

WATERLOO WELLINGTON BOARD OF DIRECTORS

MINUTES May 2015 Public Board Meeting

DATE/ TIME	May 20, 2015 4:30 to 7:00 p.m.	LOCATION	Board Room of the Waterloo Wellington CCAC Guelph Office, 450 Speedvale Ave., W., Suite 201, Guelph, ON N1H 7G7
CHAIR	Brian Cowan	RECORDER	Helene Ireton
PRESENT	<u>Board Directors</u> Brian Cowan, Chair Janet Huber, Vice Chair Ed Arbuckle, Treasurer Robert Dowhan, Board Director (telephone) Patricia Kahle, Board Director Kathryn MacDonald, Board Director Freeman McEwen, Board Director Glenn Roach, Board Director Erika Wulff Gomez, Board Director		Dale Clement, CEO and Secretary to the Board <u>Staff</u> Andrea Martin, Senior Director, Partnerships & Performance Rob Forbes, Senior Director, Corporate Services Martina Rozsa, Senior Director, Patient Services Jo-Anne Maxwell, Care Coordinator Helene Ireton, Board Liaison Guest – one member of the public was present.
REGRETS	Marsha Paley, Board Director		
No.	ITEM	COMMENTS	RESPONSIBILITY & FOLLOW-UP
1.0	Call to Order	The meeting was called to order by the Chair at 4:35 p.m.	
1.1	Declaration of Conflict	Based on the meeting agenda and package received by board directors, no director declared a conflict of interest under Bylaw No. 6.10-16 and Policy V-B-14.	
1.2	Approval of Agenda	It was moved by Erika Wulff Gomez; and seconded by Freeman McEwen that the agenda be approved as distributed. <div style="text-align: right;">Carried.</div>	
2.0	CONSENT AGENDA		
	CONSENT AGENDA	Items on the Consent Agenda included: 2.10 Minutes of February 18, 2015 2.15 Report of the CEO 2.20 Report of the Executive Committee 2.25 Report of the Governance Committee 2.30 Report of the Quality Committee 2.30.1 Performance Management Framework Q4	

		<p>2.35 Report of the Resources Committee 2.35.1 Annual Health & Safety Report and Policy Approval 2.35.2 M-SAA Compliance Report</p> <p>It was moved by Patricia Kahle; and seconded by Kathryn MacDonald that the items on the Consent Agenda, be approved as presented.</p> <p style="text-align: right;">Carried.</p>	
	BUSINESS		
3.00	Ensure Program Quality & Effectiveness		
3.10	Patient Story and Gentle Exercise Presentation	<p>The Board received a report about falls prevention and medication safety, noting Falls Prevention Strategy & Medication Safety Plan was a focus on the 2014-2015 Quality Improvement Plan (QIP) and continues to be on the 2015-2016 QIP. Some information was provided about the number of falls resulting in visits to emergency departments and hospital admissions, and about our WWCCAC specific QIP initiatives. One of the initiatives is increasing referrals to gentle exercise programs for at risk patients.</p> <p>WWCCAC Care Coordinator, Jo-Anne Maxwell, lead the board and staff through a short gentle exercise program typical of what patients would participate in as part of the falls prevention strategy, along with information about the benefits of the program.</p>	
3.20	Enterprise Risk Management Report	<p>The Board received and reviewed a semi-annual Enterprise Risk Management (ERM) Assessment Report. It was noted the senior leadership team reviews and refreshes the ERM Assessment twice annually, most recently in April 2015, and the assessment results were reviewed. Background and process information about the review was provided. A visual representation specific to the April 2015 ratings, along with past ratings was provided in the report, along with rationale for changes. Mitigation strategies were provided only for those risks that present a high or moderately high risk exposure for the organization.</p> <p>There was discussion about technological security and training.</p>	<p>Brian Burns will be invited to a future meeting to provide education on tech. security – especially CHRIS, ability to monitor downloads, chart audits, etc.</p> <p>Glenn Roach will investigate costs of corporate membership to ICD as education piece (for journal).</p>
3.30	Performance Management Framework for 2015-	<p>The Board received and reviewed in depth a report with the proposed refresh for 2015-2016 Performance Management Framework (PMF). It was noted the Board's Quality Committee had examined the proposed 2015-2016 PMF and</p>	<p>Language suggestion: <i>Patients deemed palliative</i> rather than <i>palliative</i></p>

	2016	<p>rationales in depth and endorsed the goals and indicators/measures proposed for the 2015-2016 PMF at its May 13th meeting. The PMF was built around the strategic priorities of the organization identified in the 2013-2016 Strategic Plan. Two defined goals were aligned with each priority.</p> <p>It was moved by Janet Huber; seconded by Freeman McEwen that the Board of Directors adopts the goals and indicators/measures proposed for the 2015-2016 Performance Measurement Framework as endorsed by the Quality Committee.</p> <p style="text-align: right;">Carried</p>	<i>patients</i>
4.00	Ensure Board Effectiveness		
4.10	Freedom of Information	<p>The board received and reviewed a report that informed them that although CCACs have not yet been legislated to formally comply with FIPPA legislation, WWCCAC is proactively preparing by ensuring good documentation management business practices are in place. The report was brought forward from discussion at the board's Governance Committee to provide general information about FIPPA and to raise the Board's awareness about considerations needed in preparation for this legislation, including determination as to whether oversight for FIPPA implementation falls primarily on the Board or the Governance Committee work plan and to consider board readiness and education around what FIPPA means to the board.</p> <p>It was moved by Kathryn MacDonald; seconded by Ed Arbuckle that the Board of Directors conducts a Freedom of Information and Protection of Privacy Act (FIPPA) Board readiness assessment and education for Board Directors. The assessment would align FIPPA requirements to Board processes to ensure compliance.</p> <p>AND That the Board consider FIPPA implementation as part of the Board work plan.</p> <p style="text-align: right;">Carried.</p>	
4.20	Strategic Planning Framework	<p>The board received and reviewed a report noting the 2013-2016 WWCCAC Strategic Plan is in its final year and recommending a strategic planning process be commenced to create the 2016-2019 WWCCAC Strategic Plan. The proposed objective key deliverables and planning process were discussed. It was noted that WWCCAC is working to align the strategic plan timing with the LHIN's Integrated Health Services Plan and there will be a strong WWCCAC board leadership role in the process. Governance Committee will take the board lead role, but all board directors will be involved. There was discussion about our</p>	

		<p>need for alignment with the LHIN planning (to meet the needs of the local community)</p> <p>It was moved by Kathryn MacDonald; seconded by Ed Arbuckle that the Waterloo Wellington CCAC Board of Directors, CEO, and Senior Leadership enter a strategic planning process for the purpose of creating the 2016-2019 Waterloo Wellington CCAC Strategic Plan.</p> <p>That the Waterloo Wellington CCAC conduct an RFP to retain a third party facilitator with a budget maximum (\$40,000), to advise on and assist in the creation of the Waterloo Wellington CCAC 2016-2019 Strategic Plan.</p> <p style="text-align: right;">Carried</p>	
4.30	Governance Effectiveness	<p>The Board received and reviewed a report and recommendation from the Governance Committee about defining and measuring governance effectiveness in a way that goes beyond a checklist approach. An opportunity to trial the Brown Governance “The Boardroom Culture Tool™” was recommended.</p> <p>It was moved by Glenn Roach; seconded by Erika Wulff Gomez that the Board use the Brown Governance “Boardroom Culture Tool” to assist the Board in assessing governance effectiveness.</p> <p style="text-align: right;">Carried</p>	
5.0	OTHER ITEMS		
6.0	Meeting Evaluation	Directors were reminded to fill in the meeting evaluations – either paper copy or electronic.	
7.0	Conclusion	It was moved by Kathryn MacDonald that the meeting be adjourned. Carried. The public meeting of the board concluded at 6:15 p.m.	

APPROVAL OF MINUTES

On a motion duly made, seconded and carried unanimously, the above-noted minutes were approved.

Brian Cowan, Chair

Dale Clement, CEO

Date: _____