MINUTES OF BOARD OF DIRECTORS’ MEETING

Date: Wednesday, November 9, 2011

Location: Burlington Branch, 440 Elizabeth Street, Burlington, ON

PRESENT: B. Alexander (Vice-Chair), S. Hosking, J. Lawlor, G. Nakamura, D. Ringler, C. Ward, (Chair)

REGRETS: B. Brownlow (Treasurer)

PRESENT VIA TELECONFERENCE: L. Lifchus, B. McIntosh, G. Ostofi

STAFF: D. Arseneau, B. Busing, S. Jaggard, M. Miles (Secretary), T. Peirce, M. Siegner, D. Kowal (Recorder)

1. CALL TO ORDER
   C. Ward, Chair, noting that quorum was present, called the meeting to order at 4:05 p.m., advising that the Board will begin with the In-Camera Session.

   The group returned to the Open Session at 5:45 p.m.

   ADDITIONS TO/ APPROVAL OF AGENDA
   MOTION: THAT the Agenda of November 9, 2011 be approved as presented.
   McINTOSH/HOSKING CARRIED

   DECLARATION OF CONFLICT OF INTEREST
   There were no conflicts of interest declared.

2. Board Education Session
   C. Ward advised that no education session had been scheduled for the meeting.

3. APPROVAL OF MINUTES
   MOTION: THAT the minutes of the Meeting of the Board of Directors held on October 12, 2011 be approved as presented.
   RINGLER/ALEXANDER CARRIED
4. MATTERS FOR DISCUSSION AND/OR APPROVAL

4.1 Report of the Chair
C. Ward provided an update of the LHIN4 CEO Retreat entitled “Looking to the Future of our HNHB LHIN and Designing a Patient Centered Care Delivery System” held October 17th.

MOTION: THAT the Report of the Chair be received as presented.
RINGLER/McINTOSH CARRIED

4.2 Report of the CEO
M. Miles referenced the September Report of the CEO as pre-circulated in the Board package and highlighted that:
- i) HNHB CCAC had been recognized with a Reader’s Choice Award (Diamond) for 2011 by the Hamilton Spectator for Senior Services; the Spectator notes that these awards are “in recognition of the countless businesses and services that go above and beyond our expectations.”
- ii) the CCAC is awaiting formal communication by the LHIN as to next steps per the SJHS Proposal; iii) a Community Care Roundtable hosted by Alex Bezzina, ADM was held on Friday, October 28th; iv) a CCAC Board Chairs/CEOs meeting is scheduled for November 29th; v) a group of CCAC leaders is developing health system and CCAC advocacy advice and recommendations for consideration of OACCAC and CCAC leadership; vi) letters from the Chair of the MH CCAC to the Minister of Health and the Deputy Minister, on funding were received; noting that all 14 CCACs collectively have been working the past few months with Ministry staff to determine the best formula per HBAM methodology, to be used for distribution of the CCAC sector’s $2.1B.

MOTION: THAT the Report of the CEO be received as presented.
RINGLER/LAWLOR CARRIED

4.3 Report of the CFO
D. Arseneau referenced the Report of the CFO as pre-circulated in the Board package, noting that the CCAC is forecasting a balanced position for year-end.

MOTION: THAT the Report of the CFO be received as presented.
NAKAMURA/OSTOFI CARRIED
4.4 **Quality & Safety Update**

T. Pierce referenced the briefing note as pre-circulated in the Board package highlighting that; i) Green Belt candidates delivered their Measure Phase presentations on October 27 to the Continuous Improvement Steering Committee (CISC) and the Executive Team; ii) I. Wilson presented, with a Case Manager, at the National Case Management Network and with T. Peirce at the Canadian Home Care Association Conference, regarding HNHB’s development and deployment of Continuous Improvement, utilizing both Project Management and Lean Six Sigma methodology in an integrated model; iii) LHIN Yellow Belt training has been completed with all 13 candidates participating in a Kaizen; iv) PMO is currently undertaking a review and update on the status of the Corporate Work Plan to provide a snap-shot of the current state of the projects for the Executive Team.

**MOTION:** THAT the Quality & Safety Update be received as presented.

RINGLER/MCINTOSH  CARRIED

5. **Consent Agenda**

At the request of a Board member, the following items were removed from the Consent Agenda by C. Ward, Chair, and moved to the regular Agenda: Item 5.1, Item 5.3 (S. Hosking); Item 5.4 (J. Lawlor)

**MOTION:** THAT disposition per the items listed/referred to in the Consent Agenda be as follows:

5.2 Report of the Finance Committee be received  
5.5 Report of the Quality & Safety Committee be received  
5.6 Communications Report be received  
5.7 Volunteer Hours for the Month of October, 2011 be completed and returned to D. Kowal.

ALEXANDER/RINGLER  CARRIED

5.1 **ED/ALC Monthly Report**

In response to a question regarding the elevated ALC rates at some of the smaller hospitals, T. Peirce explained that although smaller acute hospitals have fewer acute bed days and so a single ALC designation will have a significant impact on that hospital’s rate, this will have minimal impact on the overall/LHIN-wide rate.

**MOTION:** THAT the ED/ALC Monthly Report be received as presented.

NAKAMURA/LAWLOR  CARRIED
5.3 Client Services Statistical Report

In response to a question posed by a Board member, B. Busing advised that clients who live in a Retirement Home that are in need of In-Home Services may be placed on a wait list, similar to all other clients.

MOTION: THAT the Client Services Statistical Report be received as presented.
RINGLER/HOSKING CARRIED

5.4 Report of the Governance Committee

In response to a question posed by a Board member, T. Peirce confirmed that we focused past Board recruitment efforts in the Haldimand-Norfolk region in order to support geographic representation to the extent possible, noting that our major focus is skill set with the secondary focus being geography.

MOTION: THAT the ED/ALC Monthly Report be received as presented.
ALEXANDER/McINTOSH CARRIED

7. IN-CAMERA SESSION

The in-camera session occurred at the beginning of the meeting to discuss an HR matter, legal and contractual matters and Board/CEO matters. The in-camera session was adjourned at 5:45 p.m. and moved immediately into the open session. The open session adjourned at 6:10 p.m.

8. DATE AND TIME OF SCHEDULED MEETINGS

The next meeting will be held on December 14, 2011 at the Burlington Branch, 440 Elizabeth Street, Burlington, 4:00 – 6:00 p.m.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 6:10 p.m.

C. Ward, Chair
M. Miles, Secretary

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