

Meeting Notes from the Joint Transition Committee (JTC)

February 18, 2014

6:30 pm – 9 pm

The Scarborough Hospital, Birchmount Campus, Lecture Theatre

Participants:

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

Advisors:

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

Staff:

David Brazeau, Holly-Ann Campbell

Regrets:

Christian Buhagiar, Lyn McDonell, Janet Dalicandro, Dr. Tom Chan

Recorder: Yvonne Ragnitz

1.	<p>Opening Business</p> <p>Welcome Steve opened the meeting at 6:35 pm and welcomed those present.</p> <p>Declaration of Conflicts of Interest None declared.</p> <p>Approval of Meeting Notes from Previous Meeting The Meeting Notes of February 11, 2014, were reviewed and approved by consensus with the following amendments:</p> <ul style="list-style-type: none"> • The Joint MSA meeting is scheduled for February 26, 2014 not the 27th. • Holly-Ann Campbell and Dave Brazeau should be listed under “Staff” not “Participants” • The sentence regarding the MPP call on February 7, will be revised to read “The MPP calls, conducted by the CEOs of RVHS and TSH went well on February 7th.” <p>No additions were made to the Agenda.</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"> • The Board of Directors at RVHS are meeting on Feb 19th to receive the due diligence report • Appreciation was extended to all individuals serving on the JTC Sub-committees for the work they are doing to support the merger activities

3.	Stakeholder Engagement/Communication Plan
	<p>Draft Community Advisory Council Terms of Reference: The Scarborough Hospital (TSH) and Rouge Valley Health System (RVHS) are in the midst of developing new governance structure for a proposed merged organization, including a new Community Advisory Committee (CAC). TSH currently has a Community Advisory Council and RVHS has a Community Advisory Group. While there are differences between the two models, there is agreement that a strong, new CAC can be created to both increase engagement efforts and provide advice to the Board of Directors.</p> <p>The draft Terms of Reference were developed with significant input from stakeholders and community members. These draft terms of reference also incorporate best practices from the community advisory groups at each organization.</p> <p>Discussion took place regarding the membership on the new Community Advisory Council, and it was agreed that a Board liaison representative will be added to the CAC. This will optimize alignment and communication.</p> <p>Staff will revise the draft Terms of Reference based on the discussion at JTC. The community stakeholders who attended the February 6th Community Roundtable will receive a draft copy of the Terms of Reference for their further feedback.</p> <p>Progress Report: An update on activities was provided to-date. The Chinese Outreach Committee (COC) press conference is scheduled for February 26, 2014, and all members of the Board from both TSH and RVHS have been invited.</p> <p>In response to a question regarding the tele-town halls, it was reported that 40,000 calls for individual phone numbers has been purchased; 20,000 individual calls will made on each of the first two tele-town halls and all of the 40,000 calls to individual phone numbers will be made at the third tele town hall.</p>
4.	Governance Issues
	<p>JTC Governance Sub-Committee Update: The Governance Sub-Committee has met on two occasions and the focus of the committee’s work involved the draft Administrative By-Law, Amalgamation Agreement, and Letters Patent.</p> <p>Draft Definitive Documents: The draft Definitive Documents were distributed in the agenda package.</p> <ul style="list-style-type: none"> • Amalgamation Agreement and Letters Patent <ul style="list-style-type: none"> • Approved subject to the discussion on Objects/Preamble in the Administrative By-Law. • For purposes of the legal documents, a Head Office had to be chosen among the four (4) Hospital sites and it was agreed, by consensus, that the site would be the Centenary Hospital Campus. • Administrative By-Law <ul style="list-style-type: none"> • Approved subject to housekeeping updates by counsel, and further discussion regarding the object pertaining to integrative medicine. • Revisions will be made to the Annual Membership section before final approval and TSH

	<p>will consult with the TSH Foundation on the membership approach.</p> <ul style="list-style-type: none"> • Draft language to be provided about annual member rights to requisition meetings
5.	JTC Sub-Committee Reports
	<p>JTC Human Resources Sub-Committee Update Nothing new to report - the next meeting of the JTC Human Resources Sub-Committee is scheduled for February 19th. An update will be made at the February 25th JTC meeting.</p> <p>JTC Professional Staff By-Law Sub-Committee Update The draft Professional Staff By-Law was posted on February 12th for a 30-day period at both hospitals. This will allow the medical staff an opportunity to provide feedback.</p> <p>Acceptance was made by the Sub-Committee to use the RVHS Professional Staff By-law and key policies that involve credentialing. The MSAs and JTC will receive copies of the RVHS key credentialing policies for review. These key policies will be included in the Governance Manual.</p>
6.	Funding Update
	<p>Merger Costs A high level overview of the financial costs associated with the merger took place. Costs and funding will be finalized by the end of February in order for the Boards to make an informed decision about the merger in early March.</p> <p>Capital Planning Grants The TSH and RVHS CEOs have been seeking approval for stage 1 of the capital planning grant submission and clarifying MOHLTC financial support. Telephone calls with the MPPs are scheduled to take place on February 20 and 21st.</p>
7.	Other Business
	<p>Key Messages</p> <ul style="list-style-type: none"> • The JTC is having productive discussions regarding the proposed Community Advisory Council and administrative bylaws • The proposed professional staff bylaws are now posted for review, and we look forward to comments and feedback • We are hosting a community consultation on a community engagement framework this week, and three teletown halls on February 26, 27 and March 5 • To ensure your participation on the teletown halls, please sign up at www.leadingforpatients.ca
8.	Meeting Close
	<p>The meeting closed at 9:10 pm. The next meeting is scheduled for Tuesday, February 25, 2014 at RVHS Ajax/Pickering site between 6:30 pm – 9 pm.</p>