

Hamilton Niagara Haldimand Brant Local Health Integration Network

Minutes of the Business Meeting of the Board of Directors June 27, 2018

A meeting of the Board of Directors of the Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN) was held on June 27, 2018, at the Webster's/Albion Falls Room, HNHB LHIN, 211 Pritchard Road, Unit 1, Hamilton, Ontario, beginning at 2:00 p.m.

Present: Bill Thompson, Vice Chair
Paul Armstrong, Member – arrived at 3:00pm
Saqib Cheema, Member
Bill Chopp, Member
Shelley Moneta, Member
Dominic Ventresca, Member
Marianne Knight, Member – via teleconference
Suzanne Belanger-Fontaine, Member
Madhuri Ramakrishnan, Member – via teleconference

Regrets: Janine van den Heuvel, Chair

HNHB LHIN Staff
in Attendance:

Donna Cripps, Chief Executive Officer
Candice Neila, Corporate Coordinator, Recording Secretary
Emily Christoffersen, VP Commissioning, Performance and
Accountability
Dr. Jennifer Everson, VP Clinical
Trish Nelson, Director, Communications
Rosalind Tarrant, VP Health System Strategy & Integration
Cindy Ward, VP Resource Stewardship and CFO
Miranda Ingribelli, VP, People and Talent Management
Derek Bodden, Director, Funding
Chad Deblock, Director, Finance
Andrew Szasz, Director, Systems and Technology

Guest: Mark Farrow, Chief Information Officer, HNHB LHIN, Hamilton Health
Sciences

A. Convening the Meeting

The Chair welcomed the Board members by acknowledging that we are located on Indigenous lands and expressed gratitude for the opportunity and privilege to work with communities across the territory.

A.1 Call to Order

A quorum was present.

A.2 Approval of the Agenda

MOVED: Saqib Cheema
SECOND: Dominic Ventresca

That the agenda of June 27, 2018, be adopted, as circulated.

CARRIED

A.3 Declaration of Conflicts

No conflicts were identified at this time.

B. Consent Agenda

B.1 Consent Agenda of June 27, 2018

MOVED: Shelley Moneta
SECOND: Bill Chopp

That the Board of Directors adopts the consent agenda of June 27, 2018 consisting of:

- i. Minutes of the Board of Directors – Business meeting of May 30, 2018

CARRIED

C. Reports

C.1 Report of the CEO

MOVED: Bill Thompson
SECOND: Dominic Ventresca

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

CARRIED

Key Points of Discussion:

- Voices in the Community highlighted the story of Ian and Mary
- Patient and Family Advisory Council scheduled for June 26, 2018 was cancelled and rescheduled to July 10th.
- Expense restriction memo received from the ministry. A hiring freeze and a discretionary spending freeze is in effect. A vacancy report has been requested for presentation to the finance and audit committee. All external hiring postings have been halted unless they fit within the exemptions (direct patient care).
- HNHB LHIN continues to limit travel (e.g. beverages, meals, mileage) utilizing technology when appropriate, taking the expense restriction directive seriously.
- Health Shared Service Ontario Enterprise review is expected to continue to proceed forward.
- Recognized Bill Chopp for his award as Distinguished Fellow Award from Mohawk College and Bill Thompson for his volunteer award in Grimsby.

C.2 Report of the Chair

MOVED: Shelley Moneta
SECOND: Suzanne Belanger-Fontaine

That the Report of the Chair be received and filed.

CARRIED

C.3 Report of the Audit Committee Chair

MOVED: Bill Thompson
SECOND: Saqib Cheema

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

CARRIED

Meeting of June 20, 2018

An Audit Committee meeting was held on June 20, 2018.

i. Consent Agenda

MOVED: Bill Thompson
SECOND: Saqib Cheema

That the consent agenda of June 20, 2018 be received and filed.

CARRIED

ii. New/Other Business

a) Presentation of Audit Results

MOVED: Bill Thompson
SECOND: Shelley Moneta

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve the Report to Audit Committee on the 2018 Audit from Deloitte LLP.

CARRIED

The Audit Committee Chair then moved into closed session to discuss a personnel/ public interest matter.

Report of the Audit Committee Chair on Closed Session

The Audit Committee moved to a closed session at 12:31 p.m. to discuss matters of personnel or public interest and returned to an open session at 12:46 pm.

b) HNH B LHIN Operations – Monthly Financial Update

MOVED: Bill Thompson
SECOND: Dominic Ventresca

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive and file the April 30, 2018 financial update for LHIN operations.

CARRIED

c) Community Funding/Investment

Designated

i. Visiting Hospice Volunteer Services

MOVED: Bill Thompson
SECOND: Dominic Ventresca

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve the proposed funding allocation for the Visiting Hospice Volunteer Services as detailed in Table 1.

CARRIED

Table 1 Proposed Allocation of 2018-19 New Visiting Hospice Volunteer Services Funding

VHVS Provider	Proposed Annual Funding Allocation	Pro-rated 2018-19
West Niagara Palliative Care Services	\$30,000	\$20,000
Dr.Bob Kemp Hospice	\$75,000	\$50,000
Niagara-on-the-Lake Community Palliative Care Service	\$30,000	\$20,000
VON Canada-Hamilton and Brantford	\$30,000	\$20,000
Haldimand-Norfolk Community Senior Support Services	\$30,000	\$20,000
Hospice Niagara*	\$112,500	\$75,000
Total Funding Allocation	\$307,500	\$205,000

ii. Adult Day Program - Burlington

MOVED: Bill Thompson

SECOND: Shelley Moneta

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve up to \$502,356 base and up to \$3,000 one-time funding in 2018-19 to Joseph Brant Hospital to support the expansion of Acclaim Health's Adult Day Program in Burlington by 13 spaces and support expanded hours of operation including Saturday services.

CARRIED

iii. Behavioural Supports Ontario Community Expansion

MOVED: Bill Thompson

SECOND: Dominic Ventresca

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve up to \$619,975 base funding and up to \$25,000 one-time funding in 2018-19 for Alzheimer Society of Brant Haldimand Norfolk Hamilton Halton to expand and enhance the HNHB Behavioural Supports Ontario Community Outreach Program.

CARRIED

iv. Short Term Transitional Care

MOVED: Bill Thompson

SECOND: Bill Chopp

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve up to \$209,957 one-time in 2018-19 to St. Joseph's Homecare to support an enhanced staffing model for the Transitional Care Program at First Place Hamilton.

CARRIED

Discretionary

There were two briefing notes that were deliberated by the audit committee – Community Paramedicine and Young Carers. These two programs were to be funded from the community investment funding. Clarification will be sought from the Ministry of Health and Long Term Care as to whether these transfer payment programs are impacted by the expenditure management memo. For that reason they will not be presented to the board for their consideration.

Reconciliation

i. Regional Municipality of Niagara Adult Day Program

MOVED: Bill Thompson
SECOND: Dominic Ventresca

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network recover \$397,042 base funding in 2019-20 from the Regional Municipality of Niagara (RMON) that was provided to support transportation costs associated with the Adult Day Program.

CARRIED

ii. Adult Recreation Therapy Centre Falls Prevention

MOVED: Bill Thompson
SECOND: Saqib Cheema

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network recovers \$136,108 base funding from Adult Recreation Therapy Centre that was provided to support a falls prevention program ("STAND UP!") provided by St. Elizabeth Health Care.

C.4 Report of the Quality & Safety Committee Chair

MOVED: Bill Thompson
SECOND: Dominic Ventresca

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

CARRIED

Meeting of June 20, 2018

A Quality and Safety Committee (Q&SC) meeting was held on June 20, 2018.

i. Consent Agenda

MOVED: Shelley Moneta
SECOND: Saqib Cheema

That the consent agenda of June 20, 2018 be received and filed.

CARRIED

ii. New/Other Business

a) Ministry-LHIN Accountability Agreement (MLAA) Performance Indicators Dashboard Quarterly Report

MOVED: Shelley Moneta

SECOND: Saqib Cheema

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive and file the Ministry-LHIN Accountability Agreement Performance Indicators Dashboard Quarterly Update.

CARRIED

b) Evaluation of Caring for my COPD

Key Points of Discussion:

- Presentation is included in package and available online.
- Staff to return with recommendations.

c) Patient Experience Survey Results

MOVED: Shelley Moneta

SECOND: Dominic Ventresca

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive and file the report on the Patient Experience Survey Results.

CARRIED

d) Annual Privacy Report

MOVED: Shelley Moneta

SECOND: Saqib Cheema

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive and file the Annual Privacy Report.

CARRIED

C.5 Report of the Governance Working Group Chair

MOVED: Bill Thompson

SECOND: Saqib Cheema

Meeting of June 20, 2018

A Governance Working Group meeting was held on June 20, 2018. At this meeting, the minutes of the meeting of March 21, 2018 were approved, as removed from the consent agenda.

Minutes of March 21, 2018

The Governance Working Group Chair pulled the minutes from the consent agenda to discuss the matter of in-camera sessions following Board meetings.

MOVED: Dominic Ventresca
SECOND: Saqib Cheema

That the minutes the Governance Working Group meeting of March 21, 2018 be received and filed.

CARRIED

ii. New/Other Business

a) 2018-19 Annual Business Plan Q1 Update

MOVED: Dominic Ventresca
SECOND: Shelley Moneta

That Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive and file the 2018-19 Annual Business Plan Q1 Update.

CARRIED

b) Governance to Governance Sessions Update

MOVED: Dominic Ventresca
SECOND: Saqib Cheema

That Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve the Governance to Governance: A Plan to Advance Transformational Change.

CARRIED

c) Review of Proposed Membership on Board Committees and Working Groups

MOVED: Dominic Ventresca

SECOND: Shelley Moneta

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approves the proposed Committee/Working Group membership

And;

that the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approves the addition of one member to the Audit Committee membership to the terms of reference immediately, as per Table 1.

CARRIED

Table 1 Proposed Membership on Board Committees and Working Groups

Committee/Working Group	Length of Term (according to ToR)	Member	Next Steps
Governance Working Group	Annually for a 1 year term (would require a change to the current Terms of Reference)	Dominic Ventresca Bill Thompson Bill Chopp Saqib Cheema Shelley Moneta	Reappoint Reappoint Reappoint Reappoint Reappoint
Membership: Up to five, with a minimum of three, members of the Board of Directors, one of whom has been appointed as the chair.			
Audit Committee	Annually for a 1 year term (in alignment with the current Terms of Reference)	Bill Thompson Dominic Ventresca Madhuri Ramakrishnan Saqib Cheema Suzanne Belanger-Fontaine	Reappoint Reappoint Reappoint Reappoint New Member (effective Sept/18)
Membership: Up to four with a minimum of three members of the Board of Directors, one of whom has been appointed as the Chair.			
Quality & Safety Committee	N/A		
Membership: All members of the Board of Directors, one of whom has been appointed as the Chair.			

D. New/Other Business

D.1 Digital Health Update

Key Points of Discussion:

- The digital health update was circulated in the board package.
- CHRIS stability issues are moving in a positive direction
- HNHB LHIN is continuing to work closely HSSO to monitor issues

D.2 Quarterly Declaration of Compliance

MOVED: Shelley Moneta

SECOND: Saqib Cheema

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 LHIN's compliance with the "Principles for LHIN-Managed Quality Based Procedure (QBP) Volume Movement", per the QBP Volume Management Instructions and Operational Policies for Local Health Integration Networks that are issued by the ministry;
2. 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;
3. the LHIN's compliance with the prohibition, in section 4 of the BPSAA, on engaging lobbyist services using public funds;
4. the LHIN's compliance with all of its obligations under applicable directives issued by the Management Board of Cabinet;
5. the LHIN's compliance with its obligations under the Memorandum of Understanding with the Ministry of Health and Long-Term Care; and the LHIN's compliance with its obligations under the Ministry LHIN Accountability Agreement in effect, during the Applicable Period of March 29, 2018 to June 27, 2018.

CARRIED

E. Closed Session

MOVED: Bill Thompson
SECOND: Suzanne Belanger-Fontaine

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network move to closed session to discuss a matter of personnel or public interest at 3.33 p.m.

E.1 Report of the Acting Chair on Closed Session

MOVED: Bill Thompson
SECOND: Paul Armstrong

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network moved to a closed session at 3:33 p.m. to discuss a matter of personnel or public interest and returned to an open session at 3:57 p.m.

F. Adjournment

MOVED: Shelley Moneta
SECOND: Saqib Cheema

The Board of Directors – Business meeting be adjourned at 3:58 p.m.

CARRIED

Original Signed By

Bill Thompson, Vice Chair

Date

Original Signed By

Donna Cripps, Corporate Secretary

Date