

**Hamilton Health Sciences
Board of Directors**

Minutes

DATE: May 31, 2018

TIME: 3:00 to 5:00 PM

LOCATION: David Braley Cardiac Vascular and Stroke Research Institute, Auditorium
20 Copeland Avenue, Hamilton, ON

IN ATTENDANCE: Julia Kamula (Chair), David Collie, Charles Criminisi, Richard Koroscil, Bill Laidlaw, Dave Lazzarato, Scott Maki, Keith Monrose, Shirley Thomas-Weir, Mary Volk, Kurt Whitnell, Kirsten Krull, Rob MacIsaac, Dr. Paul Miller, Anna Ventresca (General Counsel), Adrianna Bogris (Recording Secretary)

GUESTS: Michele Beals, Kelly Campbell, Mark Farrow, Mark Haley, Aaron Levo, Dave McCaig, Dr. Richard McLean, Dr. Ralph Meyer, Sharon Pierson, Sandra Ramelli, Rebecca Repa, Teresa Smith, Dr. Wes Stephen, Pearl Veenema

REGRETS: Norm Col, Dr. Terry Shields, Dr. Dereck Hunt, Dr. Paul O'Byrne

Education Session: The Silent Partners in World Class Care

Rebecca Repa presented the Education Session on The Silent Partners in World Class Care. She shared a patient story and provided an overview of her treatment with respect to her diagnosis of Glioblastoma. Rebecca highlighted key services involved in the patients care including, diagnostic imaging, laboratory medicine, perioperative program, Juravinski Cancer Centre for intake, research laboratory and pharmacy. She highlighted the key roles that each program has in ensuring that the patient has access to any and all world class developments in Glioblastomas today and in future. Rebecca was thanked for sharing an interesting and informative presentation. The Board Chair attested to the work being done on the perioperative program and across the organization.

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 requested a motion to adopt the open portion of the agenda.

It was moved by Scott Maki and seconded by Keith Monrose that the Board adopt the Agenda for the open portion of the meeting.

CARRIED

1.4 Approval of the Minutes from the March 29, 2018 meeting

It was moved by Dave Lazzarato and seconded by Bill Laidlaw that the minutes from the March 29, 2018 meeting be approved as distributed.

CARRIED

2. Strategy

2.1 Quarterly Report of Corporate Strategic Results – Q4 2017/18 – 2018 05 BD-006

Dr. McLean provided an overview of the Quarterly Report of Corporate Strategic Results for Q4 2017/18, noting that a number of metrics are underperforming. He noted that although the staff and physician engagement is reflected as red, engagement scores are up significantly. Sick time is slightly elevated.

The following motion was moved by Charles Criminisi and seconded by David Collie:

THAT the Board of Directors receives for information the Corporate Strategy Update for Q4 FY2017/2018 as set out in report 2018 05 BD-006 Corporate Strategy Results 2017/18 Q4.

CARRIED

3. Performance Monitoring Committee Meeting – May 15, 2018

Richard Koroscil provided an overview of the May 15, 2018 Performance Monitoring Committee meeting noting that the meeting materials have been provided to the Board in the link to the other committee materials. He advised that an update on the PMC dashboard was provided.

He noted that Ted Scott provided an update on planning around the 2018/19 monitor indicators noting that the North Star metrics will be presented to Board at its June meeting. Richard further noted that the new Board committees would determine performance indicators for 2018/19.

Richard noted that Aaron Levo provided an overview of the Q4 stakeholder relations update and the team received good feedback and results from the survey distributed. Aaron and his team were recognized for their efforts in maintaining communications with key stakeholders and building relationships.

The Committee will be reviewing the People Plan at an ad hoc Performance Monitoring Committee meeting scheduled on June 7th before it comes forward to the Board for approval at the June 21st Board meeting.

Richard provided the update on the HITS Dashboard noting that a majority of the projects are on track to completion, Mark Farrow and his team were acknowledged for their efforts on this front.

Richard noted that Dave McCaig and Mark Farrow are working on moving the Digital Health Plan forward as a regional driver for Meditech.

He noted that Aaron Levo and Kelly Campbell provided an update on stakeholder engagement and an update on the master planning process.

4. Governance Committee Meeting – May 24, 2018

Charles Criminisi provided an overview of items brought forward to the May 24, 2018 Governance Committee meeting, including the approval of revised Board Committee structure. The recommendation for the new Board slate will be brought forward to the June meeting for approval. Materials on Board leadership development is in the process of being refined and will be brought back to the Board in due course.

4.1 Proposed New Board Committee Structure – 2018 05 GC-008

The following motion was moved by Charles Criminisi and seconded by David Collie:

THAT the Board of Directors approves the revised Board committee structure as set out in Appendix A to Report 2018 05 GC-008, *with the removal of the executive compensation plan from the Human Resources Subcommittee.*

CARRIED

5. Quality Committee Meeting – May 24, 2018

Mary Volk provided an overview of the items discussed at the May 24th meeting. She spoke to the Accreditation Overview noting that Kirsten Krull provided an excellent overview of the process. She advised that changes to the process were provided and that an Accreditation Steering Committee has been formed and teams are working toward meeting standards to ensure that HHS receives a consecutive exemplary status.

5.1 Overview of Accreditation Process for 2019 – 2018 05 QC-019

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

THAT the Board of Directors receives for information the overview of Accreditation 2019 as set out in Report 2018 05 QC-019.

CARRIED

6. Medical Advisory Committee Meetings

Dr. Paul Miller provided highlights from the May MAC meeting including an update provided by Laurie Fox, Director of Medical Affairs, on the Civility project. An overview of the Civility project was provided noting that Medical Affairs and Human Resources have developed a set of tools to support physician chiefs and leaders. He recognized both Medical Affairs and Human Resources for the tremendous amount of work to develop a proactive, consistent approach to civility and transforming the culture. He advised that the People Plan would play a key role in the initiatives involving physicians and residents including attendance at focus groups to gain their perspective on working at HHS.

The Board received the following MAC Reports.

- 6.1 MAC Board Report – April 11, 2018
- 6.2 MAC Board Report – May 9, 2018

7. CEO Report

Rob MacIsaac presented the CEO Report to the Board providing highlights from the April 17th Ministry of Health site visit to discuss sustainability including planning and work underway to meet operating and capital investment requirements.

The Ministry of Health has reviewed HHS' Plan Report submission that was submitted in April for the Stem Cell Transplant Expansion project. The Ministry has confirmed that HHS has met the requirements and have been given approval to proceed to tender the project. It is unknown at this time with respect to timing as the Ministry will reconvene in the fall.

The Digital Health Plan is moving forward with a Patient Portal, MyChart. This technological advancement will allow patients to access their records and test results in a secure mobile environment. The launch involves patients from select McMaster Children's Hospital clinics beginning in July 2018. The platform will be expanded to other clinics and sites in fall 2018.

Bay Area Health Trust has established a new Board of Directors. New members include, Norm Col, Zach Douglas, Ted Scott and Sumir Kapour.

As a result of the upcoming retirement of Dr. McLean, the recruitment process for Chief Medical Executive and Executive Vice President is underway, with Four Corners being selected as the Executive Search Firm.

An overview of the Research Governance Review was provided. Rob advised that HHS has retained Barry McLellan, Rosie Goldstein and Dr. Vassili Papadopolis to work with HHS on reviewing the research function.

8. **Foundation Report to the Board**
9. **HHSVA – Inner Circle Newsletter – Spring 2018**

Rob MacIsaac advised that the HHS Foundation Report to the Board and the HHS Volunteer Association Newsletter have been included in the package.

The following motion was moved by Dave Lazzarato and seconded by Scott Maki:

THAT the HHS Foundation Report and the HHS Volunteer Association Newsletter be accepted as distributed.

CARRIED

10. **Adjournment**

It was moved by Keith Monrose and seconded by Richard Koroscil that the meeting be adjourned.

The meeting adjourned at 4:55 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