

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

Minutes of the Business Meeting of the Board of Directors September 24, 2014

A meeting of the Board of Directors of the Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN) was held on September 24, 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  
Emily Christoffersen, Director, Quality & Risk Management, HNHB LHIN

Guests: Jocelyne Blais-Breton, Directrice générale / Executive Director Entité<sup>2</sup> de  
planification des services de santé en français French Language  
Health Planning Entity Hamilton Niagara Haldimand Brant / Waterloo  
Wellington  
Dr. Ralph Meyer, President of the Juravinski Hospital and Cancer Centre  
and Regional Vice-President, Cancer Care Ontario for the Hamilton-  
Niagara-Haldimand-Brant Regional Cancer Program

**A. Convening the Meeting**

**A.1 Call to Order**

A quorum was present.

**A.2 Approval of the Agenda**

MOVED: Mervin Witter

SECOND: Bob Lawler

That the agenda of September 24, 2014, be adopted, as circulated.

CARRIED

**A.3 Declaration of Conflicts**

No conflicts were identified at this time.

## **B. Education Session**

### **B.1 French Language Planning Entité<sup>2</sup>**

Key Points of Discussion:

- Jocelyne Blais-Breton presented on the French Language Planning Entité<sup>2</sup>. A copy of the presentation was posted on the LHIN's website.
- It was noted that more French speaking immigrants are moving into the South Western Ontario area. This population is attracted to the larger centres in the Greater Toronto Area (GTA) where there are more programs for assistance. The trend shows that as this population becomes more familiar with the Ontario culture, they move out of the GTA and into the other areas of South Western Ontario.
- LHIN hospitals have translation and interpretation services available for patients and their families. It was noted that the Entité has not received complaints regarding access to interpretation services.
- Due to the lack of access to French language services in the Waterloo Wellington LHIN, it was noted that some residents of the Waterloo Wellington LHIN are accessing services in Hamilton from the centre de santé.
- It was noted that there are some francophone individuals, especially seniors, who are experiencing isolation at home as they speak little or no English find it difficult in obtaining health services. It was noted that there is only one Long-Term Care Home, Foyer Richelieu, for the francophone population.

### **B.2 Cancer Update**

Key Points of Discussion:

- Dr. Meyer presented on the HNHB Regional Cancer Program. A copy of the presentation will be posted on the LHIN's website.
- The Juravinski Cancer Centre is one of three centres of excellence for Sarcoma Cancers. Persons with Sarcoma Cancers throughout South Western Ontario are treated at the Juravinski Cancer Centre.
- It was noted that Cancer Care Ontario does not have the mandate for pediatric cancer services; the mandate is held by the Pediatric Oncology Group of Ontario. The Pediatric Oncology Group coordinates cancers services across the five children hospitals in Ontario. In the HNHB LHIN, pediatric radiation services are conducted at the Juravinski Centre in collaboration with McMaster Children's Hospital.

**C. Minutes of the Last Meeting**

**C.1 Approval of the Minutes of August 27, 2014**

MOVED: Laurie Ryan-Hill

SECOND: Ruby Jacobs

That the minutes of the Board Meeting – Business of August 27, 2014, be adopted as circulated.

CARRIED

**D. Consent Agenda**

**D.1 Consent Agenda of September 24, 2014**

MOVED: Bob Lawler

SECOND: Helen Mulligan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network adopts the consent agenda of September 24, 2014, consisting of:

- Posting of Quarterly Expenses\*
- Confirmation of Funding Received\*
- Policy Review
  - GP-01 Code of Conduct\*
  - GP-02 Post Service Policy\*
  - GP-04 Delegation of Authority Policy\*
  - GP-05 Workplace Harassment Policy\*
  - GP-06 Workplace Violence Policy\*
  - GP-07 Per Diem Guidelines\*
  - GP-08 Delegation to the Board Policy\*
  - GP-09 Roles and Responsibilities of the Board Policy\*
  - GP 10 - Risk Identification and Management Policy Review\*
  - GP-12 Declaration of Compliance Policy\*
  - GP 14 Performance Accountability Policy\*
  - GP-15 Decision Making Policy\*
  - GP-16 Dedicated Service Funding (new)\*
- Terms of Reference
  - Audit Committee\*
  - Quality and Safety Committee\*
  - Governance Working Group\*
- Skills Matrix Update\*
- Internal Auditors Update\*

CARRIED

Key Points of Discussion:

- The Chair noted that the Board Committees and Working Groups reviewed the proposed changes to the policies prior to adding them to the Board Consent Agenda.
- Staff will identify to the Board any Dedicated Service Funding that may be of concern.

## E. Reports

### E.1 Report of the CEO

MOVED: Michael P. Shea

SECOND: Mervin Witter

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

CARRIED

Key Points of Discussion:

- The CEO reviewed the circulated reports and provided new updates on the following items:
  - The CEO introduced Emily Christoffersen, Director Quality and Risk Management. Emily will work closely with the Quality and Safety Committee of the Board.
  - The LHIN will be hosting a Stakeholder Engagement Session on September 29, 2014. The focus of the session is to receive feedback from stakeholders on the LHIN's progress in the implementation of the Strategic Health System Plan.
  - The Chair and CEO have met with the following MPPs:
    - Minister Ted McMeekin
    - Elanor McMahon
    - Indira Naidoo-Harris
    - Monique Taylor
    - Paul Miller
    - Cindy Forster
    - Wayne Gates.

The Chair and CEO will meet with the remaining MPPs over the next month. There have been some common themes identified in the meetings with the MPPs:

- the gap in pediatric mental health services
- access to care, in particular wait times for procedures
- hospital parking fees
- senior friendly issues in hospital – people waiting days for rehabilitation despite being in a rehabilitation unit
- the status of the Niagara South hospital – would like to see more community engagement
- Hospital readmissions.
- On September 22, 2014, the Niagara Health System (NHS) announced to their staff and unions its intention to close the beds at the Niagara-on-the-Lake site effective April 1, 2015. The closure of these beds was a recommendation made in the NHS' Supervisor Report. The NHS is hosting a number a number of community engagement sessions regarding this initiative.
- A community committee, led by the Executive Director of the Community Health Centre in the area, is working with the NHS. A LHIN Director sits on this committee.

- The LHIN has received the NHS' formal request to close the Niagara-on-the-Lake site. Staff will be reviewing the request and an update will be provided to the Board in the future.

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

MOVED: Bob Lawler  
SECOND: Laurie Ryan-Hill

That the Report of the Chair be received and filed.

CARRIED

Key Points of Discussion:

- The Board has requested that staff work with the Public Appointment Secretariat to post an advertisement for Board vacancies starting October 1, 2014.

## **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.
- The Audit Committee held a meeting on September 17, 2014. The minutes of the Audit Committee meeting of August 27, 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 August 27, 2014, be received and filed.

CARRIED

## Quarterly Report – Second 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 Second Quarter Report.

CARRIED

Funding Allocation – Hamilton Urban Core Community Health Centre

MOVED: Bob Lawler

SECOND: Helen Mulligan

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

- \$152,618 in additional one-time funding, \$50,873 in 2014-15 and 101,745 in 2015-16 to Hamilton Urban Core Community Health Centre to support a Manager of Clinical Services.
- That this funding (\$101,745) be converted to base in 2016-17 conditional on Hamilton Urban Core Community Health Centre meeting the agreed upon performance measures and full implementation of the Action Plan.

CARRIED

Key Point of Discussion:

- The CEO congratulated the staff of both the Hamilton Urban Core Community Health Centre and the LHIN for working together to move the capital plan forward.

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

MOVED: Michael P. Shea

SECOND: Bob Lawler

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.
- The Quality and Safety Committee held a meeting on September 17, 2014. The minutes of the Quality and Safety Committee meeting of June 18, 2014, were approved by the Quality and Safety Committee for receipt by the Board of Directors.

MOVED: Ruby Jacobs

SECOND: Laurie Ryan-Hill

That the minutes of the Quality and Safety Committee meeting of June 18, 2014, be received and filed.

CARRIED

Ministry-LHIN Priority Indicators Update

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 Ministry-LHIN Performance Agreement Priority Indicator Quarterly Update.

CARRIED

Performance and Risk Reporting

- Performance Accountability Update  
MOVED: Ruby Jacobs  
SECOND: Laurie Ryan-Hill

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receives and files the performance accountability update.

CARRIED

- Risk Report  
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 Risk Reporting Update.

CARRIED

Hamilton Urban Core Community Health Centre

- 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 update on the Hamilton Urban Core Community Health Centre.

CARRIED

Semi-Annual Report on Complaints Received

- 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 September 2014 report on complaints received.

CARRIED

Key Point of Discussion:

- It was confirmed that the complaints received to date are from members of the public.

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

MOVED: Michael P. 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 September 17, 2014. The minutes of the Governance Working Group meeting of June 18, 2014, were approved by the Governance Working Group. A copy of the minutes has been included in your package for reference.

### Strategic Health System Plan 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

Key Point of Discussion:

- Staff presented the Strategic Health System Plan Quarterly Update. A copy of the presentation will be posted on the LHIN's website.
- The Quality Guidance Council is focusing on patient experience.
- Currently the HNHB LHIN has two of the 11 Health Links approved. Once the remaining nine Health Links are approved, it will allow the LHIN to move quickly into the new phase of work with Health Links to expand care coordination across all of the communities in the LHIN
- The Board thanked the staff for the great deal of work completed in advancing the LHIN's Strategic Health System Plan.

### Review of Board Membership on Board Committees and Working Groups

MOVED: Helen Mulligan

SECOND: Bob Lawler

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network recommends the Board Member appointments to the Board Committees and Working Groups as identified in the attached chart which will be appended to these minutes.

CARRIED



**F. New/Other Business**

**F.1 Capital Approval – Bridges Community Health Centre**

MOVED: Michael P. Shea

SECOND: Helen Mulligan

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network endorses Part A of the Bridges Community Health Centre Stage 2 Functional Program Submission (the submission) for its Fort Erie site.

CARRIED

Key Points of Discussion:

- Three Community Health Centres in in Niagara are in the capital process. Bridges Community Health Centre's has two sites: the Port Colborne site and the Fort Erie site. The current request is for the permanent location of the Bridges Community Health Centre's Fort Erie site.
- Bridges Community Health Centre is partnering with the YMCA on the new permanent site. The new site is in a great location, will have good space and there is opportunity for synergy around planning for the population.
- Staff from the LHIN and the Ministry of Health and Long-Term Care have reviewed the submission and are satisfied with the information provided.
- The Fort Erie site will be the larger of the two sites and it will be the base for administration operations.
- Bridges Community Health Centre understands the requirement that the capital project will be based on its current allocation.

**G. Closed Session**

MOVED: Michael P. Shea

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 August 27, 2014, to discuss a matter of personal or public interest and to discuss a personnel matter at 6:10 p.m.

CARRIED

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

MOVED: Michael P. Shea

SECOND: Bob Lawler

That the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network moved to a closed session at 6:10 p.m. review/approve the closed minutes of August 27, 2014, to discuss a matter of personal or public interest and to discuss a personnel matter and returned to an open session at 6:24 p.m.

CARRIED

**H. Adjournment**

The Board of Directors – Business meeting be adjourned at 6:25 p.m.

CARRIED

*Original signed by*

\_\_\_\_\_  
**Michael P. Shea, Chair**

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

*Original signed by*

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

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

## Committee/Working Group Membership

Committee/Working Group	Membership	Staff Membership
Audit Committee	Laurie Ryan-Hill, Audit Committee Chair Helen Mulligan, Member <future Board Member> Michael Shea, Chair (ex-officio)	Donna Cripps Jo-Ann Mattina
Nominating Committee	Michael Shea, Chair Ruby Jacobs, Board Member Mervin Witter, Board Member	Donna Cripps Jo-Ann Mattina
Quality and Safety Committee	Ruby Jacobs, Chair Laurie Ryan-Hill Mervin Witter, Member Michael Shea, Chair (ex-officio)	Donna Cripps Emily Christoffersen Dr. Jennifer Everson Jo-Ann Mattina
CEO Performance and Compensation Working Group	Michael Shea, Chair Ruby Jacobs, Board Member Helen Mulligan, Board Member	None
Governance Working Group	Helen Mulligan, Working Group Chair <future Board Member> Laurie Ryan-Hill, Member Mervin Witter, Board Member Michael Shea, Chair (ex-officio)	Donna Cripps Jo-Ann Mattina