

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

Minutes of the Business Meeting of the Board of Directors March 25, 2015

A meeting of the Board of Directors of the Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN) was held on March 25, 2015, 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
Ruby Jacobs, Vice Chair
Helen Mulligan, Member
Laurie Ryan-Hill, Member
Mervin Witter, Member

HNHB LHIN Staff
in Attendance: Donna Cripps, Chief Executive Officer
Helen Rickard, Corporate Coordinator, Recording Secretary
Derek Bodden, Director, Finance
Steve Isaak, Director, Health System Transformation
Jennifer Everson, Physician Lead
Rosalind Tarrant, Director, Access to Care
Emily Christoffersen, Director, Quality & Risk Management
Linda Hunter, Director, Health Links and Strategic Initiatives
Trish Nelson, Director, Communications, Community Engagement and
Corporate Services

Guests: Patti Flaherty, President & COO, CONNECT
Roslynn Baird, Chair, Aboriginal Health Network

A. Convening the Meeting

A.1 Call to Order

A quorum was present.

A.2 Approval of the Agenda

MOVED: Laurie Ryan-Hill
SECOND: Helen Mulligan

That the agenda of March 25, 2015, be adopted, as circulated.

CARRIED

A.3 Declaration of Conflicts

No conflicts were identified at this time.

B. Education Session

B.1 ABI and Stroke (Presentation provided (Appendix 1) appended to original set of minutes)

Key Points of Discussion:

- Patti Flaherty presented on the CONNECT organizations program for individuals with Acquired Brain Injury (ABI).
- CONNECT refers to their approach to rehabilitative care as a Life Redesign Model which has evolved since opening the program in 2009.
- The Board inquired if people born with conditions such as cerebral palsy are eligible for this program. It was explained that the program is for individuals who have gone through a traumatic event (from an outside force i.e., motor vehicle collision, fall). The program also includes non-traumatic events (medical event, i.e., stroke, aneurysm, tumor, infection of the brain, etc.).

B.2 Aboriginal Network Engagement Session Report (Presentation provided (Appendix 2) appended to original set of minutes)

Key Points of Discussion:

- Rosslyn Baird presented on the outcomes and results of the engagement session held on December 5th, 2014, titled, “Traditional Healing in Today’s Health System”.
- The goal of this engagement session was to determine and recognize the gaps and barriers to access, improving the patient experience, and determine health topics for future sessions.

C. Minutes of the Last Meeting

C.1 Approval of the Minutes of February 4, 2015

MOVED: Mervin Witter
SECOND: Helen Mulligan

That the minutes of the Board Meeting – Business of February 4, 2015, be adopted as circulated.

CARRIED

D. Consent Agenda

D.1 Consent Agenda of March 25, 2015

MOVED: Laurie Ryan-Hill
SECOND: Mervin Witter

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network adopts the consent agenda of March 25, 2015, consisting of:

D.1(A) 2015-2016 French Language Joint Annual Action Plan

CARRIED

E. Reports

E.1 Report of the CEO

MOVED: Mervin Witter
SECOND: Ruby Jacobs

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

CARRIED

Key Points of Discussion:

- The CEO presented the report as circulated
- The LHIN became aware on March 17, 2015 that the owner plans to sell the building currently occupied by Hamilton Urban Core Community Health Centre. Hamilton Urban Core has been asked to provide the HNH B LHIN with a contingency plan by April 14, 2015 to ensure that care for the people they serve can continue uninterrupted regardless the outcome of their current site. This contingency plan will come back to the board at the April board meeting for their information.
- Work continues on the negotiation with the Ministry on a new Ministry LHIN Performance Agreement (MLPA). While the current agreement expires on March 31, 2015 it is not expected that we will see the new agreement until approximately June 2015. In all likelihood there will be some new system performance indicators in the new agreement.

E.2 Report of the Chair

MOVED: Mervin Witter
SECOND: Helen Mulligan

That the Report of the Chair be received and filed.

CARRIED

Key Points of Discussion:

The Chair reviewed the circulated report and highlighted the meetings he has attended since the last board meeting

E.3 Report of the Nominating Committee Chair

MOVED: Helen Mulligan
SECOND: Ruby Jacobs

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

CARRIED

Key Points of Discussion:

- There was a meeting of the Nominating Committee on February 25. The meeting went into closed session to conduct three candidate interviews.

- There was a meeting of the Nominating Committee on March 25. The meeting went into closed session to conduct two candidate interviews.
- There will be a closed meeting of the Board (March 25, 2015) following the open Board meeting to discuss recommendations and next steps.

E.4 Report of the Audit Committee Chair

MOVED: Michael Shea

SECOND: Ruby Jacobs

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.
- The Audit Committee held a meeting on March 18, 2015. The minutes of the Audit Committee meeting of February 4, 2015, were approved by the Audit Committee for receipt by the Board of Directors.

MOVED: Michael Shea

SECOND: Helen Mulligan

That the minutes of the Audit Committee meeting of February 4, 2015, be received and filed.

CARRIED

Consent Agenda

The Audit Committee reviewed the consent agenda of March 18, 2015, consisting of:

- a) Confirmation of Funding Received
- b) Quarterly Posting of Expenses
- c) Mental Health Funding St. Joseph's Healthcare Hamilton
- d) Information Technology Funding – Community Health Centres

MOVED: Michael Shea

SECOND: Helen Mulligan

That the consent agenda of March 18, 2015 be received and filed.

CARRIED

In-Year Funding Allocations – Community Care Access Centre

At the end of the second quarter CCAC forecasted a year-end deficit of \$8.19M. Mitigation strategies implemented by CCAC during the past five months has reduced CCAC's projected year-end deficit to \$5.9M (reported March 2, 2015).

The funding request for \$5M will enable the HNHB CCAC to increase the Hours of Care offered by Personal Support Workers (PSW) by 162,075 hours (\$30.85 x 162,075 = \$5,000,000).

The LHIN has established a number of processes to monitor CCAC's financial position. These include weekly meetings along with reporting. HNHB LHIN has asked CCAC to submit a plan outlining the reconciliation of \$900,000.

MOVED: Helen Mulligan
 SECOND: Ruby Jacobs

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve up to \$5M one-time funding to the HNHB Community Care Access Centre to support services provided to clients returning home from hospital or being supported in their homes.

CARRIED

In-Year Funding Allocations – 2014-2015 In-Year Reallocations

These In-Year Reallocations are one-time funding only. The costs will be incurred and utilized by March 31, 2015. Funding not utilized within the current fiscal year will be recovered by the Ministry of Health and Long-Term Care.

Table 1

<i>LHIN Health Service Provider</i>	<i>Recommended Funding</i>
North Hamilton Community Health	\$ 88,781
Alzheimer Society (Niagara)	\$ 15,000
HHS	\$1,000,000
Total	\$1,103,781

North Hamilton Community Health Centre (NHCHC) \$88,781
 To provide one time funding for a data analyst that is utilized amongst 7 Community Health Centres within the HNHB LHIN.

Alzheimer Society (Niagara) \$15,000
 To Extend and enhance French Language services at Alzheimer Society (Niagara)

Palliative Care Beds (HHSC) \$1,000,000
 To support patient care in the LHIN, Hamilton Health Sciences Corporation (HHSC) has continued to operate 10 unfunded palliative care beds to meet the demand for this service. The LHIN has provided one-time funding for these beds in 2012-13 and 2013-14. The LHIN continues to work with LHIN palliative care providers and the LHIN Hospice Palliative Care Network to support more patients receiving palliative care in the community.

MOVED: Laurie Ryan-Hill
 SECOND: Mervin Witter

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve the redistribution of in year unspent one-time reallocations as outlined in Table 1 for 2014/15 fiscal year.

CARRIED

Community Investments – Transitional Beds AbleLiving

Patient flow pressures continue to be an issue across LHIN hospitals, especially in Hamilton. Currently 22 individuals are waiting for access to transitional beds at AbleLiving's Binbrook site. Expansion of this transitional bed program will create additional accommodations and capacity within Hamilton.

This funding will allow the relocation of seven individuals currently residing at AbleLiving's Binbrook site to a central location within close proximity to amenities. The relocation of these individuals will create additional transitional bed capacity of seven beds for a total of 15 beds.

This plan also includes a separate request to the City of Hamilton for one-time funding to support building renovations. HNHB LHIN support hinges on approval of funding from the City of Hamilton. This request will be going to the March 24, 2015 Hamilton City Council meeting for approval.

MOVED: Laurie Ryan-Hill

SECOND: Mervin Witter

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve up to \$546,719 funding (\$449,944 base and \$96,775 one-time) in 2015-16 to AbleLiving Services Incorporated to support the relocation of seven residents from AbleLiving's Supportive Housing program at Binbrook to their York Street Site, Hamilton. This approval will create transitional bed capacity at Binbrook by an additional 7 beds (for a total of 15 beds) and is conditional on AbleLiving securing \$87,914 one-time funding from the City of Hamilton for renovations at their York Street Site.

CARRIED

Community Investments – Multiple Sclerosis Clinic Funding

As of April 1, 2014, the MS Society reduced its funding for all MS clinics by 50%. For the HHSC MS Clinic this was a reduction of \$50,830 in funding for FY 2014-15. The HNHB LHIN Board of Directors approved one-time funding to cover that amount.

As of April 1, 2015, the MS Society will discontinue all funding for MS clinics. For the HHSC MS Clinic this is a reduction of \$101,660 in funding for FY 2015-16 and beyond. HNHB LHIN is hopeful that a provincial solution will be implemented in the interim.

MOVED: Laurie Ryan-Hill

SECOND: Helen Mulligan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve one-time funding for fiscal 2015-16 in the amount of \$101,600 to Hamilton Health Sciences Corporation in order to maintain the specialized medical services provided through the Multiple Sclerosis Clinic for people affected by Multiple Sclerosis

CARRIED

Community Investments – Rehabilitative Care Alliance Funding

This is for the one-time funding in both 2015-16 and 2016-17 of \$28,000 to support the province-wide Rehabilitation Care Alliance (RCA) Phase 2.

MOVED: Laurie Ryan-Hill
SECOND: Helen Mulligan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve \$28,000 one-time funding in both 2015-16 and 2016-17 to Hamilton Health Sciences Corporation to support the province-wide Rehabilitation Care Alliance Phase 2.

CARRIED

Tabor Manor Wellness Suites

In December 2014 the HNHB LHIN BOD received an update on the status and revised scope of Tabor Manor's Wellness Centre. The HNHB BODs maintained the budget approved for the Wellness Centre in 2013-14 pending receipt and review of a report of the program's status and population served in February 2015.

The LHIN received an update from Tabor Manor on February 19, 2015 requesting consideration to maintain the originally approved funding of \$373,272 annually retroactive to December 1, 2014.

MOVED: Laurie Ryan-Hill
SECOND: Mervin Witter

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

- adjust the funding previously approved to support Tabor Manor's Community Hub and Wellness Centre to \$243,450 base funding annually.
- approve up to \$130,550 recurring one-time to support two supervisor positions at the Tabor Manor's Mapleview and Evergreen apartments within the Supportive Housing program for a maximum of two years

CARRIED

E.8 Report of the Quality and Safety Committee Chair

MOVED: Michael Shea
SECOND: Laurie Ryan-Hill

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

CARRIED

At the Quality and Safety Committee meeting held on March 18, 2015, the minutes of the Quality and Safety Committee meeting of December 3, 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 December 3, 2014, be received and filed.

CARRIED

Ministry / LHIN Performance Indicators – Priority Indicators Quarterly Report
(Appendix 3 appended to original set of minutes)

The Ministry-LHIN Performance Agreement (MLPA) includes 15 local health system performance indicators, including access, coordination and quality indicators. The Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN) closely monitors these indicators, as proxies for system performance, and works with providers on LHIN-wide improvement strategies. Progress towards targets is summarized for the Board on a quarterly basis.

Staff presented a detailed slide presentation (circulated in your meeting materials) describing current actions/strategies for the 15 MLPA indicators.

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 Ministry-LHIN Performance Agreement Priority Indicator Quarterly Update.

CARRIED

Risk Report (Appendix 4 appended to original set of minutes)

The Board of Directors and staff of the Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN) share a responsibility for identifying and reporting in a timely manner any potential risks that may have an impact on patient safety, patient services, the health system, the LHIN, other LHINs, the Ministry of Health and Long-Term Care (ministry) and the health and wellbeing of health service provider (HSP) and LHIN staff.

The HNHB LHIN encourages the reporting of risks at all levels of the organization from staff, management, the Board, HSPs and the general public. The HNHB LHIN

complies with all risk reporting requirements of the ministry and the Ontario government. Risks identified on the report are local to the HNHB LHIN.

Staff presented a slide presentation (circulated in your meeting materials) describing the monitoring, the methods, and ongoing risk management processes.

MOVED: Ruby Jacobs
SECOND: Mervin Witter

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive and file the Risk Reporting Update.

CARRIED

Quality Guidance Council Update

An update was provided on the Quality Guidance Council (QGC) at the meeting.

The mandate of the QGC is to facilitate the development of a LHIN-wide improvement plan, guide quality improvement implementation by providing expert advice and system leadership, and leverage and promote individual HSPs work on their Service Accountability Agreement obligations.

MOVED: Ruby Jacobs
SECOND: Helen Mulligan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receives and files the Quality Guidance Council Update.

CARRIED

E.11 Report of the Governance Working Group Chair

MOVED: Michael Shea
SECOND: Ruby Jacobs

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.
- The Governance Working Group held a meeting on March 18, 2015. The minutes of the Governance Working Group meeting of December 3, 2014, were approved by the Governance Working Group. A copy of the minutes has been included in your package for reference.

Year End 2014-15 Strategic Health System Plan Implementation Update
(Presentation provided (Appendix 5) appended to original set of minutes)

The HNHBLHIN Board of Directors (Board) formally approved the Strategic Health System Plan (SHSP) – ACTION – at the December 12, 2012, meeting. Since that time LHIN staff has presented quarterly updates on the Strategic Health System Plan implementation to the Board through the Governance Working Group. Staff presented an updated presentation (circulated in your meeting materials) that highlighted some examples of outcomes from the work of the LHIN over this past year.

MOVED: Mervin Witter
SECOND: Michael Shea

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

CARRIED

Board of Directors Evaluation

An annual evaluation of the Board of Directors is required by our board. In January 2015 a survey was sent to all board members and senior staff for their completion. The results have been tabulated and presented to you in your binder.

A letter has been sent to the Minister of Health and Long Term Care from our Board Chair indicating the results of the evaluation.

MOVED: Helen Mulligan
SECOND: Mervin Witter

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive the report on the Board evaluation for information.

CARRIED

Complaint Report

This semi-annual report reflects complaints received from July through December of 2014.

MOVED: Helen Mulligan
SECOND: Laurie Ryan-Hill

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive and file the March 2015 report on complaints received.

CARRIED

2015 Workplan

The 2015 workplan was reviewed for consideration.

MOVED: Helen Mulligan
SECOND: Mervin Witter

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive and file the 2015 Workplan.

CARRIED

F. New/Other Business

F.1 H-SAA Template

MOVED: Michael Shea

SECOND: Ruby Jacobs

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve the proposed HSAA Amending Agreement to be made as of April 1, 2015, and amending the 2008-2015 HSAA by extending its term to March 31, 2016 and by replacing the 2014-15 Schedules with 2015-16 Schedules. Schedules for 2015-16 will be updated following receipt of funding and volumes allocation letters.

CARRIED

G. Closed Session

MOVED: Michael Shea

SECOND: Mervin Witter

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network move to a closed session at 5:55 p.m. to review/approve the closed minutes of September 24, 2014, to discuss a matter of personal and public interest which includes reviewing Board of Director candidates, the Chief Executive Office performance review.

CARRIED

G.1 Report of the Chair on the Closed Session

MOVED: Helen Mulligan

SECOND: Laurie Ryan-Hill

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network moved to a closed session at 5:55 p.m. to review/approve the closed minutes of September 24, 2014, to discuss a matter of personal and public interest which included reviewing Board of Director candidates, the Chief Executive Office performance review, and returned to an open session at 6:50 pm.

CARRIED

H. Adjournment

MOVED: Michael Shea
SECOND: Laurie Ryan-Hill

The Board of Directors – Business meeting be adjourned **at 6:50** p.m.

CARRIED

Original Signed by Ruby Jacobs Vice-Chair
on behalf of:

April 29, 2015

Michael P. Shea, Chair

Date

Original Signed by:

April 29, 2015

Donna Cripps, Corporate Secretary

Date