

Meeting Notes from the Joint Transition Committee (JTC)

February 11, 2014

6:30 pm – 9 pm

Rouge Valley Health System, Centenary Campus, Board Room

Participants:

Joan Wideman (Co-Chair), Steve Smith, (Co-Chair), Rik Ganderton, Robert Biron, Lyn McDonell, Valerie Carter, Dr. Tom Chan, Dr. Dov Soberman, Doug Melville, Graeme McKay, Dr. Naresh Mohan, Dr. Henry Huang, Deborah Hammons, Dr. Amir Janmohamed, Janet Dalicandro, Jay Kaufman, Fred Clifford

Advisors:

Michael Watts (Osler), Lynne Golding (Fasken), Kelly Aizicowitz (StrategyCorp)

Staff:

David Brazeau, Holly-Ann Campbell

Regrets:

Christian Buhagiar

Recorder: Christine Pember

1.	<p>Opening Business</p> <p>Welcome Steve opened the meeting at 6:30 pm and welcomed those present.</p> <p>Declaration of Conflicts of Interest None declared. Steve reminded everyone of their obligations when JTC members signed the Conflict of Interest and Confidentiality Form and stressed the importance of keeping any issues discussed amongst the committee members. The “key messages” and published minutes are the only items that can be discussed outside of the room.</p> <p>Approval of Meeting Notes from Previous Meeting The Meeting Notes of February 4, 2014, were reviewed and approved by consensus as presented.</p>
2.	<p>Update from Board Chairs</p> <p>Joan Wideman provided the following update to JTC members:</p> <ul style="list-style-type: none"> • RVHS Board unanimously endorsed the letter on motion 1B • Appreciation was extended to the efforts being made by Volunteers, Physicians and Senior Management Teams at both corporations. <p>Steve Smith provided the following update to JTC members:</p> <ul style="list-style-type: none"> • Both the Governance and Human Resources Sub-Committees have met. He also expressed appreciation to the sub-committee members on the collegiality being put forth by all in working towards a common goal.

3.	Stakeholder Engagement/Communication Plan
	<p>Community Roundtable Results</p> <p>The first community consultation on the Community Advisory Committee (CAC) was held on February 6th with 26 people in attendance. Two responses to the questions posed were received via email. Kelly reviewed the comments from those in attendance at the roundtable. There was much consensus on many aspects, however there were diverse views on some elements (for example, reporting relationship with the hospital Board). The meeting notes have been posted on the web site. The draft terms of reference for the CAC will be developed by StrategyCorp, taking comments made by JTC members into consideration, and brought back to JTC for review and comment at its next meeting.</p> <p>Another Community Consultation on the Community Engagement Framework is being held on February 20, 2014.</p> <p>The MPP calls, conducted by the CEOs of RVHS and TSH, went well on February 7th. Appropriate follow up will be done by Rik and Robert.</p> <p>Progress Report</p> <p>Kelly provided an update on activities to-date and highlighted activities scheduled over the next month or two. It was noted that the February 26th public town hall is now a third teletown hall and will be advertised accordingly.</p>
4.	Governance Issues
	<p>Governance Sub-Committee Update:</p> <p>Notes of the February 4th meeting were reviewed with the committee. They discussed the Amalgamation Agreement and Letters Patent Applications. A page-by-page review of the draft Administrative By-Law was completed. Terms of Reference of Board Committees will appear in the Governance Manual rather than the By-Law.</p> <p>The committee discussed Board size and recommended a range of 12 to 16 elected directors with a fixed number set at 16 initially. The maximum term limit would be 9 years. Each corporation is tasked with putting forth 8 names for the new Board.</p> <p>The Governance Sub-Committee has a meeting scheduled on February 13th and the Board composition will be discuss further. A “straw man” outline for the new Board will be brought to the next JTC meeting.</p> <p>Membership:</p> <p>Extensive discussion was held on potential membership options for the merged hospital. The key objective was to strike a balance between good governance practices, while ensuring effective community engagement. Approaches to membership structure will be further explored by the JTC Governance Sub-Committee.</p>
5.	JTC Sub-Committee Reports
	<p>Human Resources</p> <p>Notes from the recent meeting were pre-circulated for information. Doug noted that much of the work has been by staff and does not see any human resource barriers going forward.</p> <p>Professional Staff By-Law</p>

	<p>An update was provided on the 11-hour meeting held on Monday, February 10th.</p> <p>The revised draft of the professional staff bylaw will be posted / distributed at each hospital on February 12th for review and commentary by the medical staffs. TSH by-laws contain a provision that requires a 30-day posting of any amendments for professional staff by-laws. Commentary will be gathered for the JTC and hospital Board consideration. A joint medical staff meeting will be held on Wednesday, February 26th where comments will be gathered and provided to the lawyers.</p> <p>Based on the timetable, an additional JTC will be required on Saturday, March 1, 2014 for JTC to consider any comments of the professional staff by-law. The by-law will then go to each corporations Board meetings scheduled on March 3 and 4, 2014 for approval.</p> <p>The MSA representatives tabled a request for JTC consideration to have 4 MSA representatives (one for each hospital site) be ex-officio members of the new hospital Board on an interim basis. Extensive discussions regarding this request was held, but no consensus was achieved. The JTC Governance Sub-Committee will further consider the request in the drafting of the Administrative By-Law.</p>
6.	<p>Other Business</p>
	<p>Motion 1B Maternal-Child-Youth</p> <ul style="list-style-type: none"> • The letter has been submitted to the CELHIN. <p>Final Report Presentation to the Board</p> <ul style="list-style-type: none"> • No discussion – deferred to February 18th JTC meeting. <p>The key messages:</p> <ul style="list-style-type: none"> • The JTC is discussing the makeup of the administrative and professional staff bylaws • Our community provided valuable feedback on a new Community Advisory Committee, and we look forward to their input on a new Community Engagement Framework • We are holding three teletown halls on February 27, February 28 and March 5 • To ensure participation on the calls, people must pre-register at www.leadingforpatients.ca
7.	<p>For Information</p>
	<p>Approved Terms of Reference for the JTC Sub-Committees</p> <ul style="list-style-type: none"> • No further discussion was held on the Terms of Reference for the JTC Sub-Committees
8.	<p>Meeting Close</p>
	<p>The meeting closed at 9:30 pm. The next meeting is scheduled for Tuesday, February 18, 2014 at TSH Birchmount Campus in the Lecture Theatre starting at 6:30 pm with dinner at 6:00 pm. Invitations will be sent for March 1st and 15th from about 8:30 am to 12:00 pm.</p>