

**Hamilton Niagara Haldimand Brant
Local Health Integration Network**

Minutes of the Business Meeting of the Board of Directors June 25, 2014

A meeting of the Board of Directors of the Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN) was held on June 25, 2014, at the Boardroom, Hamilton Niagara Haldimand Brant Local Health Integration Network, 264 Main Street East, Grimsby, Ontario, beginning at 4:00 p.m.

Present: Michael P. Shea, Board Chair
Bob Lawler, Vice Chair
Ruby Jacobs, Member
Helen Mulligan, Member
Laurie Ryan-Hill, Member
Mervin Witter, Member

In Attendance: Donna Cripps, Chief Executive Officer (CEO), HNHB LHIN
Jo-Ann Mattina, Corporate Coordinator, Recording Secretary,
HNHB LHIN
Derek Bodden, Director, Finance, HNHB LHIN
Steve Isaak, Director, Health System Transformation, HNHB LHIN
Trish Nelson, Director, Communications and Corporate Services,
HNHB LHIN
Rosalind Tarrant, Director, Access to Care, HNHB LHIN

Guests: Joanna Ellis, MHSC, Director, Strategic and Operational Integration, LHIN
Laboratory Network
David Langstaff, Executive Director, LHIN Laboratory Network

A. Convening the Meeting

A.1 Call to Order

A quorum was present.

A.2 Approval of the Agenda

MOVED: Helen Mulligan

SECOND: Laurie Ryan-Hill

That the agenda of June 25, 2014, be adopted, as circulated.

CARRIED

A.3 Declaration of Conflicts

No conflicts were identified at this time.

B. Education Session

Laboratory Services – LHIN-wide Program Update

Key Points of Discussion:

- David Langstaff and Joanna Ellis presented on the LHIN-wide Laboratory Services. A copy of the presentation will be posted on the LHIN website.

- The Board inquired if there are many specimens that are lost in transit. It was noted that they are not necessarily lost but may be delayed. It was explained that sometimes they are not delivered to the appropriate testing site on the first attempt.
- The project presented today is part of a bigger capital planning project. There is still work to be completed to identify what services will exist in each hub.

C. Minutes of the Last Meeting

C.1 Approval of the Minutes of May 28, 2014

MOVED: Mervin Witter

SECOND: Bob Lawler

That the minutes of the Board Meeting – Business of May 28, 2014, be adopted as circulated.

CARRIED

D. Consent Agenda

D.1 Consent Agenda of June 25, 2014

MOVED: Michael P. Shea

SECOND: Helen Mulligan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network adopt the Consent Agenda of June 25, 2014, consisting of an eHealth Update.

CARRIED

Key Points of Discussion:

- The Chair noted some key accomplishments related to the LHIN's eHealth strategy:
 - Private lab data from Provincial lab repository (OLIS) is now aggregated with existing hospital labs. This means that all lab data for a person is now available on ClinicalConnect. Previously only hospital lab data was available leaving the data from the private labs outside ClinicalConnect. The family physicians have identified this as a significant milestone for enhancement of ClinicalConnect.
 - ClinicalConnect now has hospital data from Erie St. Clair LHIN (Bluewater Health) and South West LHINs (Huron Perth Healthcare Alliance and Alexandra Marine and General Hospital) included.
 - ClinicalConnect now has expanded Client health information from Community Care Access Centres in both Erie St. Clair LHIN and South West LHIN
 - A patient header flag identifying Hamilton Niagara Haldimand Brant (HNHB) Health Links patients has been added so that if a provider accesses a file of a Health Link patient they will recognize that the patient has a coordinated care plan as part of the local Health Link.

E. Reports

E.1 Report of the CEO

MOVED: Bob Lawler

SECOND: Ruby Jacobs

That the verbal Report of the Chief Executive Officer (CEO) be received and filed.

CARRIED

Key Points of Discussion:

- As of June 12, 2014, there is a new majority Government. The new Cabinet was sworn in on June 24, 2014, and there a new Minister of Health and Long-Term Care, Dr. Eric Hoskins.
- Last week, the LHIN CEOs met with the new Deputy Minister, Dr. Bob Bell, who shared his insights on the health system – what has worked well and what still needs improvement. Dr. Bell was previously the CEO of the University Health Network in Toronto.
- In early July, the Premier will be introducing the 2014-15 budget in the legislature. It is anticipated that the budget will reflect the priorities outlined in the Liberal election platform:
 - Improved access to primary care providers
 - Decrease the wait times for referrals to specialists
 - Increase funding for Mental Health and Addictions strategy
 - Community hubs to focus on health and wellness
 - Increase number of health links
 - Provide culturally appropriate care
 - Increase funding for seniors activity and community grants program
 - Expand access to virtual care (tele-health)
 - Expand scope of practice for qualified positions, i.e. Nurse Practitioners
 - Dementia/end of life care
- Staff will look at the priorities as they link with the LHIN's SHSP.
- The CEO noted that she has received an email from Brant Community Health System and West Haldimand General Hospital today, indicating that they are exploring options for integration at the governance level. This does not trigger our 60 day notice at this time, but we expect to be hearing more about this in the coming months.

E.2 Report of the Chair

MOVED: Laurie Ryan-Hill

SECOND: Bob Lawler

That the Report of the Chair be received and filed.

CARRIED

Key Points of Discussion:

- The Chair reviewed the circulated report.
- In addition to what was included in his report, the Chair noted that the following meetings:
 - June 12, 2014 – the Nominating Committee met
 - June 18, 2014 - The Audit and Quality and Safety Committees and the Governance Working Group met
 - June 19, 2014 – the Chair attended the Dundas Community Services Annual General Meeting and brought greetings from the LHIN. Dundas Community Services commented on the positive relationship with the HNHB LHIN.
 - June 24, 2014 – Chair Council Teleconference – The Chair Council will be meeting face-to-face with the new Minister in September. As well, the Standing Committee on Social Policy dealing with the LHSIA review was also discussed. It is the Chair Councils understanding that the review will continue into the fall. It was noted that the Standing Committee has the ability to adjust their mandate.
 - June 24, 2014 – the Chair and CEO attended the Niagara Health System’s Annual General Meeting.

MOVED: Michael P. Shea

SECOND: Mervin Witter

That the minutes of the Nominating Committee meeting of April 25, 2013 and March 26, 2014, be received and filed.

CARRIED

E.3 Report of the Audit Committee Chair

MOVED: Michael P. Shea

SECOND: Mervin Witter

That the Report of the Audit Committee Chair be received and filed.

CARRIED

Key Points of Discussion:

- The Audit Committee Chair reviewed the circulated report.
- At the Audit Committee meeting held on June 18, 2014, the minutes of the Audit Committee meeting of May 28, 2014, were approved by the Audit Committee for receipt by the Board of Directors.

MOVED: Bob Lawler

SECOND: Helen Mulligan

That the minutes of the Audit Committee meeting of May 28, 2014, be received and filed.

CARRIED

Quarterly Report – First Quarter

MOVED: Bob Lawler

SECOND: Laurie Ryan-Hill

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receives and files the First Quarter Report.

CARRIED

Funding Allocation – VON Canada – Ontario Branch, Hamilton Transitional Adult Day Program

MOVED: Bob Lawler

SECOND: Helen Mulligan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network cease the funding of the Transitional Adult Day Program that is operated by the Victorian Order of Nurses for Canada – Ontario Branch, Hamilton.

CARRIED

Voluntary Integration – Meals on Wheels Program: Glanbrook Home Support Programme Incorporated and Ancaster Information Centre and Community Services Incorporated

MOVED: Bob Lawler

SECOND: Laurie Ryan-Hill

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receives and files the intention for a voluntary, back-office integration, between Glanbrook Home Support Programme Incorporated and Ancaster Information Centre and Community Services Incorporated for the Meals on Wheels programs.

CARRIED

E.4 Report of the Quality and Safety Committee Chair

MOVED: Michael P. Shea

SECOND: Laurie Ryan-Hill

That the Report of the Quality and Safety Committee Chair be received and filed.

CARRIED

Key Points of Discussion:

- The Quality and Safety Committee Chair reviewed the circulated report.
- At the Quality and Safety Committee meeting held on June 18, 2014, the minutes of the Quality and Safety Committee meeting of April 23, 2014, were approved by the Quality and Safety Committee for receipt by the Board of Directors.

MOVED: Ruby Jacobs
SECOND: Mervin Witter

That the minutes of the Quality and Safety Committee meeting of April 23, 2014, be received and filed.

CARRIED

Ministry LHIN Performance Priority Indicators and Targeted Initiatives to Improve Emergency Room Performance

MOVED: Ruby Jacobs
SECOND: Mervin Witter

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receives and files the Ministry LHIN Performance Agreement indicator update.

CARRIED

MOVED: Ruby Jacobs
SECOND: Bob Lawler

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive and file the update on Targeted Initiatives to Improve Emergency Room Performance.

CARRIED

Key Points of Discussion:

- Staff presented on the Ministry-LHIN Performance Priority Indicator Update. A copy of the presentation will be posted on the LHIN's website.
- The Board inquired if there is any consideration given when booking the MRI to when the patient is scheduled to see the specialist to ensure the information is current (i.e. seeing the surgeon six months after the scan is completed). This would be looked at as part of the appropriateness review.
- LHIN staff are completing a review of the demand, efficiency, and supply factors related to MRIs. The LHIN is also exploring a central intake model.
- The Choose Wisely campaign has provided a venue for patients and physicians to discuss what testing is required. The University Health Network and Hamilton Health Sciences are leading work on Diagnostic Appropriateness

that will differentiate between when testing is appropriate versus what test the patient would like to have.

- The Board inquired if hospitals have sufficient qualified staff to meet the new volumes that are provided during Blitz Funding (end of year funding). It was noted that during the past Blitz Funding one hospital had a radiologist leave and the hospital was not able to meet the demand. The hospital is in the process of filling the vacancy.
- It was noted that the Niagara Health System and Joseph Brant Memorial, have taken the right steps to make the improvements related to the Emergency Room lengths of stay, Joseph Brant Hospital is at 47 hours for the month of June 2014. Staff noted that they are encouraged by the movement with these hospitals corporations.
- It was noted that the residents of Brantford area have identified that there is not enough walk-in clinics; concern was raised that this means that there are more Emergency Room visits as a result. It was explained that walk-in clinics provide timely care but not necessarily the best practice care; it does not provide consistent care that is available in the primary care model. Most physicians are a part of a group and every group is required to have a plan for after hour coverage. Some groups provide evening and/or weekend clinics, others rely on tele-health. Currently, there is not 24/7 access to primary care coverage outside of the Emergency Room. Focus is on ensuring that primary care models provide access for patients outside of normal business hours

Patient Flow Pressures at Hamilton Health Sciences Corporation

MOVED: Ruby Jacobs

SECOND: Laurie Ryan-Hill

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive and file the update on Patient Flow Pressures at Hamilton Health Sciences Corporation.

CARRIED

Key Points of Discussion:

- Hamilton Health Sciences Corporation identified in May that patient flow pressures were at a critical situation putting patients in their hospital at risk
- Hamilton Health Sciences indicated that they had lost confidence in the Community Care Access Centre.
- Hamilton Health Sciences Corporation and Community Care Access Centre have been meeting weekly and developed a report that is submitted to the LHIN weekly. The LHIN has received narrative feedback from Hamilton Health Sciences Corporation that there has been progress. The three parties, Hamilton Health Sciences Corporation, HNHB Community Care Access Centre and the HNHB LHIN, will be meeting monthly (starting in July) to identify the status of the patient flow issues at Hamilton Health Sciences Corporation.

E.4 Report of the Governance Working Group Chair

MOVED: Michael P. Shea
SECOND: Bob Lawler

That the Report of the Governance Working Group Chair be received and filed.

CARRIED

Key Points of Discussion:

- The Governance Working Group Chair reviewed the circulated report.
- At the Governance Working Group meeting held on June 18, 2014, the minutes of the Governance Working Group meeting of December 4, 2013, were approved.

Strategic Health System Plan Implementation Update

MOVED: Helen Mulligan
SECOND: Mervin Witter

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receives and files the Strategic Health System Plan Quarterly Update.

CARRIED

New Policy Review

MOVED: Helen Mulligan
SECOND: Bob Lawler

That that the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve the following new policies:

- Board Evaluation Policy
- Complaints Policy related to Health Service Providers
- Complaints Policy related to LHIN Staff and Directors.

And that the above mentioned policies will be reviewed annually through the Governance Working Group.

CARRIED

Conflict of Interest Rules (Revised)

MOVED: Helen Mulligan
SECOND: Mervin Witter

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approves the LHIN Conflict of Interest Rule for submission to the Conflict of Interest Commissioner for approval and posting pursuant to Section 59 of the *Public Service of Ontario Act, 2006*.

CARRIED

F. New/Other Business

F.1 Capital Approvals

F.1.1 Laboratory Program Consolidation of Pathology Services – Pre-Capital Submission

MOVED: Michael P. Shea
SECOND: Helen Mulligan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network endorse the program and services component (Part A) of the pre-capital submission for the proposed Pathology consolidation, and forward it to the Ministry of Health and Long-Term Care.

CARRIED

Key Points of Discussion:

- It was noted that the consolidated Lab program at St. Joseph's Healthcare Hamilton will dramatically improve turnaround times for diagnostic testing.
- All hospital corporates who are participating in this initiative are supporting the consolidation.
- The cost of the project is approximately \$5.2M.

F.1.2 Niagara Falls Community Health Centre – Stage 2 Capital Submission

MOVED: Michael P. Shea
SECOND: Helen Mulligan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network endorse Part A of the Niagara Falls Community Health Centre Stage 2 Functional Program Submission (the submission), and forward the submission to the Ministry of Health and Long-Term Care for review and approval.

CARRIED

Key Points of Discussion:

- The Niagara Falls Community Health Centre has 3.5 FTE primary care staff.
- The Niagara Falls Community Health Centre has confirmed their understanding of the requirement to operate within the existing budget allocation.

F.2 Quarterly Declaration of Compliance

MOVED: Bob Lawler

SECOND: Mervin Witter

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network authorizes the Board Chair to declare to the Minister of Health and Long-Term Care that Upon due enquiry of the Chief Executive Officer and other appropriate LHIN officers and personnel, and subject to any exceptions identified on Schedule A, to the best of the Board's knowledge and belief, the LHIN has:

1. the completion and accuracy of reports required of the LHIN, pursuant to section 5 of the *Broader Public Service Accountability Act* (BPSAA), on the use of consultants;
2. the LHIN's compliance with the prohibition, in section 4 of the BPSAA, on engaging lobbyist services using public funds;
3. the LHIN's compliance with all of its obligations under applicable directives issued by the Management Board of Cabinet;
4. the LHIN's compliance with its obligations under the Memorandum of Understanding with the Ministry of Health and Long-Term Care; and
5. the LHIN's compliance with its obligations under the Ministry LHIN Accountability Agreement/Ministry LHIN Performance Agreement in effect,

during the Applicable Period of April 1 to June 25, 2014.

CARRIED

Key Points of Discussion:

- The CEO clarified that the exception noted on Schedule A has been declared in previous quarters.
- The LHIN continues to be insured during this time.

G. Closed Session

MOVED: Bob Lawler

SECOND: Mervin Witter

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network move to a closed session to review/approve the closed minutes of April 30, 2014, to discuss a personnel matter and matters of public/personnel interest at 6:05 p.m.

CARRIED

G.1 Report of the Chair on the Closed Session

MOVED: Michael P. Shea
SECOND: Helen Mulligan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network moved to a closed session at 6:05 p.m. review/approve the closed minutes of April 30, 2014, to discuss a personnel matter and matters of public/personnel interest and returned to an open session at 6:33 p.m.

CARRIED

H. Adjournment

The Board of Directors – Business meeting be adjourned at 6:36 p.m.

CARRIED

<original signed by>

<August 27, 2014>

Michael P. Shea, Chair

Date

<original signed by>

<August 27, 2014>

Donna Cripps, Corporate Secretary

Date