray reported on his experience as a “patient” in a LEAN exercise. Mr. Wray was impressed with the enthusiasm and commitment by the staff, physicians and all participants in this process improvement project.

It was noted that LEAN projects are selected based on criteria including alignment with organization’s priorities, leadership engagement and opportunities for external collaboration, all of which are outlined in JBH project governance standards

Ms. Erin Swindall presented the next segment of LEAN education in a year-long Board series focused on LEAN tools and their use in process improvement projects. It was noted that these tools are used to engage frontline staff, improve sustainability and ensure long term gains.

The Board requested a presentation at the January Board meeting highlighting a LEAN process improvement underway with a project member if possible.

Board members were encouraged to participate in LEAN exercises as a “patient” representative or observer. A schedule of activities will be circulated when dates are confirmed.

The Chair noted that he will be speaking with Board Chairs from organizations that have undertaken this LEAN journey to understand experiences.

The Board is supportive of the LEAN journey and is looking forward to participating in future LEAN events.

The Chair thanked Ms. Swindall for her presentation.

e) Chief of Staff Report

There was no Open Report submission.

f) President & CEO Report

The President & CEO Report was pre-circulated with the agenda package. Mr. Vandewall provided a verbal update on the following:

- The Hospital’s deficit has been reduced significantly and JBH anticipates that it will balance its budget this year

- Flood remediation is complete and the work order to finalize a permanent solution is underway. The Hospital is on track to finish this work by the end of January 2015.
- M. Joannette co-presented at the Ontario Hospital Association with Niagara Health on the Hospital Reputation Checklist
- The Halton McMaster Family Health Centre (HMFHC) opening is on Friday November 28, 2014
- Social media continues to be positive and a great reach tool for the Hospital
- The Medical Staff Association (MSA) held a recent Physician Speaker Series evening with Dr. Ved Tandan, who gave an engaging presentation on physician transition and funding reform.

9. Reports

a) Interim Vice President Patient Care Services and Chief Nursing Executive Report

The Vice President Patient Care Services and Chief Nursing Executive Report was pre-circulated with the agenda package. Ms. LaBelle provided a verbal update on the following:

- The Hospital continues to work collaboratively with the CCAC to address long stay and difficult to place patients.
- The Pull One strategy to move patients out of the ED and onto floors is in place.

There were no questions regarding the Interim Vice President Patient Care Services and Chief Nursing Executive Report.

b) Medical Staff Association Report

The Medical Staff Association Report was pre-circulated with the agenda package. Dr. DeSantis provided a verbal update on the following:

- The Hospital achieved 8000 resident teaching days last year and earned JBH \$500k. The goal for 2014 is to achieve 10000 teaching days. Many of the hospital's physicians are active in teaching residents.

There were no questions regarding the Medical Staff Association Report.

c) Foundation Report

The Foundation Report was pre-circulated with the agenda package.

There were no questions regarding the Foundation Report.

d) Auxiliary Report

The Auxiliary Report was pre-circulated with the agenda package. K. Attwood provided a verbal update on the following:

- The Auxiliary has engaged Cypress strategies to assist in the development of their strategic plan. An email survey will be distributed in December 2014 and Governors are asked to respond as soon as possible.

10. Hospital Related

The following items were pre-circulated for information:

- JB-Redevelopment brochure Nov 20 WEB
- Construction slated to start in spring 2015 in Burlington
- E. Vandewall My View Article – Burlington Post, October 17, 2014
- Joseph Brant redev ad FP Nov 18
- Joseph Brant redev ad vertical Nov18

M. Joannette reported that the Hospital participated in a number of media interviews regarding announcement of the preferred proponent for the JBH Redevelopment and Expansion Project which ran in several media publications. Additional news regarding the Redevelopment will follow in Spring 2015.

The Community Report will be distributed the first week of December via the Burlington Post.

The new 3D tower model will be on display in the hospital lobby by the end of 2014.

11. Other Business

R. Hamilton reported that the Board received a score of 75 out of 88 at the Foundation Trivia night and thanked those members who participated in this fundraising event for the hospital.

12. Adjournment

It was,

Moved by: Sandra Edrupt **Seconded by:** Krista Attwood

That the Open meeting of the Board of Governors be adjourned at 7:50 p.m.

...CARRIED

Don Dalicandro
Chair, Board of Governors

Christine Thomson
Recorder