

<b>Chair / Acting Chair:</b>	Dr. Ron McTavish
<b>Minutes taken by:</b>	Christine Wignall
<b>Appointed record custodian:</b>	Christine Wignall

### **OPEN SESSION**

**Voting Attendees:** Ms. J. Armitage, Mr. L. Bruzzese, Ms. J. Phelan, Dr. R. McTavish, Bishop G. Bergie, Mr. D. Goulbourne, Mr. W. Stayzer

**Non- Voting Attendees:** Ms. J. Rufrano, Dr. J. Luce, Ms. J. Hansen

**Also Present:** Ms. M.J. Johnson, Sister L. Dillon, Mr. D. Ceglie, Ms. L. Pay,

**Regrets:** Mr. F. Bagatto, Mr. J. Pennachetti, Mayor W. Sendzik, Mr. G. Darte, Mr. J. O'Brien, Ms. A. Atkinson, Dr. R. Harb, Mr. T. Romaniuk

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#### **1. Call to Order**

The Open Session meeting was called to order at 5 pm. Quorum was achieved.

#### **Opening Prayer**

Bishop Bergie opened the meeting with a prayer.

#### **2. Approval of the Meeting Agenda**

**Motion**            **Moved by:**            **Mr. L. Bruzzese**  
                         **Seconded by:**        **Ms. J. Armitage**

“That the meeting agenda of February 9, 2016, be approved as presented.”

**CARRIED**

#### **3. Declaration of Conflicts**

This item allows trustees the opportunity, based on the approved agenda, to express a conflict of interest with any items. No conflicts were voiced or identified at this time.

### **MINUTES OF THE LAST MEETING AND BUSINESS ARISING**

#### **4. Approval of the Open Session Board Minutes of December 8, 2015 & January 19, 2016**

**Motion**            **Moved by:**            **Ms. J. Phelan**  
                         **Seconded by:**        **Bishop G. Bergie**

**“That the Open Session Board minutes dated December 8, 2015 and January 19, 2016, be approved as presented.”**

**CARRIED**

**5. Business Arising**

-CHI Correspondence, Nov. 30/15

Catholic Health International correspondence confirming the election of Mr. Gregory Darte to the Board of Trustees was gratefully received for information.

**6. Policy Review**

**Naming Opportunities – Grandfathered List**

The list of existing on-site areas with grandfathered naming rights was provided for information.

**CONSENT AGENDA (includes Minutes, Reports & Information)**

**7. Approval of the Consent Agenda Items**

**Motion**            **Moved by:**            **Mr. W. Stayzer**  
                         **Seconded by:**        **Ms. J. Armitage**

**“That the Consent Agenda items be accepted and approved.”**

*Key Points of Discussion*

**Minutes:**

- Medical Advisory Committee – January 27, 2016

The minutes were presented and reviewed.

***“That the Medical Advisory Committee minutes dated January 27, 2016, be approved as presented.”***

- Audit Committee – no meeting held  
January material distributed

The monthly financial report ending December 2015 was provided. A deficit position of -\$830,850 is reported with a projected deficit of -\$1,246,518 at year end. A -\$2M deficit for 2016/17 has been projected.

Highlights of discussion include:

- Cash flow issues
- Options to reduce the deficit, cost containment
- The need to review revenue streams
- Reductions in LHIN funding
- Rehab pre-capital submission process and status

Recommendations – *genuine savings options, one-time costs, impacts to the community, ongoing savings, length of time reserves can be used* - will come to the Audit Committee and the trustees in advance of the March 22<sup>nd</sup> Board meeting. Trustees discussed the importance of upholding the mission and maintaining quality patient care.

- Quality Improvement Committee – January 15, 2016

The minutes were presented and reviewed. Biographies for the new patient advisors on the QI Committee were provided for information. Three Board policies – the Patient Relations Policy, the Patient, Family or Visitor Complaints Policy, and the Quality Improvement & Risk Management Policy, - were provided for review and approval.

***“That the Quality Improvement Committee minutes dated January 15, 2016, be approved as presented.”***

***“That the Patient Relations Policy I-290, the Patient, Family or Visitor Complaints Policy I-110, and the Quality Improvement & Risk Management Policy I-120, be approved as presented.”***

#### **Reports:**

- Leadership

The report was presented and reviewed. Highlights include the relocation of the Health Records Department, the opening of a new on-site medical clinic and hand hygiene compliance results.

- Chief of Staff

-The report was presented and reviewed. Information was provided on the monthly death review process and a recent privacy and confidentiality presentation provided to the medical staff. Plans for a common medical staff in Niagara were outlined. Parkinson’s program patient satisfaction results were raised and noted that satisfaction results are typically provided in the annual Board package.

-Foundation

-The Meridian Celebrity Ice Cup is scheduled for the end of February.

A vote to approve the Consent Agenda items was taken and the motion was **CARRIED.**

## **NEW / OTHER BUSINESS**

### **8. New / Other Business**

#### *8.1 Pre-circulated correspondence via email:*

- OHA GCE Educational Offerings, January & February
- The Spirit, December
- ALC statistics, November & December
- CHAO, Quarterly Newsletter
- City of St. Catharines Strategic Plan

Received for information.

#### *8.2 Included:*

- Bed Availability, December & January
- Assess Restore & SPR Q3 results
- Oculys Report
- MOHLTC Capital Planning Process
- Pre-Capital Update

Stages of the capital planning process chart were reviewed. All stages were previously completed and submitted to the Ministry. A refresh to the pre-capital (stage 1) was requested and has been submitted to the LHIN and HDS now awaits approval to proceed to the next stage.

The Oculys report indicates 'closed' on January 28<sup>th</sup> (due to full bed occupancy) and a wording change will be implemented.

#### *8.3 Letters of Thanks*

Letters of thanks were pre-circulated via email.

#### *8.4 Values Integration Appraisal Process*

Sister Louise provided trustees with a presentation regarding the Values Integration Appraisal Process (VIAP) beginning in April 2016. The VIAP is an activity which allows Catholic health care organizations to reflect on the values that are happening on a daily basis in the organization. Staff involvement includes participation in a brief survey regarding the importance of our mission. Catholic Health International assessors will visit to interview staff and Board members with a final report being provided.

The Chair concluded the Regular meeting at 6:15 p.m. and moved to the In-Camera Meeting.

**9. In-Camera Session**

**Motion**                      **Moved by:**                      **Ms. J. Armitage**  
   **Seconded by:**                      **Ms. J. Phelan**

**“That the meeting move to an in-camera session to discuss/approve the in-camera minutes of December 2015 & January 2016, the in-camera committee minutes, and provide input on the annual CEO evaluation.”**

**Chair’s Report on the In-Camera Session**

**The Board moved to an in-camera session at 6:15 p.m. and approved the in-camera minutes of December 8, 2015, and January 19, 2016, the in-camera committee minutes and performed the annual CEO evaluation feedback process.**

**Moved by:**                      **Ms. J. Armitage**  
**Seconded by:**                      **Ms. J. Phelan**

**“That the Report of the Chair on the In-Camera Session be adopted”**

**CARRIED**

**10. Adjournment**

The meeting adjourned at 6:15 p.m.

Next Meeting:                      March 22, 2016 at 5 p.m.  
   Guest Presenter: Ms. Donna Cripps, HNHB LHIN CEO  
   HDS Boardroom