

Hamilton Niagara Haldimand Brant Local Health Integration Network

Minutes of the Business Meeting of the Board of Directors June 28, 2017

A meeting of the Board of Directors of the Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN) was held on June 28, 2017, at the Webster/Albion Falls Room, Hamilton Niagara Haldimand Brant Local Health Integration Network, 211 Pritchard Road, Unit 1, Hamilton, Ontario, and beginning at 2:00 p.m.

Present: Janine van den Heuvel, Chair
Saqib Cheema, Member
Bill Chopp, Member
Madhuri Ramakrishnan, Member
Bill Thompson, Vice Chair
Dominic Ventresca, Member

Regrets: Paul Armstrong, Member

HNHB LHIN Staff

in Attendance: Donna Cripps, Chief Executive Officer
Helen Rickard, Corporate Coordinator, Recording Secretary
Emily Christoffersen, VP Commissioning, Performance and
Accountability
Dr. Jennifer Everson, VP Clinical
Dilys Houghton, VP Home and Community Care
Linda Hunter, Director, Strategic Priorities
Miranda Ingribelli, VP People and Talent Management
Trish Nelson, Director, Communications
Tom Peirce, Executive Lead, Transition and Project Management Office
Martina Rozsa, VP Health System Strategy and Integration
Rosalind Tarrant, Director, Planning
Cindy Ward, VP Resource Stewardship and CFO

Guests: Teresa Smith, VP Adult and Regional Care and Executive Site Lead,
Hamilton General Hospital
Winnie Doyle, Executive Vice President Clinical Services and Chief
Nursing Executive, St. Joseph's Healthcare Hamilton

A. Convening the Meeting

A.1 Call to Order

A quorum was present.

A.2 Approval of the Agenda

MOVED: Bill Thompson

SECOND: Saqib Cheema

That the agenda of June 28, 2017, be adopted, as circulated.

CARRIED

A.3 Declaration of Conflicts

No conflicts were identified at this time.

B. Minutes of the Last Meeting

B.1 Approval of the Minutes of May 24, 2017 and May 31, 2017

MOVED: Saqib Cheema

SECOND: Dominic Ventresca

That the minutes of the Board Meeting – Business of May 24, 2017 and May 31, 2017, be adopted as circulated.

CARRIED

C. Consent Agenda

C.1 Consent Agenda of June 28, 2017

MOVED: Dominic Ventresca

SECOND: Madhuri Ramakrishnan

That the Board Meeting - Business adopts the consent agenda of June 28, 2017 consisting of:

- i. Information Systems Update

CARRIED

Key Points of Discussion:

- It was noted that digital health will be presented at an upcoming Board meeting as an education session.

D. Reports

D.1 Report of the CEO

MOVED: Janine van den Heuvel

SECOND: Madhuri Ramakrishnan

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

CARRIED

Key Points of Discussion:

- The Voices in the Community Video was about Kim and her experience as a tenant at Indwell Strathearne Suites. Through this supportive housing program Kim is able to better manage her health conditions.
- The CEO has attended a number of site visits to our offices to observe and learn about the day-today work of our staff.
- The CEO attended the Niagara Health System Annual General Meeting on June 27. Dr. Bob Bell was the keynote speaker.
- The CEO attended the Health Shared Services of Ontario Conference on June 15 and advised the Board that four HNHB LHIN teams received awards.

D.1(i) Hamilton Health Sciences Corporation and St. Joseph's Healthcare Hamilton Integration Stroke

MOVED: Bill Thompson

SECOND: Dominic Ventresca

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receives and files the intention for a Voluntary Integration of acute stroke services that includes; acute stroke care, in-patient rehabilitation care and stroke prevention clinic services from St. Joseph's Healthcare Hamilton (SJHH) to Hamilton Health Sciences Corporation (HHSC). Further, the Board will advise both SJHH and HHSC that they do not intend to stop the integration so that work may continue in a timely fashion.

CARRIED

Presenters: Teresa Smith, VP Adult and Regional Care and Executive Site Lead,
Hamilton General Hospital

Winnie Doyle, Executive Vice President Clinical Services and Chief
Nursing Executive, St. Joseph's Healthcare Hamilton

Presentation appended to original set of minutes as Appendix A.



Microsoft PowerPoint
Presentation

Key Points of Discussion:

- The presentation described the intent of SJHH and HHSC to integrate stroke care at the HHSC Hamilton General Hospital site.
- Clarification was provided to advise that this is a voluntary integration and the LHIN does not have to officially approve a voluntary integration but has the power to stop the integration if it not in the best interest of the public.
- It was noted that Brantford and Niagara have stroke units.
- It was noted that once the integration is confirmed by the hospitals the LHIN will transfer the funding from SJHH to HHSC.
- It was noted that the aim is to minimize the human resources impact of this integration.

D.1(ii) Long-Term Care Home Redevelopment

Presenter: Rosalind Tarrant, Director, Planning

Presentation appended to original set of minutes as Appendix B.



Microsoft PowerPoint
Presentation

Key Points of Discussion:

- The presentation focused on providing the Board with an overview of the Long-Term Care Home Renewal Strategy and current redevelopment plans in the HNHB LHIN that are under ministry review.

- The Board was advised of the plan by Revera to combine three long-term care homes licenses and have a new building of 256 beds in Ancaster. Public consultation meetings are scheduled for June.
- It was noted that the Long-Term Care Home Renewal Strategy is a Ministry led initiative. The LHIN role is factual in nature and the LHIN does not provide any approvals for this strategy.
- It was noted that the full impact of the renewal strategy for HNHB LHIN is not known at this time as not all providers have submitted their plans.
- It was noted that the Ministry has not announced any new long-term care beds.

D.2 Report of the Chair

MOVED: Janine van den Heuvel

SECOND: Bill Thompson

That the Report of the Chair be received and filed.

CARRIED

Key Points of Discussion:

- The Chair reviewed the meetings attended during the month of June and brought greetings on behalf of the LHIN to the Quest Annual BBQ held on June 16.

D.3 Report of the Audit Committee Chair

MOVED: Janine van den Heuvel

SECOND: Madhuri Ramakrishnan

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

CARRIED

Meeting of June 21 and June 28, 2017

An Audit Committee meeting was held on June 21 and June 28. At the meeting on June 21, the Chair recognized National Aboriginal Day and expressed gratitude and appreciation for the original peoples of the land.

The minutes of the Audit Committee meeting of May 24 and May 31, 2017, were approved, by the Audit Committee for receipt by the Board of Directors.

MOVED: Bill Thompson

SECOND: Madhuri Ramakrishnan

That the minutes of the Audit Committee Meeting of May 24 and May 31, 2017, be received and filed.

CARRIED

Consent Agenda

The Audit Committee reviewed the consent agenda of June 21, 2017, consisting of:

- i. Confirmation of Funding
- ii. Hospital Waivers
- iii. Hospital and Community Infrastructure Renewal Funding (HIRF/CIRF) Update

MOVED: Bill Thompson
SECOND: Saqib Cheema

That the consent agenda of June 21, 2017 be received and filed.

CARRIED

Financial Statement – HNHB CCAC Operating Statement, April 1 to May 9, 2017

Unaudited financial statement for the HNHB CCAC for the period April 1 – May 9, 2017 were presented, reviewed and recommended for Board approval. It was noted that the time period involved was due to the Hamilton Niagara Haldimand Brant (HNHB) CCAC – Local Health Integration Network (LHIN) transition on May 10, 2017. As required by the Ministry, the financial position of the CCAC at the end of the stub period, i.e., deficit of \$285,741, is carried into the LHIN upon Transition Day.

MOVED: Bill Thompson
SECOND: Madhuri Ramakrishnan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive and file the HNHB Community Care Access Centre (CCAC) financial statements (unaudited) for the period April 1 – May 9, 2017.

CARRIED

Financial Statement – 2017-18 HNHB LHIN Operating Budget

Staff presented a combined budget for 2017-18 for the legacy HNHB LHIN and legacy HNHB CCAC. The underlying FTE plan is being updated to reflect the changes in staffing complement as a result of the CCAC-LHIN transition. The HNHB LHIN is planning its activities to realize a balanced position by year end with the required efficiency savings of \$993,100 by March 31, 2018. This must be carefully balanced with the increased demand for in home services so as to ensure people receive the care they require.

MOVED: Bill Thompson
SECOND: Saqib Cheema

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive and file the 2017-18 HNHB LHIN budget representing the combined operating activities of the legacy Hamilton Niagara Haldimand Brant Local Health Integration Network and the legacy Hamilton Niagara Haldimand Brant Community Care Access Centre.

CARRIED

Mental Health Supportive Housing Funding

Mental Health and Addictions (MHA) supportive housing (SH) units consist of two integral components: 1) A rent supplement component – that is designated and is directly provided by the ministry to health service providers (HSPs) and 2) Coordinated support services provided by MHA support staff – funding to support this staffing component is provided to the LHIN and the LHIN's role is to identify the HSPs to be funded and to identify the amount of funding for each provider in alignment with ministry guidelines. The proposed HNHB LHIN allocation by HSP for a 2-year period was presented.

The 2017 MHA SH program allocation has undergone numerous community engagement processes and has also been endorsed by the HNHB MHA Advisory Committee, which includes persons with lived experience representation in its membership.

MOVED: Bill Thompson
 SECOND: Dominic Ventresca

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve:

- Up to \$630,000 base funding in 2017-18 and up to \$462,000 base funding in 2018-19 to the health service providers listed in Table below to support the 104 rent supplements that will be funded by the Ministry of Health and Long-Term Care, pending final confirmation of funding from the Ministry of Health and Long-Term Care; and
- The health service providers in the Table below receive the approved 104 rent supplements funded directly from the Ministry of Health and Long-Term Care.

Proposed HNHB LHIN Allocation by HSP and Year				
Allocations		# Rent Supplements	# Support FTEs	Support Funding
Year 1	CMHA Brant Haldimand Norfolk	18	2.25	\$189,000
	CMHA Niagara	10	1.25	\$105,000
	Gateway Residential and Community Support Services of Niagara	10	1.25	\$105,000
	Six Nations of the Grand River	8	1.0	\$84,000
	St. Leonard's Community Services	6	0.75	\$63,000
	Summit Housing and Outreach Programs ¹	8	1.0	\$84,000
	Year 1 Total	60	7.5	\$630,000
Year 2	Good Shepherd Non-Profit Homes Inc.	24	3.0	\$252,000
	Supports and Housing Halton ¹	8	1.0	\$84,000
	Six Nations of the Grand River	12	1.5	\$126,000
	Year 2 Total	44	5.5	\$462,000
Years 1 and 2 Total		104	13.0	\$1,092,000

Notes:

1. Joseph Brant Hospital will be the transfer payment agency to distribute the funding to these two HSPs who are primarily funded by Mississauga Halton LHIN but who serve Burlington.

CARRIED

Key Points of Discussion:

- It was noted that a rent supplement may have several different occupants during the course of a year but can only house one person at-a-time.

CCAC 2017/18 Financial Audit (Stub Period)

A second meeting of the audit committee was held on June 28, 2017 to review the audit report and financial statements of the HNHB CCAC for the period April 1, 2017 to May 9, 2017 as done by KPMG LLP.

MOVED: Bill Thompson
SECOND: Janine van den Heuvel

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve KPMG's Audit Findings report and Audited financial statements related to the HNHB CCAC 2017/18 fiscal period April 1 to May 9, 2017.

CARRIED

D.4 Report of the Quality and Safety Committee Chair

MOVED: Janine van den Heuvel
SECOND: Saqib Cheema

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

CARRIED

The Quality and Safety Committee (Q&SC) met on June 21, 2017. At the meeting, the minutes of March 22, 2017, were approved by the Quality and Safety Committee for receipt by the Board of Directors.

MOVED: Bill Thompson
SECOND: Dominic Ventresca

That the minutes of the Quality and Safety Committee Meeting of March 22, 2017, be received and filed.

CARRIED

There was an educational session as part of the Quality and Safety Committee that highlighted the definition of Patient Experience and outlined the intersecting Complaints process that was implemented on May 10 (transition day between the legacy HNHB LHIN and legacy HNHB CCAC) to ensure that all complaints are received and acted upon appropriately.

Home and Community Care Quality Scorecard

The Quality and Safety Scorecard measures performance against home and community care quality and safety indicators. With the transition of the Hamilton Niagara Haldimand Brant (HNHB) Community Care Access Centre (CCAC) to the HNHB Local Health Integration Network (LHIN) on May 10, 2017, the LHIN Board assumed responsibility for governance oversight of quality and family in home and community care. The Quality and Safety Scorecard for Q4 (January – March, 2017) was presented. The Scorecard reflected that targets were met for six of the nine indicators. Work is underway to address these indicators that did not meet the target; Falls for long-stay patients, Medication Reconciliation and 5-Day Wait Time – Personal Support and Homemaking.

MOVED: Janine van den Heuvel
SECOND: Saqib Cheema

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive and file the Home and Community Care Quality and Safety Scorecard.

CARRIED

Ministry-LHIN Performance Indicators Report

Staff presented a detailed slide presentation (circulated in your meeting materials) providing an overview of current LHIN performance.



Microsoft PowerPoint
Presentation

MOVED: Janine van den Heuvel
SECOND: Bill Thompson

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 Quarterly Update.

CARRIED

Office of the Auditor General of Ontario Update

The Office of the Auditor General of Ontario (OAGO) released its audit report on December 2, 2015. HNHB LHIN was one of 4 LHINs across the province that was audited. Significant progress has been made on the recommendations. This was reported to the LHIN Board in March 2017. Since then the OAGO has followed up with a request for a written update of progress. This progress update has been submitted to the OAGO and responses to all of their questions has been completed.

Quality and Safety Committee Plans

The LHIN By-law No. 1 requires that each LHIN establish a committee to “carry out any responsibilities specific by the Board with respect to quality issues, overall quality of health services delivered by the Corporation, and quality improvement initiatives and policies.” HNHB LHIN’s Quality and Safety Committee will meet this requirement. Potential agenda items for upcoming Quality and Safety Committee meetings were presented to efficiently meet the needs of the Board.

Enterprise Risk Management Report (Quality Improvement Notices)

Following the transition of HNHB CCAC to HNHB LHIN, the LHIN Board of Directors is now responsible for the oversight of delivery of home care, including quality, performance, patient safety, and patient experience. The process of monitoring performance and risk issues related to Service Provider Organizations, was reviewed. There will be a regular report on Quality Improvement Notices to this committee.

D.5 Report of the Governance Working Group Chair

MOVED: Janine van den Heuvel

SECOND: Madhuri Ramakrishnan

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

CARRIED

The Governance Working Group (GWG) met on June 21, 2017. At the meeting, the minutes of April 26, 2017, were reviewed and approved.

MOVED: Dominic Ventresca

SECOND: Bill Thompson

That the minutes of April 26, 2017, of the Governance Working Group – be adopted, as circulated.

CARRIED

Annual Business Plan

The 2017-18 Annual Business Plan (ABP) was presented and reviewed. It was noted that the only substantive change to the Final Annual Business Plan was the financial section which is aligned now with the new LHIN organization.

MOVED: Dominic Ventresca

SECOND: Saqib Cheema

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve the 2017-18 Final Annual Business Plan for review by the Ministry of Health and Long-Term Care.

CARRIED

HNHB LHIN Board Evaluation - Deloitte Draft Evaluation

The draft HNHB LHIN Board Evaluation, as conducted by Deloitte, was presented and reviewed. The Board Chair will meet with each board member individually for a private discussion about the results. Concern was expressed that the results related to Board succession planning are more reflective of the Public Appointment Secretariat's recruitment and appointment process and timing rather than what can be acted upon locally.

HNHB LHIN Board Evaluation – Evaluation Tools Currently Used/Survey Monkey

The post meeting survey currently sent to members was discussed. Recommendations to continue the anonymous tool with the following changes: Member submission of the survey will only be needed if there is feedback to be shared with the board chair. The Board Chair will share all feedback received with the board members, perhaps as part of the regular Chair report. Working group members requested staff also review best practices related to board meeting evaluation tools, techniques and structures.

KPMG Board Team Building Session

As part of post-transition next steps, the Ministry is making available to each LHIN a limited number of sessions with KPMG for change management and team building. While staff will be using some sessions and time is also available for board development. The sessions must be used by the end of November 2017. Working Group members are supportive of a session for Board members and suggested board orientation including 'what is the scope of the board role' as well as 'effective governance to build a better team' would be valuable for current and new board members. It is anticipated that this session would occur late September or October time frame.

E. New/Other Business

E.1 Quarterly Declaration of Compliance

MOVED: Bill Thompson
SECOND: Dominic Ventresca

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
6. the LHIN’s compliance with its obligations under the Ministry LHIN Accountability Agreement in effect, during the Applicable Period of March 30, 2017 to June 28, 2017.

CARRIED

Key Points of Discussion:

- It was noted that with the transition of the HNHB CCAC to the HNHB LHIN on May 10, 2017, the LHIN Board assumed responsibility for governance oversight of quality and safety in home and community care. The LHIN has terminated the LHIN HIROC Subscriber’s Agreement, which sets out the terms and conditions on which all 14 LHINs acquired insurance, and was formerly the basis on declarations on non-compliance by the LHIN.

F. Closed Session

MOVED: Janine van den Heuvel
SECOND: Saqib Cheema

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network move to a closed session at 4:12 p.m. to discuss a matter of personal and public interest.

CARRIED

F.1 Report of the Chair on the Closed Session

During the closed session, the Board discussed a matter of personal and public interest.

MOVED: Janine van den Heuvel
SECOND: Dominic Ventresca

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network moved to a closed session at 4:12 p.m. to discuss a matter of personal and public interest and returned to an open session at 5:00 pm.

CARRIED

G.2 Adjournment

MOVED: Janine van den Heuvel
SECOND: Bill Chopp

The Board of Directors – Business meeting be adjourned at 5:01 p.m.

CARRIED

Original Signed by:

August 30, 2017

Janine van den Heuvel, Chair

Date

Original Signed by:

August 30, 2017

Donna Cripps, Corporate Secretary

Date