

Board of Directors Open Meeting

Wednesday, 12/6/2017

3:00 - 6:00 PM ET

1. Call to Order & Welcome	K. Osborne		3:00 pm
2. Declarations of Conflict	K. Osborne		3:02 pm
3. Approval of Agenda	K. Osborne	Approve	3:03 pm
4. Approval of Minutes October 4, 2017 O-4-October 4, 2017 - Open Board Meeting Minutes - Draft November 21, 2017 - Page 6	K. Osborne	Approve	3:04 pm
5. Chair's Report	Chair		3:05 pm
6. Action Items Review	K. Osborne	Review	3:10 pm
A. Organizational Priorities arising from Healthy Workplace Study. [ITEM 11-B]			
B. Management to present the Community Survey results to the Board at the fall Board meeting upon completion. [ITEM 9-D-a]			
C. Management to provide reporting on the new communications metrics. [ITEM 9-D-a]			
D. Management to report on the Marketing Plan branding with input from Marshall Fenn. [ITEM 9-D]			
7. COMMITTEE REPORTS			
A. Quality Committee <i>QC Committee Report Nov 23-17 - Page 12</i>	M. Radford	Information	3:15 pm
B. Finance and Audit Committee <i>FAC Report for Dec 6th Board Meeting FINAL - Page 13</i>	D. Dean	Information	3:20 pm
C. Governance and Nominating Committee <i>GNC Report for Dec 6th Board Meeting - Page 14</i>	M. Pautler	Information	3:25 pm
D. Building and Facilities Committee <i>BFC Report for Dec 6th Board Meeting - Page 15</i>	K. Osborne	Information	3:30 pm
8. Consent Agenda Motions See material listed at the end of the Agenda O-8-Resolutions-Consent Agenda - Page 16	K. Osborne	Approve	3:35 pm
9. STRATEGY AND OPERATIONS UPDATE			
A. President and CEO Report <i>President CEO Open Report to the Board - December 6 2017 - Page 17</i>	E. Vandewall	Information	3:40 pm
B. Professional Practice Report <i>O-9-B Professional Practice Report December 2017_final - Page 24</i>	C. Williams/ J. Rogers	Information	3:50 pm
C. Medical Staff Association Report <i>O-9-C MSA report November 28 2017 - Page 31</i>	R. Sowery	Information	4:00 pm
D. Communications and Public Relations Report	M. Joannette	Information	4:10 pm

i. Media Relations	M. Joannette	Information	
<i>O-9-D-i-1 Board Report VP Communications and Public Affairs December 6 2017 - Page 35 O-9-D-i-2 JBH Spread - Burlington's Best 2017 - Page 42</i>	David Scholz [Leger, The Research Intelligence Group]	Information	4:15 pm
ii. Community Survey Results	<i>O-9-D-ii Dave Scholz Joseph Brant Hospital Community Survey Presentation to BOD - Dec 6 2017 - Page 43</i>	Mario Joannette	Information 4:35 pm
E. Strategic Plan Communications Update and Look Ahead	<i>O-9-E BOD December 6 2017 - JBH Strategic Plan Communications Plan - Page 65</i>	D. Dean/ D. Perera	Approve 4:40 pm
10. DECISION ITEMS	A. Year-End Audit Planning, Engagement and Fees	D. Dean/ D. Perera	Approve 4:50 pm
<i>O-10-A JBH EL with TC - Page 72 Item 7. C. Audit Planning and Engagement - Page 77</i>	B. 2017/2018 Q2 Financial Statements	D. Dean/ D. Perera	Approve 5:00 pm
<i>O-10-B FAC Presentation to the BOARD - Page 97 Item 7. E. i. Operating Statement - Page 106 Item 7. E. i. Balance Sheet September - Page 107 Item 7. E. i. CFO Report September 30 2017 - Page 108 Item 7. E. ii. Gap Analysis - Page 114</i>	C. Credit Facility Update	D. Dean/ D. Perrera	Approve 5:10 pm
<i>O-10-C Credit Facility BN - Page 115</i>	D. 2018/2019 Hospital Accountability Planning Submission [HAPS]	D. Dean/D. Perrera	Approve 5:20 pm
<i>O-10-D HAPS 2018 19 Budget v2 (Amendment Updated) - Page 118</i>	E. 2018/2019 Community Accountability Planning Submission [CAPS]	E. Vandewall	Approve 5:30 pm
<i>O-10-E 2018-19 CAPS BN - Page 119</i>	F. Auxiliary Chair Indemnification	Information	K. Osborne
<i>O-10-F JBH Auxiliary Chair Indemnification - Page 121</i>	11. INFORMATION ITEMS	N. Casselman	Information 5:40 pm
A. Auxiliary Update	<i>O-11-A Auxiliary Board - Briefing Note Final Nov 14 2017 - Page 122</i>	K. Osbrone	Information 5:55 pm
B. Healthy Workplace Survey: Emerging Organizational Priorities and Work Plan	<i>O-11-B Healthy Workplace Survey 2016 _Organizational Priorities November 2017 board - Page 128</i>	K. Osborne	Information 5:55 pm
12. OTHER BUSINESS	A. Review of Action Items from Meeting	K. Osborne	6:00 pm
<i>Items for discussion or consideration raised during the meeting to be addressed before or at the next regular Board meeting.</i>	B. Next Meeting	13. Adjournment	Conference Call Particulars
<i>February 7, 2017</i>		<i>Please advise email gdeveaux@josephbranthospital.ca 1 day before the meeting to ensure that the conference line is open. Toll-free dial-in number (Canada/US):1 855-344-7755</i>	

14. CONSENT AGENDA MATERIAL

A. Consent Agenda Items for Approval	Approve
i. Board of Directors N/A	
ii. Quality Committee N/A	Approve
iii. Governance and Nominating Committee	Approve
a. Terms of Reference	Approve
<ul style="list-style-type: none">• Governance and Nominating Committee 7-A-iii-1 GNC Terms of Reference Clean - Nov 28-17 - Page 140 7-A-iii-2 GNC Terms of Reference Blackline - Nov 28-2017 - Page 144	Approve
<ul style="list-style-type: none">• Finance and Audit Committee O-14-A-iii-a-2 FAC TOR - Page 148 7-A-ii-2 FAC TOR Blacklined - Page 154	Approve
<ul style="list-style-type: none">• Human Resources Policy and Compensation Committee 7-A-iv-1 HRPCC - Terms of Reference 2017 2018 FINAL COPY - Page 161 7-A-iv-2 HRPCC - Terms of Reference 2017 2018 Blacklined - Page 165	Approve
<ul style="list-style-type: none">• Building and Facilities Committee 7-A-v-1 BFC 2017-2018 ToR_Septemer 12-2017 Approved - Page 170 7-A-v-2 BFC 2017-2018 ToR_Septemer 12-2017 blacklined.doc - Page 173	Approve
<ul style="list-style-type: none">• Quality Committee Deferred by GNC	
b. Committee Work Plans	
<ul style="list-style-type: none">• Governance and Nominating Committee O-14-A-iii-b-1 GNC Draft Work Plan 2017-18 - Page 176	Approve
<ul style="list-style-type: none">• Finance and Audit Committee O-14-A-iii-b-2 FAC Work Plan 2017-18 - Page 178	Approve
<ul style="list-style-type: none">• Human Resources Policy and Compensation Committee O-14-A-iii-b-3 HRPCC - Work Plan_ 2017_18 FINAL - Page 181	Approve
<ul style="list-style-type: none">• Building and Facilities Committee O-14-A-iii-b-4 Building and Facilities Work Plan 2017-18 (clean version) (1) - Page 184	Approve
<ul style="list-style-type: none">• Quality Committee O-14-A-iii-b-5 QC Work Plan 2017-18 - Page 185	Approve
c. Board Member Term Limits	Approve
O-14-A-iii-c Board BN Board Member Term Limits - December 6, 2017 - Page 187	
iv. Finance and Audit Committee N/A	
v. Building and Facilities Committee N/A	Information
B. Consent Agenda Items for Information Only	Information

i. Board of Directors	
a. Leadership Organizational Structure	Information
<i>O-14-B-i-a Leadership Organizational Structure Chart - Page 188</i>	
ii. Quality Committee	
a. Quality Committee Minutes - November 23-Draft	Information
<i>QC Mins Nov 23-17 DRAFT - Page 189</i>	
b. Quality Scorecards and Reporting	Information
<i>O-14-B-ii-a-4 Strategic Scorecard September 2017 - Page 197</i>	
<i>O-14-B-ii-a-3 JBH Quality Scorecard Q2 2017-18 - Page 210</i>	
<i>O-14-B-ii-a-2 HSAA Indicators Slide - Page 242</i>	
<i>O-14-B-ii-a-3 QIP 2017-18 Q2 Progress Slides 1.0 - Page 243</i>	
<i>O-14-B-ii-a-5 Q2 17-18 Quality Report Complaints Compliments and Incidents - Page 247</i>	
c. Surgery Annual Quality Report	Information
<i>O-14-B-ii-b Surgical Services Annual Quality Report 2017 - Page 256</i>	
d. Health Information & Privacy Annual Quality Report	Information
<i>O-14-B-ii-c HIS and Privacy Annual Quality Report 2017 - Page 265</i>	
e. Quality Framework and Processes - Medstracker Update	Information
<i>O-14-B-ii-d Medication Reconciliation - Nov 23 2017 - Page 274</i>	
f. Generative Discussion - Patient Engagement Strategies	Information
<i>O-14-B-ii-e Patient Engagement Processes at JBH Briefing Note - Page 294</i>	
g. Accreditation Canada Update	Information
<i>O-14-B-ii-f JBH Accreditation Update Nov 2017 - Page 300</i>	
h. Quality of Care Council Minutes	Information
<i>Quality Council Minutes Sept 20-17 Draft - Page 307</i>	
i. OHA Outreach: Hospital Sneak Peek	Information
<i>I-8-H HQIP Sneak Peek_Final - Page 312</i>	
iii. Governance and Nominating Committee	
a. GNC Minutes September 22, 2017	Information
<i>GNC September 22 Draft - Page 359</i>	
b. GNC Minutes November 24, 2017	Information
<i>GNC Minutes November 24, 2017 Final - Page 364</i>	
c. Accreditation Update and Work Plan	Information
<i>O-14-B-iii-c JBH Accreditation Overview for Board Nov 2017 - Copy - Page 369</i>	
iv. Finance and Audit Committee	
a. FAC Minutes September 21, 2017	Information
<i>FINAL FAC September 21st Meeting Minutes - Page 374</i>	
b. FAC Minutes November 23, 2017	Information
<i>FAC November 23, 2017 - FINAL DRAFT - Page 378</i>	
c. Summary of CEO Expenses	Information
<i>CEO Expenses - Page 384</i>	
d. PCOP Update	Information
<i>Item 8. C. PCOP Monitoring - Page 385</i>	
e. Compliance Reporting - Hospital Remittance	Information
<i>Item 8. D. Compliance Reporting (Financial Statutory Declaration) - Page 386</i>	
f. Non-Audit Services Update	Information
<i>Nothing to report.</i>	
g. Internal Control Update	Information

Nothing to report.

v. Building and Facilities Committee

a. BFC Minutes

BFC Minutes October 24 2017 Draft - Page 387
BFC Minutes Novembver 28 2017 Draft - Page 392

Information

b. Master Plan Update

9 Master Program Master Plan 11 20 17 - Page 398

Information

c. Capital Redevelopment Update

8-A-iii-3 VE to September 2017 - Summary - Page 407
8-A-iii-4 VE to September 2017 - Rev 0 - Page 408
8-A-iii-2 Capital Redevelopment Contingency Draw down Sept 2017 - Page 416
8-A-iii-1 Briefing note on JBH CRP Contingency Report 093017 - 211117 - Page 417
8-A-iv JBH - Capital Redevelopment Project - November 2017 - Monthly Schedule Status - at 15Nov2017 - Page 418
8-A-v BFC ICAT Briefing Note Ocotber 2017 - Page 421
8-A-i Briefing note on JBH Phase 1 CRP 11 20 17 - Page 427
8-A-ii Copy of Construction_Report_Joseph_Brant_Hospital_Burlington_-_Phase_1_Redevelopment201710 r2 - Page 431
8-A-ii Copy of Construction_Report_Joseph_Brant_Hospital_Burlington_-_Phase_1_Redevelopment201710 r2 - Page 436
8-A-vi JBH IC Status Report #33 - October 30 2017 - Page 441

Information

d. Operational Readiness Update

8-B BFC OpReadiness Briefing Note November 2017- Draft - Page 458

Information

vi. Public Affairs and Communications

N/A

Mission: We are committed to exemplary healthcare. We are focused on clinical excellence, quality and patient safety. We have a passion for service.

Vision: Compassionate care. Exemplary service. Every time.

Values: Compassion Accountability Respect Excellence (CARE)