

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

Minutes of the Business Meeting of the Board of Directors March 29, 2017

A meeting of the Board of Directors of the Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN) was held on March 29, 2017, at the Boardroom, Hamilton Niagara Haldimand Brant Local Health Integration Network, 264 Main Street East, Grimsby, Ontario, beginning at 2:00 p.m.

Present: Janine van den Heuvel, Board Chair  
Paul Armstrong, Member  
Saqib Cheema, Member  
Bill Chopp, Member  
Madhuri Ramakrishnan, Member  
Laurie Ryan-Hill, Vice Chair  
Bill Thompson, Member  
Dominic Ventresca, Member  
Mervin Witter, Vice Chair

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

Notification was received on March 24, 2017 from the Public Appointment Secretariat office announcing the appointment of Janine van den Heuvel as HNHB LHIN Board Chair effective March 22, 2017 to June 29, 2019.

**A. Convening the Meeting**

**A.1 Call to Order**

A quorum was present.

**A.2 Approval of the Agenda**

MOVED: Bill Thompson

SECOND: Paul Armstrong

That the agenda of March 29, 2017, be adopted, as amended.

CARRIED

**A.3 Declaration of Conflicts**

No conflicts were identified at this time.

**B. Education Session**

**B.1 Primary Care Primer**

(Presentation provided (Appendix A) appended to original set of minutes).

Presenter: Dr. Jennifer Everson, Physician Lead, Clinical Health System Transformation

Key Points of Discussion:

- An overview was provided on primary care and Ontario's Primary Care Models.
- Clarification was provided noting that the LHINs will have a role in primary care planning as a result of the Patients First Act.



**C.1 Approval of the Minutes of February 22, 2017**

MOVED: Mervin Witter

SECOND: Dominic Ventresca

That the minutes of the Board Meeting – Business of February 22, 2017, be adopted as circulated.

CARRIED

**D. Consent Agenda**

**D.1 Consent Agenda of March 29, 2017**

MOVED: Madhuri Ramakrishnan

SECOND: Laurie Ryan-Hill

That the Board of Directors adopts the consent agenda of March 29, 2017 consisting of:

- 2017-18 French Language Joint Annual Action Plan

CARRIED

**E.1 Report of the Chief Executive Officer (CEO)**

MOVED: Bill Thompson

SECOND: Laurie Ryan-Hill

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

CARRIED

Key Points of Discussion:

- This month's Voices in the Community featured the story of Sylvia who shares her experience with the regional Teleophthalmology Program.
- The CEO welcomed the new Board Chair.
- The HNHB LHIN Board evaluation surveys were launched by Deloitte on March 27. Responses are requested by April 7.

- The Minister's mandate letter has not been received as of this date.
- An update was provided to advise the Board that the HNHB LHIN continues to monitor Community Support Services Niagara regarding their operational issues.
- An update was provided regarding the operational issues at Brant Community Healthcare System to advise that Dr. Rutledge has identified the team that will be working on this investigation. Dr. Rutledge will be reporting results to the Minister.
- It was noted that a letter was received by Hamilton Health Sciences Corporation amending the current Hospital Service Accountability Agreement. HNHB LHIN is seeking legal advice and will be responding to Hamilton Health Sciences Corporation appropriately.
- Planning continues to move forward for the transition of the CCAC to the LHIN as part of the Patients First Act.

## **E.2 Report of the Board Chair**

MOVED: Mervin Witter  
 SECOND: Paul Armstrong

That the Report of the Chair be received and filed.

CARRIED

Key Points of Discussion:

- An overview of the meetings the Acting Board Chair attended during the month March were provided.
- The Chair thanked the interim Acting Board Chair for her service and leadership.

## **E.3 Report of the Audit Committee Chair**

MOVED: Bill Thompson  
 SECOND: Madhuri Ramakrishnan

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

CARRIED

An Audit Committee meeting was held on March 22, 2017. The minutes of the Audit Committee meeting of January 25, 2017, were approved by the Audit Committee for receipt by the Board of Directors.

MOVED: Laurie Ryan-Hill  
 SECOND: Bill Thompson

That the minutes of the Audit Committee Meeting of January 25, 2017, be received and filed.

CARRIED

## **Consent Agenda**

The Audit Committee reviewed the consent agenda of March 22, 2017, consisting of:

- i. Posting of Quarterly Expenses
- ii. Confirmation of Funding Received

MOVED: Laurie Ryan-Hill

SECOND: Mervin Witter

That the consent agenda of March 22, 2017 be received and filed.

CARRIED

## **Regional Municipality of Niagara – Linhaven Day and Stay Program**

This Briefing Note is the report back to the Board on the two-year Linhaven Day & Stay pilot program.

Overnight respite care represented a challenge due to the elevated care needs that are required particularly for people with dementia.

Based on results of the program the Regional Municipality of Niagara plans to continue to operate and expand the Adult Day Program by an additional six spaces to their day program. They will discontinue the overnight respite service which was underutilized.

MOVED: Laurie Ryan-Hill

SECOND: Madhuri Ramakrishnan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve the Regional Municipality of Niagara (Community Support Service)

- to reallocate \$213,888 funding in 2017-18 from their community overnight respite funding to expand their adult day program services at the Linhaven T. Roy Adams site by an additional six (6) spaces. Total LHIN funding for the 16 Adult Day Program spaces will be \$375,505 and is included in their current LHIN allocation up to \$10,500 one-time in 2017-18 to support four weeks of operation while the Day and Stay program transitions to an expanded Adult Day Program.

CARRIED

## **Community Care Access Centre In-Year Reallocation Funding**

The Community Care Access Centre continues to have operational pressures and have implemented a number of strategies to contain costs. The LHIN continues to meet with CCAC monthly to discuss budgetary pressures and volumes.

MOVED: Madhuri Ramakrishnan  
SECOND: Paul Armstrong

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve up to \$5M one-time funding in 2016-17 to the HNHB Community Care Access Centre to support services that have been provided to clients returning home from hospital or supported in their homes

CARRIED

**Holmes House In-Year Reallocation Funding**

This funding request is to use \$80,000 of unspent community sector funds and reallocate to Holmes House to address health and safety concerns as a result of water infiltration issues.

This funding will assist Holmes House with costs that were not covered under the insurance claim.

MOVED: Laurie Ryan-Hill  
SECOND: Saqib Cheema

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve the redistribution of in-year unspent funds to Norfolk General Hospital (Holmes House) up to the amount of \$80,000 on a one-time basis to address health and safety concerns for the 2016-17 fiscal year.

CARRIED

**Integrated Comprehensive Care 2.0**

The approval of this funding will allow St. Joseph's Healthcare Hamilton to retain the expertise they developed on the Integrated Comprehensive Care model enabling the implementation of additional integrated care pathways in 2017-18, as identified and required by the LHIN and ministry.

The Integrated Comprehensive Care 2.0 program works in conjunction with Health Links to develop care plans for patients.

Clarification was provided to advise that the number of enrolled patients is 1,020 and that of the 822 patients that declined enrollment 49% were currently receiving services through Community Care Access Centre.

MOVED: Bill Thompson  
SECOND: Madhuri Ramakrishnan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approves up to \$176,000 one-time funding in 2017-18 to St. Joseph's Healthcare Hamilton to support the ongoing spread of the Integrated Comprehensive Care model in the HNHB LHIN.

CARRIED

## Falls Prevention and Exercise Expansion

Since its implementation in 2013-14 the Falls Prevention and Exercise Expansion program continues to be successful. Participants continue to share positive experiences and the number of participants continues to grow.

MOVED: Laurie Ryan-Hill  
SECOND: Dominic Ventresca

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve up to \$96,600 base funding (\$84,000 Direct and \$12,600 Indirect) in 2017-18 to support new and expanded Falls Prevention and Exercise classes provided by the Health Service Providers identified in Appendix A.

**Distribution of Proposed Falls Prevention and Exercise Classes by Health Service Provider** **Appendix A**

Health Service Provider	Base Funding	Number of FP Classes (12 week sessions)	Number of Exercise Classes (48 week sessions)
Adult Recreation Therapy Centre	\$18,768	12	2
Alzheimer Society of Brant, Haldimand Norfolk, Hamilton Halton	\$33,120	0	12
Centre de santé communautaire Hamilton/Niagara	\$35,880	20	5
Shalom Village	\$4,416	4	0
St. Joseph's Healthcare Hamilton	\$4,416	4	0
<b>Total</b>	<b>\$96,600</b>	<b>40</b>	<b>19</b>

CARRIED

Key Points of Discussion:

- Clarification was provided to advise that this funding improves equity of this program in the HNHB LHIN region.

## Indigenous Cultural Sensitivity Training

This funding will allow De dwa da dehs nye>s Aboriginal Health Centre to support training for an additional 300 seats allowing the LHIN to address the accumulating waitlist and continue advancing cultural safety across the local health care system.

MOVED: Laurie Ryan-Hill  
SECOND: Dominic Ventresca

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve up to \$75,000 one-time in 2017-18 to De dwa da dehs nye>s Aboriginal Health Centre to support Indigenous Cultural Safety Training for HNHB LHIN health service providers.

CARRIED

Key Points of Discussion:

- It was noted that demand for additional spaces has increased and a suggestion was made to consider adding this training as a term to the Service Accountability Agreements.

- It was asked if there is a process in place to track those health service providers that may not be enthusiastic about this training.

#### **GP-04 Delegation of Authority Policy**

The current Delegation of Authority policy needs to be refreshed to reflect the positions and authorities within the new organization structure. The policy will be effective on the date of the Minister's order.

MOVED: Laurie Ryan-Hill  
SECOND: Mervin Witter

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve updated Delegation of Authority Policy as per Appendix A subject to the receipt of a Minister order moving the assets and liabilities from the CCAC to the LHIN and effective the date of the transfer.

CARRIED

#### **E.4 Report of the Quality and Safety Committee Chair**

MOVED: Janine van den Heuvel  
SECOND: Laurie Ryan-Hill

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

CARRIED

The Quality and Safety Committee (Q&SC) met on March 22, 2017. At the meeting, the minutes of December 7, 2016, were approved by the Quality and Safety Committee for receipt by the Board of Directors.

MOVED: Mervin Witter  
SECOND: Laurie Ryan-Hill

That the minutes of the Quality and Safety Committee Meeting of December 7, 2016, be received and filed.

CARRIED

#### **Consent Agenda**

The Quality and Safety Committee reviewed the consent agenda of March 22, 2017, consisting of:

- i. Complaints Report
- ii. Risk Report
- iii. Office of the Auditor General of Ontario Update

MOVED: Mervin Witter  
SECOND: Madhuri Ramakrishnan

That the consent agenda of March 22, 2017 be received and filed.

CARRIED

### **Ministry-LHIN Accountability Agreement (MLAA) Performance Indicators Quarterly Update**

Staff presented a presentation circulated in your meeting materials focused on reviewing hospital performance indicator action plans.

Performance Indicator Action Plan updates are requested and discussed at each quarterly review meeting with the hospitals. The next Hospital Quarterly Review meeting is scheduled for July 2017.

MOVED: Laurie Ryan-Hill

SECOND: Paul Armstrong

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

### **Community Care Access Centre Quality Improvement Plan**

Should the Minister issue an order to transfer the assets of liabilities of the CCAC to the LHIN the CCAC Quality Improvement Plan will transfer to the LHIN for the balance of 2017-18 to the LHIN. The CCAC quality improvement plan is provided as information for the board.

### **Quality and Safety Committee Terms of Reference**

The Quality and Safety Committee Terms of Reference was amended to address the potential transfer of assets and liabilities of CCAC to the LHIN. In addition an update to the distributed briefing note was membership up to six members, with a minimum of four, one of whom has been appointed as the Chair.

A quorum shall be the majority of the Quality and Safety Committee members.

A recommendation was made that Quality be included as future education sessions during the Board of Directors monthly meetings so that LHIN board members can develop the knowledge skills and abilities in quality that are required.

MOVED: Paul Armstrong

SECOND: Madhuri Ramakrishnan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approve the revised Quality and Safety Committee Terms of Reference as amended.

CARRIED



## **E.5 Report of the Governance Working Group Chair**

MOVED: Janine van den Heuvel  
SECOND: Paul Armstrong

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

CARRIED

The Governance Working Group (GWG) met on March 22, 2017. At the meeting, the minutes of December 7, 2016, were reviewed and approved.

MOVED: Dominic Ventresca  
SECOND: Paul Armstrong

That the minutes of December 7, 2016, of the Governance Working Group – be adopted, as circulated.

CARRIED

### **2017-18 Draft Annual Business Plan**

Staff presented the Draft Annual Business Plan (circulated in your meeting materials).

The presentation highlighted specific examples of the work to be undertaken within the LHIN in the coming fiscal year and incorporates priorities expected to be outlined in the Minister's Mandate Letter.

The 2017-18 Draft Annual Business Plan as presented highlights planned work of the existing LHIN. The final Annual Business Plan will come back to the Board for approval in June 2017. LHIN staff will work with the Ministry of Health and Long-Term Care about how best to reflect the anticipated expansion of the LHIN role.

MOVED: Mervin Witter  
SECOND: Saqib Cheema

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

CARRIED

Key Points of Discussion:

- Clarification was provided to advise the Board that the final Annual Business Plan will be presented to the Board for approval in June. The Annual Business Plan has been developed taking into account the Patients First Act.

### **Proposed Committee Working Group Membership**

The Committee and Working Group membership has been updated to reflect new two new Board members and those Board members whose terms are ending.

MOVED: Mervin Witter  
SECOND: Madhuri Ramakrishnan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network approves the proposed changes to the committee working group membership for the calendar year 2017.

CARRIED

**Skills Matrix**

No motion on this item.

**F. New/Other Business**

**F.1 Hamilton Health Sciences Corporation Pharmacy Pre-Capital**

MOVED: Mervin Witter  
SECOND: Madhuri Ramakrishnan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network endorses the Pre-Capital Part A Programs and Services submission for Hamilton Health Sciences Corporation's proposed Pharmacy Capital Project.

CARRIED

Key Points of Discussion:

- Clarification was provided to advise those standards required by the Ontario College of Pharmacists (OCP). The OCP has the ability to inspect and license hospital pharmacies and patient care areas where drugs are stored to ensure standards are met.
- It was noted that some standards required by the OCP may not involve a capital update.
- It was commented regarding the risk of a pharmacy that operates in a non-complaint state.

**F.2 Brant Community Healthcare System Pharmacy Pre-Capital**

MOVED: Paul Armstrong  
SECOND: Bill Thompson

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network endorses the Pre-Capital Part A Programs and Services for Brant Community Healthcare System's proposed Pharmacy Capital Project.

CARRIED

Key Points of Discussion:

- It was noted that capital projects are funded by the Ministry and not the LHIN.

### **F.3 2016-17 Board-Governed Agency Attestation**

MOVED: Dominic Ventresca

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 Ministry 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 is in substantial compliance with all applicable legislation, regulations, directives, and policies; has maintained an effective system of internal controls; and has established and maintained a system of internal controls that supports the integrity and reliability of our financial reports.

CARRIED

Key Points of Discussion:

- An overview of the Board Governed Agency Attestation directives and compliance was communicated to the Board.

### **F.4 Quarterly Declaration of Compliance**

MOVED: Laurie Ryan-Hill

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
6. the LHIN's compliance with its obligations under the Ministry LHIN Accountability Agreement in effect, during the Applicable Period of December 15, 2016 to March 29, 2017.

CARRIED

**G. Closed Session**

MOVED: Paul Armstrong  
SECOND: Bill Thompson

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network move to a closed session at 3:33 pm to discuss a matter of personal or public interest.

CARRIED

**G.1 Report of the Chair on the Closed Session**

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

MOVED: Bill Thompson  
SECOND: Dominic Ventresca

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 review/approve the closed minutes of February 22, 2017, and to discuss matters of public/personnel interest which included passing of the following motions and returned to an open session at 4:23 p.m.

CARRIED

**Memorandum of Understanding**

MOVED: Paul Armstrong  
SECOND: Laurie Ryan-Hill

BE IT RESOLVED THAT the Board Chair and the CEO are hereby authorized to execute the Memorandum of Understanding between the Minister of Health and Long-Term Care and the Hamilton Niagara Haldimand Brant Local Health Integration Network (“MOU”) presented to this Board and attached to the minutes of this meeting provided that the execution version of the MOU is substantially the same as presented.

CARRIED UNANIMOUSLY

**Ministry-LHIN Accountability Agreement**

MOVED: Laurie Ryan-Hill  
SECOND: Bill Thompson

BE IT RESOLVED THAT the Board Chair and the CEO are hereby authorized to execute the agreement that amends the 2015-18 Ministry-LHIN Accountability Agreement (“MLAA”) represented by the consolidated MLAA that is presented to this Board and attached to the minutes of this meeting provided that the execution version of the MLAA, including the performance and allocation schedules and tables, are substantially the same as those presented.

CARRIED UNANIMOUSLY

**By-Laws**

MOVED: Dominic Ventresca

SECOND: Laurie Ryan-Hill

BE IT RESOLVED THAT:

1. A new By-Law No. 1, in the form which has been presented to this meeting and attached to the minutes of this meeting is hereby enacted as a By-Law of the Corporation to replace the previous By-Law No. 1, and the previous By-Law No. 1 is hereby revoked; and
2. The Chair and Secretary are hereby authorized and directed to sign the said By-Law as so enacted as evidence of the foregoing and to insert the same in the front portion of the minute and record book of the Corporation and remove the revoked By-Law No. 1.

CARRIED UNANIMOUSLY

MOVED: Mervin Witter

SECOND: Madhuri Ramakrishnan

BE IT RESOLVED THAT:

1. A new By-Law No. 2, in the form which has been presented to this meeting and attached to the minutes of this meeting is hereby enacted as a By-Law of the Corporation to replace the previous By-Law No.2, and the previous By-Law No. 2 is hereby revoked; and
2. the Chair and Secretary are hereby authorized and directed to sign the said By-Law as so enacted as evidence of the foregoing and to insert the same in the front portion of the minute and record book of the Corporation and remove the revoked By-Law No.2.

CARRIED UNANIMOUSLY

**LHIN Readiness**

MOVED: Mervin Witter

SECOND: Laurie Ryan-Hill

BE IT RESOLVED THAT after conducting appropriate due diligence and in accordance with the LHIN Readiness Board Sign Off Protocol (“Protocol”), the Board authorizes the Board Chair to formally provide notice in accordance with the Protocol to the Minister of Health and Long-Term Care that the LHIN believes that, subject to the Minister’s Transfer Order issued under the *Local Health System Integration Act, 2006*, it will be ready to assume the rights and obligations of the Hamilton Niagara Haldimand Brant Community Care Access Centre.

CARRIED UNANIMOUSLY

**G.2 Adjournment**

MOVED: Janine van den Heuvel  
SECOND: Dominic Ventresca

The Board of Directors – Business meeting be adjourned at 4:29 pm.

Original Signed by:

April 26, 2017

\_\_\_\_\_  
**Janine van den Heuvel, Board Chair**

\_\_\_\_\_  
**Date**

Original Signed by:

April 26, 2017

\_\_\_\_\_  
**Donna Cripps, Corporate Secretary**

\_\_\_\_\_  
**Date**