

**Hamilton Health Sciences
Board of Directors**

Minutes

DATE: October 12, 2017

TIME: 4:00 to 6:45 PM

LOCATION: 100 King Street West, 23rd Floor, Conference Rooms 23-009 / 23-010, Hamilton, ON

IN ATTENDANCE: Julia Kamula (Chair), Norm Col, David Collie, Charles Criminisi, Richard Koroscil, Bill Laidlaw, Dave Lazzarato, Scott Maki, Keith Monroe (by Phone), Dr. Terry Shields, Shirley Thomas-Weir, Mary Volk, Kirsten Krull, Rob MacIsaac, Dr. Paul Miller, Dr. Dereck Hunt, Anna Ventresca (General Counsel), Adrianna Bogris (Recording Secretary)

GUESTS: Michele Beals, Kelly Campbell, Mark Farrow, Dr. Peter Fitzgerald, Mark Haley, Aaron Levo, Dave McCaig, Dr. Richard McLean, Dr. Ralph Meyer, Sandra Ramelli, Rebecca Repa, Teresa Smith, Dr. Ted Scott, Dr. Wes Stephen

REGRETS: Dr. O'Byrne and Kurt Whitnell

1. Opening

The Chair welcomed everyone to the open portion of the Board meeting.

1.1 Quorum

Quorum was established.

1.2 Declarations of Conflict of Interest

There were no conflicts of interest declared.

1.3 Adoption of the Agenda

The Chair proposed the addition of item 5.2 Quality Improvement Plan 2017/18: Q1 Performance – 2017 09 QC-029 and she noted that this item was posted in the Committee Reference Materials link that the Board received.

The Chair requested a motion to adopt the open portion of the agenda, as amended.

It was moved by David Collie and seconded by Norm Col that the Board adopt the Agenda for the open portion of the meeting, as amended.

CARRIED

1.4 Approval of the Minutes from the June 22, 2017 Meeting

It was moved by Bill Laidlaw and seconded by Terry Shields that the minutes from the June 22, 2017 meeting be approved as distributed.

CARRIED

2. Strategy

2.1 Strategic Plan Framework Update – 2017 10 BD-011

Dr. McLean presented an update on the work being performed around refreshing the Strategic Plan Framework.

The following motion was moved by Charles Criminisi and seconded by Richard Koroscil:

THAT the Board of Directors receives for information the Strategic Plan Framework Update that presents the proposed structure of the Refreshed HHS Strategy Plan for FY18/19 and onward as set out in this Report 2017 10 BD-011 and the Appendix A: 2017-18 Strategy Refresh Process Board Update.

CARRIED

2.2 Quarterly Report of Corporate Strategic Results – Q1 2017/18 – 2017 10 BD-010

Ted Scott presented the Quarterly Report of Corporate Strategic Results – Q1 2017/18. He pointed out that certain outdated figures were inadvertently included in the report, in particular related to readmission rates and COPD rates. He provided the correct up to date figures which resulted in both metrics being classified as green.

The following motion was moved by Bill Laidlaw and seconded by Dave Lazzarato:

THAT the Board of Directors receives for information the Corporate Strategies Update for Q1 FY2017/2018 as set out in Report 2017 10 BD-010.

CARRIED

COMMITTEE REPORTS

3. Performance Monitoring Committee – September 19, 2017

Richard Koroscil presented the items arising from the September 19, 2017 Performance Monitoring Committee meeting. Richard advised that three items were being presented for the Board's approval or receipt:

3.1 HITS Annual Report – 2017 09 PMC-023

The following motion was moved by Richard Koroscil and seconded by Charles Criminisi:

THAT the Board of Directors receives the Annual Health Information Technology Services report, attached as Appendix A to this Report 2017 09 PMC-023: HITS 2016-17 Annual Report.

CARRIED

3.2 Our Healthy Future – Master Planning 2017/18 Q1 - 2017 09 PMC-028

Richard advised that the Committee is seeking the Board's approval on the Our Healthy Future – Master Planning 2017/18 Q1. Discussion ensued.

The following motion was moved by Richard Koroscil and seconded by Dave Lazzarato:

THAT the Board of Directors approves the two priority projects to be identified in the Our Healthy Future Stage 1B (Master Plan) submission, to include the Juravinski Hospital & Cancer Center, combined with St. Peter's Hospital; and the West Lincoln Memorial Hospital as outlined in this Report 2017 09 PMC-028.

CARRIED

3.3 Committee Terms of Reference – 2017 09 PMC-029

Richard advised that the Committee is seeking the Board's approval on the amended Committee Terms of Reference. He provided a brief overview of the changes noting the addition of staff and physician surveys.

The following motion was moved by Richard Koroscil and seconded by Mary Volk:

THAT the Board of Directors approves the revised Performance Monitoring Committee Terms of Reference as set out in Appendix A to this Report 2017 09 PMC-029.

CARRIED

4. Finance Committee – September 20, 2017

Scott Maki presented the items from the September 20, 2017 Finance Committee meeting. Scott advised that three items were being presented for the Board's approval or receipt.

4.1 Operating Results, Q1 – 2017 09 FC-023

The following motion was moved by Scott Maki and seconded by Terry Shields:

THAT the Board of Directors receives for information for the first quarter financial report, 2017 09 FC-023 for the period ended June 30, 2017.

CARRIED

4.2 Trust Accounts Update Q1 – 2017 09 FC-028

Scott advised that the Committee is recommending that the Board approve the Trust Accounts Update.

The following motion was moved by Scott Maki and seconded by Richard Koroscil:

THAT the Board of Directors approves the Transfer of \$20,000 from the Corporate Trust to the HHS Scholarship Fund for F2018

AND THAT the Board of Directors receives for information the Trust Accounts Update for the period ended June 30, 2017 as outlined in Report 2017 09 FC-028.

CARRIED

4.3 Committee Terms of Reference – 2017 09 FC-030

Scott advised that the Committee is recommending that the Board approve the amended Committee Terms of Reference. Anna Ventresca and Dave McCaig were thanked for revising the Terms of Reference to align with the Committee's work plan.

The following motion was moved by Scott Maki and seconded by Norm Col:

THAT the Board of Directors approves the proposed amendments to the Finance Committee's Terms of Reference as attached in Appendix A of Report 2017 09 FC-030 and refers same to the Governance Committee for review.

CARRIED

5. Quality Committee – September 21, 2017

Mary Volk presented the items from the Quality Committee meeting held on September 21, 2017. Mary advised that the Committee is presenting four items for the Board's approval or receipt. The Q1 Quality Improvement Plan has also been included. In addition, an overview of the new patient family advisor and Board attendance at CQI huddles has also been included.

5.1 Education: Role of Patient Advisor – 2017 09 QC-038

The following motion was moved by Mary Volk and seconded by Shirley Thomas-Weir:

THAT the Board of Directors receives for information a role description of the Patient Family Advisor on the Quality Committee in Report 2017 09 QC-038.

CARRIED

5.2 Quality Improvement Plan 2017-18: Q1 Performance – 2017 09 QC-029

The following motion was moved by Mary Volk and seconded by David Collie:

THAT the Board of Directors receives for information the 2017-18 Q1 performance report on the 2017-18 Quality Improvement Plan (QIP) indicators as set out in this Report 2017 09 QC-029.

CARRIED

5.3 Committee Terms of Reference – 2017 09 QC-035

Mary advised that the Committee is seeking the Board's approval on the amended Committee Terms of Reference.

The following motion was moved by Mary Volk and seconded by Dave Lazzarato:

THAT the Board of Directors approves the revisions to the Quality Committee's Terms of Reference as attached in Appendix A to this Report 2017 09 QC-035.

CARRIED

5.4 Process for Board to Attend at Unit Huddles

Mary provided an overview of the process for the Board to attend at Unit Huddles advising that unit huddles are now available to the Board. She advised that Board Members are to arrive 30 minutes prior to the unit huddle start time. Kirsten Krull encouraged Board attendance at the Unit Huddles to gain an understanding of how units are proactively identifying and addressing issues. Sign up for unit huddles will be handled by the Office of General Counsel. Adrianna Bogris will send out the unit huddles information and schedule following the Board meeting.

6. Governance Committee – September 25, 2017

Terry Shields presented the items from the Governance Committee meeting held on September 25, 2017. Terry advised that the Committee is seeking the Board's approval on two items.

6.1 Governance Committee Terms of Reference – 2017 09 GC-010

Terry noted that the Committee is seeking the Board's approval on the amended Committee Terms of Reference. She noted that the Terms of Reference have been revised to add clarity and consistency.

The following motion was moved by Terry Shields and seconded by Dave Lazzarato:

THAT the Board of Directors approves the revised Governance Committee Terms of Reference as set out in Appendix A to this Report 2017 09 GC-010.

CARRIED

6.2 2017/18 Board Work Plan – 2017 09 GC-013

Terry noted that the Committee is seeking the Board's approval on the 2017/18 Board Work Plan.

The following motion was moved by Terry Shields and seconded by Bill Laidlaw:

THAT the Board of Directors approves the 2017-18 Board of Directors Work Plan as set out in Appendix A of this Report 2017 09 GC-013.

CARRIED

7. Medical Advisory Committee Meetings

7.1 MAC Report – Approval of Department Chiefs – 2017 10 MAC-006

Dr. Miller advised that the Medical Advisory Committee is seeking approval of the Department Chiefs. In accordance with the Professional Staff By-law, the Board is required to annually appoint / reappoint Department Chiefs.

The following motion was moved by Norm Col and seconded by Scott Maki:

THAT the Board of Directors approves the appointments and reappointments of the Department Chiefs as recommended by the Medical Advisory Committee at its June 14, 2017 meeting and set out in items 1 and 2 of the MAC Report to the Board attached hereto as Appendix A to Report 2017 10 MAC-006.

CARRIED

Upon motion duly made and unanimously carried, the following MAC Board Reports were accepted:

- 7.2 MAC Board Report – May 10, 2017
- 7.3 MAC Board Report – June 14, 2017
- 7.4 MAC Board Report – September 13, 2017

8. CEO's Report

Rob MacIsaac presented his Report to the Board. He welcomed Dr. Wes Stephen to his first Board meeting as Executive Vice President, Clinical Operations and Chief Operating Officer.

9. An Overview of Tomorrow Stems From You – A Campaign to Develop a Stem Cell Transplantation Unit at JHCC

Charles Criminisi provided an overview of the campaign to develop a stem cell transplantation unit at JHCC to treat leukemia and other blood cancers. He recognized Rob MacIsaac, Dr. Meyer and Pearl Veenema and team for doing a great job on the campaign. Charles Criminisi advised that technology and treatment are proceeding ahead of the infrastructure. The goal is to raise enough funds to increase the treatment rooms from six to 21 by 2019. To date \$2M has been raised and Charles Criminisi encouraged the Board to get involved to take the campaign goal over the finish line. Dr. Meyer provided an overview of the treatment process and effectiveness in the treatment of certain cancers which remains a driving force for the need for increased beds.

10. Adjournment

It was moved by Mary Volk and seconded by Richard Koroscil that the meeting be adjourned.

The meeting adjourned at 6:45 pm.

11. Independent Directors Session and CEO

Following the adjournment, the Independent Directors met with the CEO and General Counsel.

12. Independent Directors Session

Following the Independent Directors Session and CEO, the Independent Directors met.

Julia Kamula
Chair

Scott Maki
Secretary / Treasurer

Action List

	<i>Agenda Item</i>	<i>MRP</i>	<i>Reporting Date</i>
March 2017	Board collaboration strategy with LHIN and public officials	Rob MacIsaac / Aaron Levo	Fall 2017