

## Board of Directors Open Meeting

HMFHC 3rd floor Main  
Boardroom

Wednesday, 6/7/2017  
3:00 - 5:50 PM ET

<b>1. Call to Order &amp; Welcome</b>	<b>3:00 pm</b>	<b>Chair</b>	
<b>2. Declaration of Conflicts</b>	<b>3:01 pm</b>	<b>Chair</b>	
<b>3. Approval of Agenda</b>	<b>3:02 pm</b>	<b>Chair</b>	<b>Decision</b>
<b>4. Approval of Previous Minutes - March 29, 2017</b> Minutes of March 29, 2017 <i>Board of Directors Open Meeting Minutes March 29, 2017 (Draft) - Page 6</i>	<b>3:03 pm</b>	<b>Chair</b>	<b>Decision</b>
<b>5. Review of Action Items from Open Minutes</b> None identified from March 29, 2017	<b>3:04 pm</b>	<b>Chair</b>	<b>Review</b>
<b>6. Chair's Remarks</b>	<b>3:05-3:10 pm</b>	<b>Chair</b>	<b>Information</b>
<b>7. Committee Chairs' Reports</b> Dave Dean - Audit Committee, Finance Committee Kathryn Osborne - Building & Facilities Committee Michael Pautler - Governance & Nominating Committee Sylvia Leonard - Quality Committee	<b>3:10-3:25 pm</b>		<b>Information</b>
<b>8. Consent Agenda</b> For approval of motions put forward by the Committees	<b>3:25-3:30 pm</b>	<b>Chair</b>	<b>Decision</b>
<b>a. Audit Committee - meetings of April 11 and May 25, 2017</b>			
<i>AC - Motion Page - Page 16</i>			
<i>AC - Minutes Apr 11-17 Final - Page 17</i>			
<i>AC - May 25, 2017 Minutes DRAFT - Page 22</i>			
<i>AC- Financial Declaration - Page 26</i>			
<i>AC- Hospital Remittances Briefing Note.doc - Page 27</i>			
<i>AC - BPSAA Motion Page - Page 28</i>			
<i>AC- BPSAA Compliance Reporting - Page 29</i>			
<i>AC - Audited FS Motion Page - Page 30</i>			
<i>AC- 2017 JBH Draft FS Revised May 30 2017 - Page 31</i>			
<i>AC- AFR Draft - 5.12.17 - Page 51</i>			
<b>b. Building &amp; Facilities Committee - meetings of April 11 and May 9, 2017</b>			
<i>BFC Motions Page - Page 72</i>			
<i>BFC Minutes May 9 2017 Draft (approved by Chair) - Page 73</i>			
<i>BFC Minutes April 11, 2017 - Page 81</i>			
<i>BFC ToR Motion Page - Page 88</i>			
<i>Item 11. BFC Terms of Reference 2016-2017 (blackline version) - Page 89</i>			
<i>Item 11. BFC Terms of Reference 2016-2017 (clean version) - Page 92</i>			
<i>Item 7.a.i Briefing note on JBH Phase 1 CRP 05 01 17 - Page 95</i>			
<i>Item 7.a.iii Briefing note on JBH CRP Contingency Report 033117 - 043017 - Page 98</i>			
<i>Item 7.a.vi BFC ICAT Briefing Note May 2017 - Page 99</i>			
<i>Item 9. BFC OpReadiness Briefing Note Apr 2017 FINAL - Page 110</i>			
<i>Item 10. BFC Motion Page May 9, 2017 (BFC Work Plan) - Page 122</i>			
<i>Item 10. Draft Building and Facilities Work Plan 2017-18 (blackline version) - Page 123</i>			
<i>Item 10. Draft Building and Facilities Work Plan 2017-18 (clean version) -</i>			

**c. Finance Committee - meeting of May 25, 2017**

*FC - Motions Page - Page 125*  
*FC May 25, 2017 Minutes DRAFT - Page 126*  
*FC- Trust AUD FS - Page 132*  
*FC- JBH Aux Draft audited Statements - Page 141*  
*FC - M-SAA Motion Page - Page 157*  
*FC- MSAA Schd G - Page 158*  
*FC- M-SAA Declaration of Complaine - Page 160*  
*FC - YE Financial Statements Motion Page - Page 161*  
*FC- CFO Report Year-end - Page 162*  
*FC- Balance Sheet at Mar 2017 - Page 168*  
*FC- Clinical Activity Report - Page 169*  
*FC- Statement of Operations Mar 2017 - Page 171*  
*FC- MOH QBP Funding Variance - Page 172*

**d. Governance & Nominating Committee**

**i. Meeting of April 13, 2017**

*GNC Motions April 13, 2017 - Page 174*  
*GNC Minutes April 13, 2017 - Page 175*  
*Item 7.a Briefing Note - Committee Structure Review April 6, 2017 - Page 181*  
*Item 7.a BoG Minutes Open Meeting May 29 2013 (blackline page 4) - Page 183*  
*Briefing Note - Governance Policies for Decision April 6, 2017 - Page 190*  
*G-02 Chair & Vice-Chair Selection Process (blackline version) - Page 193*  
*G-02 Chair & Vice-Chair Selection Process (clean version) - Page 195*  
*G-12 Governor and Citizen Rep Recruitment (blackline version) - Page 197*  
*G-12 Director and Citizen Rep Recruitment (clean version) - Page 200*  
*G-15 Political Donations (blackline version) - Page 202*  
*G-15 Political Donations (clean version) - Page 203*  
*G-18 Statement of Board Roles and Responsibility (blackline version) - Page 204*  
*G-18 Statement of Board Roles and Responsibility (clean version) - Page 208*

**ii. Meeting of May 11, 2017**

*GNC Motions May 11, 2017 - Page 212*  
*GNC Minutes May 11, 2017 DRAFT - Page 213*  
*Item 7.a. Briefing Note - Governance Policies for Decision May 4, 2017 - Page 220*  
*G-08 Email Voting (blackline version) - Page 222*  
*G-08 Email Voting (clean version) - Page 226*  
*G-09 Engaging Independent Advisors (blackline version) - Page 230*  
*G-09 Engaging Independent Advisors (clean version) - Page 233*  
*Item 7.b Administrative By-laws June 2016 (blackline version) - Page 235*  
*Item 7.b Administrative By-laws June 2016 (clean version) - Page 255*  
*Item 7.h AGM Agenda June 21, 2017 draft - Page 275*  
*Item 7.I JBH Board Dates 2017-2018 Presented May 4, 2017 - Page 276*  
*Item 7.I 2017-18 JBH Board & Committee Calendar May 4, 2017 - Page 277*  
*Item 7.n GNC Work Plan 2017-2018 DRAFT (blackline version) - Page 288*  
*Item 7.n GNC Work Plan 2017-2018 DRAFT (clean version) - Page 292*

**e. Quality Committee - meeting of May 18, 2017**

QC Mins May 18-17 Draft - Page 295  
QC- Annual Quality Report - Pharm-Lab-DI 2017 - Page 301  
QC- Annual Quality Report - Information Technology - Page 315  
QC- Strategic Scorecard 2016\_17-Yearend - Page 322  
QC- Quality Scorecard FY16 17\_YE-Updated - Page 336

**f. Consolidated Motion: Consent Agenda Items**

This document contains motions of the Board for all of the Committee recommended items listed this section.  
*Consolidated Motions - Board Open Meeting June 7 - Page 362*

Chair

Approve

**9. New Business**

**a. 2017/18 Committee Structure**

3:30-3:35 pm K. Osborne Information

**b. Patient Story (In Camera)**

3:35-3:45 pm C. Williams Information

**c. Healthy Workplace Results**

20 minutes presentation  
10 minutes Q & A

3:45-4:15 N. Information

Casselman,  
John Yardley

*Healthy Workplace Survey 2016 Results Presentation to Board June 7 2017 - Page 364*

**d. 12 Month Look Ahead Communications Plans**

4:15-4:55 pm M. Joannette Information

*12 Month Look Ahead Communications Plans Presentation to BOD - Page 386*

**i. Tower Opening Plan (Internal, Community Information and Ad Campaign)**

*Communication Plan Patient Tower External Marketing and Ad Campaign May - Page 409*  
*Communication Plan Patient Tower Internal External Events May 23 FINAL - Page 413*

**ii. Strategic Plan Communication Roll-out Plan**

*JBH Briefing Note Strategic Plan - Page 420*  
*JBH Strategic Plan - Draft Communications Plan and Schedule - Page 422*  
*3 Strategic Directions Update - Page 428*

**iii. Community Survey Update**

*Final Joseph Brant Survey May 25 2017 - Page 430*

**iv. Government Relations Plan**

*Government Relations Plan - Page 442*

**e. People & Processes**

4:55-5:15 pm C. Williams Information

**i. IAP Executive Summary**

*IAP Summary April 2017 - Page 443*  
*IAP Summary May 2017 - Page 445*

**ii. IAP Development**

*BN IAP Deployment update May 2017 Final - Page 447*  
*IAP DEPLOYMENT MAY 2017 Final - Page 449*

**iii. LEAN Update**

*Continuous Improvement Update to Board May 2017 - Page 460*

**10. Reports**

**a. President & CEO Report**

5:15-5:25 pm E. Vandewall Information

*President CEO Open Report to the Board - June 7 2017 Final - Page 481*

**b. Professional Practice Report**

5:25-5:35 pm Dr. Stephen, Information

C. Williams

*Professional Practice Report June 2017 - Page 494*

**c. Medical Staff Association Report**

5:35-5:40 pm Dr. Sowery Information

Verbal Update

**11. Hospital Related/Communications**

5:40-5:45 pm M. Joannette Information

<b>12. Other Business</b>	<b>5:45-5:47 pm</b>	<b>Chair</b>	<b>Information</b>
<b>13. Review of Action Items from Meeting</b>	<b>5:47-5:49 pm</b>	<b>Chair</b>	<b>Review</b>
<b>14. Next Meeting Date - Annual General Meeting June 21, 2017</b>		<b>Chair</b>	<b>Review</b>
<b>15. Adjournment</b>	<b>5:50 pm</b>	<b>Chair</b>	<b>Decision</b>

## **16. APPENDICES**

### **a. Audit Committee - meetings of April 11 and May 25, 2017**

*AC- IT Security Model Framework - Page 521*

*AC- IT\_Cyber Security\_2017 - Page 523*

*AC- FFE procurement Controls - Page 537*

*AC- Attachment I- Redevelopment Director - Page 550*

*AC - Attachment II - Re: Compliance with the Broader Public Sector  
Procurement Directive - Page 551*

*AC- Attachment III- Ellis Don FFE Procurement Update - Page 552*

*AC- Attachmnet IV- EPA FFE Procurement Update - Page 553*

*AC- Attachmet V- MEDEC Guidance for Staging an Effective Site Visit -  
Page 555*

*AC- Attachment VI- MEDEC Imaging Guidance for Conducting an Effective  
On-Site Product Demonstration and Evaluation - Page 559*

*AC- AP Internal Control - Page 563*

*AC- Audit Committee Legal Claims Review April 2017 - Page 572*

*AC- Liability Graphs - Page 575*

*AC- Legislative Compliance - Page 586*

*AC- Q4 HSAA Dashboard - Page 589*

### **b. Building & Facilities Committee**

#### **i. Meeting of April 11, 2017**

*Item 7.a.i Briefing note on JBH Phase 1 CRP 03 30 17 - Page 591*

*Item 7.a.i Calendar update for the week of April 3-7 - Page 594*

*Item 7.a.i LEED Scorecard - Page 600*

*Item 7.a.ii*

*Construction\_Report\_Joseph\_Brant\_Hospital\_Burlington\_-  
\_Phase\_1\_Redevelopment201702 (1) - Page 602*

*Item 7.a.iii Briefing note on JBH CRP Contingency Report 022817 -  
033117 - Page 604*

*Item 7.a.iii VE to Feb 28 2017 - 032617 First Draft - Page 605*

*Item 7.a.iii Capital Redevelopment Contingency Draw down  
February 28 2017 - Page 611*

*Item 7.a.iv IC Report 02 17 - Page 612*

*Item 7.a.v JBH - Capital Redevelopment Project - Apr 2017 - Monthly  
Schedule Status... - Page 631*

*Item 7.a.v FFE dashboard - Page 636*

*Item 7.a.vi BFC ICAT Briefing Note Apr 2017 - Page 637*

*Item 8. BFC OpReadiness Briefing Note April 2017 Final - Page 649*

#### **ii. Meeting of May 9, 2017**

*Item 7.a.i Training Matrix (Draft in progress Sheet) - 17 05 03 -  
Page 660*

*Item 7.a.i LEED Report 03 17 - Page 666*

*Item 7.a.ii*

*Construction\_Report\_Joseph\_Brant\_Hospital\_Burlington\_-  
\_Phase\_1\_Redevelopment201703\_JBH2 - Page 668*

*Item 7.a.iii VE to March 31 2017 - 043017 First Draft - Page 672*

*Item 7.a.iii Capital Redevelopment Contingency Draw down March  
31 2017 - Page 678*

*Item 7.a.iv IC March 2017 Report - Page 679*

*Item 7.a.v JBH - Capital Redevelopment Project - May 2017 -  
Monthly Schedule Status... - Page 696*

**c. Finance Committee - meeting of May 25, 2017**

*FC- PCOP update to FAC - Page 716*  
*FC- Actuarial Report - Page 717*  
*FC- OPEB Valuation Report - Page 719*  
*FC- Expense Reporting Requirements - Page 742*

**d. Governance & Nominating Committee - meetings of April 13 and May 11, 2017**

*Item 7.i Briefing Note - Evaluation Process for Board and Individual Assessment April 6, 2017 - Page 757*  
*Item 7.c OHA GCE Education Courses - Attended by Directors - Page 758*  
*Item 7.m GNC Meeting Schedule 2017-2018 Presented May 11, 2017 - Page 759*

**e. Quality Committee - meeting of May 18, 2017**

*305592 20170228 Joseph Brant Hospital Summary Report Final - Page 760*  
*OCP Recommendations - Page 761*  
*Quality Council Minutes Feb 15-17 - Page 763*