



Joseph Brant Hospital
Board of Governors Meeting

Minutes of the Open meeting of the **Board of Governors** held on **Wednesday May 28, 2014 at 3:00 p.m.** in the **Gordon Room**.

PRESENT:	Don Wray (C) Mae Radford Michael Pautler Dominic Mercuri Eric Vandewall Krista Attwood	Don Dalicandro (VC) Debra Carey Rob Hamilton Kathryn Osborne Nancy LaBelle Christine Thomson (Recording)	Dave Dean Brent Scowen Brian Heagle Patrick Killorn MD Paul Faulkner MD
STAFF:	Tess Romain Florine Lobo	Anissa Hilborn Mario Joannette	Arlene Yam
REGRETS:	Sandra Edrupt		
GUESTS:	Richa Sharma		

1. Call To Order – Welcome and Introductions

The Chair called the meeting to order at 3:05 p.m.

D. Wray welcomed Nancy LaBelle to her first Board of Governors meeting as Interim Vice President Patient Care Services and Chief Nursing Executive.

T. Romain welcomed Richa Sharma, a summer intern working in Administration as a guest to the Open meeting.

2. Declaration of Conflicts

There were no declarations of conflict.

3. Approval of Agenda

It was,

Moved by: Don Dalicandro

Seconded by: Rob Hamilton

That the agenda be approved as presented.

...CARRIED

4. Approval of Previous Minutes – March 26, 2014

The minutes of the March 26, 2014 meeting of the Board of Governors were presented.

It was,

Moved by: Debra Carey

Seconded by: Brian Heagle

That the minutes of March 26, 2014 be approved as presented.

...CARRIED

5. Chair's Remarks

The Chair welcomed the Board to the May meeting and acknowledged management and staff for their outstanding Accreditation results. The Chair also noted that for any Governors interested in learning more about Enterprise Risk Management, the Ontario Hospital Association is offering a complimentary webcast on June 13.

The Chair reported that he attended the Halton Physicians Appreciation Dinner on May 1 and noted it was a good opportunity to network with physicians from JBH.

On behalf of the Foundation, the Chair indicated that tickets are available for the Crystal Ball on September 13, 2014. Additional details will follow from A. Hilborn and B. Heagle during the Foundation Report.

Lastly, the Chair referenced the invitation sent on May 26 to the Board of Governors and the Foundation's Board of Directors. An educational session focusing on the Redevelopment will be held on June 18 at the Burlington Golf and Country Club. This event will replace the joint Board Social and all Governors are encouraged to attend.

6. Committee Chairs' Report

Kathryn Osborne (Quality Committee)

- Nothing additional to report

Don Wray (Building & Facilities Committee)

- Nothing additional to report

Michael Pautler (Governance & Nominating Committee)

- There were 2 amendments made to the names of presenters in the agenda. It was agreed that with these changes, the document will remain in the consent agenda.

Dave Dean (Finance Committee)

- The Finance Committee congratulated the organization on a minor surplus at the H-SAA level.

Don Wray (Audit Committee)

- The Audit Committee congratulated the organization for meeting the budget and H-SAA requirements for 2013-14. Mr. Wray thanked the Audit Committee members for their commitment and efforts this year.

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: Dave Dean

Seconded by: Michael Pautler

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

...CARRIED

a) Quality Committee

The minutes of the May 15, 2014 meeting were presented for information and included the following attachments:

- QC – Surgical Services Quality Improvement Report Slide Deck
- QC – Maternal & Child Quality Improvement Report Slide Deck 14-15
- QC – eHealth and ICAT Quality Improvement Report Slide Deck 13-14
- QC – February 2014 High Harm Report
- QC – March 2014 High Harm Report

b) Building & Facilities Committee

The minutes of the April 14 and May 12, 2014 meetings were presented for information.

c) Governance and Nominating Committee

The minutes of April 24 and April 16, 2014 were presented for information and included the following attachments:

- GNC – Governor and Citizen Rep Recruitment Policy – Revised May 2014
- GNC – AGM Agenda June 4, 2014
- GNC – BoG Open Agenda June 4, 2014

The following motions were presented:

That the Board of Governors approve the Election of Officers Report as amended.

That the Board of Governors approve the following citizen members be approved for new terms:

- *Sejal Patel – 2 years, Quality Committee*
- *Frank Whelan – 2 years, Finance Committee*
- *Ian Miles – 1 year, Finance Committee*

d) Finance Committee

The minutes of May 22, 2014 were presented for information and included the following attachments:

- FC – M-SAA Declaration of Compliance Briefing Note
- FC – Schedule G Declaration of Compliance (Oct 1 13 to Mar 31 14)
- FC – JBH Operating Statement Mar 2014
- FC – JBH Balance Sheet Mar 2014
- FC – CFO Report for Finance Mar 2014
- FC – 13.14 Q4 HSAA Dashboard for FAC
- FC – FAC Capital Summary – March 31 2014

The following motions were presented:

That the Board of Governors approve for signature the M-SAA Declaration of Compliance for the period October 1, 2013 to March 31, 2014.

That the Board of Governors approve the Fourth Quarter (2013/2014) Financial Statements as presented.

e) Audit Committee

The minutes of May 22, 2014 were presented for information and included the following attachments:

- AC – 2013-2014 BPSAA Compliance Reporting
- AC – Appendix C – Hospital Attestation Form – 2014
- AC – CritiCall Compliance Declaration 2013-14
- AC – KPMG Financial Statements Final Draft JBH V6

The following motions were presented:

That the Board of Governors approve the Audited Financial Statements for the Joseph Brant Hospital for the Year Ended March 31, 2014 as presented.

That the Board of Governors approve the signing and attestation of the Declaration of Compliance in respect of its obligations related to the Board Public Sector Accountability Act for the year 2013/2014.

That the Board of Governors approve the signing and attestation of the Declaration of Compliance in respect of its obligations related to CritiCall under the hospital service accountability agreement in effect during 2013/2014.

8. New Business

a) Nomination Report

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

M. Pautler reviewed the nominees as presented and noted his declaration of conflict at the Governance & Nominating Committee (GNC) meeting for his own nomination.

It was,

Moved by: Mae Radford

Seconded by: Brent Scowen

That the Board of Governors approve the 2014 – 2015 Nomination Report as amended.

...CARRIED

b) Strategic Scorecard – Q4 2013/14

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

D. Wray queried if there were any questions or comments regarding the scorecard as presented.

E. Vandewall noted there has been significant improvement in a number of areas and other areas where the Hospital continues to experience challenges, such as decreased patient flow and the high number of Alternate Level of Care (ALC) patients. The Hospital is focused on implementing strategies to address these issues and achieving improvement in those key indicators.

c) 2014/15 Board Committee Structure and Membership

The 2014/15 Board Committee Structure and Membership was pre-circulated with the agenda package.

M. Pautler reported that Governors were selected for Committees based on several principles discussed at the Governance and Nominating Committee (GNC) including:

- Maintaining consistency and continuity on the Committees

- Ensuring assignments that reflect the individual interests and aspirations of the Governors. This data was collected through the 1:1 meetings between the Chair and the Governor.
- The requirement of each Governor to sit on a minimum of 2 committees

The GNC and Board noted their appreciation for Governors who have accepted the responsibility to sit on more than two (2) Committees.

M. Pautler noted that there was a discussion at GNC about whether the new constituted Board should approve the Committee Structure for 2014-15. It was determined that that in order to allow for sufficient dialogue, the Committee Structure would be presented at this meeting for approval.

It was,

Moved by: Michael Pautler

Seconded by: Don Dalicandro

That the Board of Governors approve the 2014/15 Committee Membership and Structure as amended.

...CARRIED

d) 2013/14 Board Session Review

A Briefing Note was pre-circulated with the agenda package that contained the consolidated answers from the Board and Committee self-assessment surveys.

T. Romain reminded the Board that the survey is based on the Ontario Hospital Association (OHA) best practices and Accreditation Canada's Governance Functioning Tool. Ms. Romain further noted there were less respondents then last year.

M. Pautler reported that the GNC there was an opportunity to encourage physician participation in surveys as the feedback is very beneficial to the Board and its work.

The Board agreed that all items presented in the Briefing Note should be included in the 2014/15 Annual Board Work Plan.

Additional items for the Committee Work Plans included:

- A mid-year Board progress report (GNC)
- General governance benchmarking with peer hospitals (GNC)
- A speaker or speaker series to explore best practices in Governance (GNC)

The Chair thanked the Governors for their suggestions.

e) Patient Story – Quality Improvement

A Patient Story power point was pre-circulated with the agenda package.

N. LaBelle presented a patient story relating to a 37 year old female with pregnancy gestational diabetes who ultimately delivered a healthy baby at Joseph Brant Hospital (JBH). The family expressed sincere thanks to the staff for the outstanding care received during their stay at JBH through a letter that was shared with the Quality Committee.

N. LaBelle noted the positive themes from this patient story, which included the interdisciplinary model of health care that is team directed and using the team model to manage a pregnancy that resulted in a healthy outcome for both the mother and the baby.

N. LaBelle reported that letters are shared with staff through their regular meetings and posted on the unit.

Following discussion, it was determined that patient stories will continue to be shared at the Board of Governors meeting. Generic speaking points will developed by Corporate Communications for those who want to share a good news story.

The Chair thanked Ms. LaBelle for her presentation.

f) Mental Health Review

A briefing note was pre-circulated with the agenda package.

E. Vandewall noted that there was a case last fall 2013 that became public in the media regarding the care received at the Hospital. It was important to JBH to review the case, and to be open and transparent in its review.

The Hospital recruited an external review team as an independent party to investigate the claims and identify opportunities for improvement. Using the suggestions from the review team, the Hospital created a work plan based on the recommendations from the external review team which has been implemented.

In December of 2013, Mr. Vandewall met with the patient to understand their perspective and incorporate that feedback into our improvements. The report was shared with the patient before it was made public through the Hospital's submission to the LHIN and posting on the JBH website.

Dr. Faulkner commended the Emergency Department (ED) and 1 West staff, who manage individuals who can be regularly aggressive or violent, on their transformation in approach and teamwork using their new training tools. The staff are more confident in meeting the needs of patients with challenges while maintaining a safe and respectful workplace.

Mr. Vandewall reported that he is pleased with the improvements made in the Mental Health program with the support of the Chief of Psychiatry, Dr. A. Brown.

g) Integrated Communications Plan

The Communication Plan presentation and Combined Plan were pre-circulated with the agenda package.

M. Joannette and A. Hilborn presented the Communication & Community Engagement Plan for the 2014 – 2015 Redevelopment Milestones. The presentation included overarching goals and guiding principles, key messages, outreach and community involvement, engagement opportunities and planned events.

M. Joannette noted the last communications plan that had been presented to the Board was for the Redevelopment approval. Mr. Joannette confirmed that the Hospital and Foundation will continue to work together on the Redevelopment communications and will be developing opportunities for the Board and Board Chair to participate in community engagement where appropriate.

It was agreed that there is confusion in the community about a “renovated” hospital versus a “new” hospital, and any language surrounding “expansion” has been removed from fundraising materials.

The Chair thanked M. Joannette and A. Hilborn for their presentation.

h) 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 is pleased to support any political candidate who would like to tour the Hospital. To date, JBH has been contacted by MPP Jane McKenna, Eleanor McMahon and Premier Kathleen Wynne. The Premier will be visiting the Hospital on Friday May 30.
- McMaster is scheduled to occupy the Halton McMaster Family Health Centre on June 24. The Joint Venture Agreement continues to be finalized and McMaster and JBH are working together to complete the Agreement as soon as possible.

i) Chief of Staff Report

The Chief of Staff Report was pre-circulated with the agenda package. Dr. Faulkner provided a verbal update on the following:

- The Hospital has developed a Patient Flow Steering Committee (PFSC) that is meeting weekly with the sole goal of decreasing the 90th Percentile Length of Stay in the Emergency Department for Admitted Patients. The PFSC started May 7 and will meet for 8 weeks, with Dr. Faulkner and N. LaBelle as Co-Chairs. Dr. Faulkner thanked T. Romain for her assistance in developing the structure, direction and accountability on behalf of the Committee.

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:

- Dorothy Vaitekunas, a palliative care nurse practitioner at JBH has won an award for acute care
- Nursing week was a great success, with a nurses’ breakfast, RPNAO speaker and a red carpet event for the premiere of the “Happy” video

b) Medical Staff Association Report

The Medical Staff Association Report was pre-circulated with the agenda package.

There were no questions regarding the Medical Staff Association Report.

c) Foundation Report

The Foundation Report was pre-circulated with the agenda package. B. Heagle and A. Hilborn provided a verbal update on the following:

- The price of Crystal Ball tables increases June 1, 2014
- The Foundation has received an exceptional response from physicians regarding the Physician Fundraising Campaign. A. Hilborn thanked Dr. Faulkner, Dr. Killorn and Dr. Hack for their leadership and their physician colleagues for investing in the Hospital.

The Chair thanked Mr. Heagle for his participation and contribution on the Board as this is his last meeting.

d) Auxiliary Report

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

- The Auxiliary will spend next year focusing on its incorporation. A Joint Advisory Committee has been developed for this purpose.
- A Business Development Committee has been developed to investigate additional opportunities for the Auxiliary.
- The Fundraising Committee will have all new faces, other than the Chair, next year. The Committee will focus on creating a new signature annual event for the Auxiliary.
- The Auxiliary has donated another installment to the Hospital's Redevelopment Project, of \$390,000.

10. Hospital Related

The following items were pre-circulated for information:

- Joseph Brant Hospital May 2014 Dr. McLean presentation

11. Other Business

There was no other business to report.

12. Adjournment

It was,

Moved by: Brian Heagle **Seconded by:** Rob Hamilton

That the Open meeting of the Board of Governors be adjourned at 5:25 p.m.

...CARRIED

Don Wray
Chair, Board of Governors

Christine Thomson
Recorder