

<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. A. Atkinson, Ms. J. Armitage, Mr. D. Goulbourne, Dr. R. McTavish, Mr. B. Lawler, Mr. F. Bagatto, Mr. G. Leach, Mr. P. Brown, Mr. J. Pennachetti

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

**Also Present:** Mr. D. Ceglie, Sister L. Dillon, Ms. L. Pay, Ms. N. Medulun-Burke

**Regrets:** Bishop G. Bergie, Ms. J. Phelan, Mr. L. Anderson, Dr. J. Luce, Ms. M.J. Johnson

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

The Open Session meeting was called to order at 5:05 p.m. Quorum was achieved.

#### **Opening Prayer**

Sister Louise opened the meeting with a prayer.

#### **Presentation – Nursing Strategic Plan**

A presentation of the 2017-2019 Nursing Strategic Plan was provided by Ms. Jennifer Hansen, Director of Nursing & Chief Nursing Officer. The plans' template mirrors the organizational strategic plan and was developed with the assistance of nursing leadership and the Nursing Professional Practice Council. The vision and goals were outlined. Strategies related to financial health, care coordination, enhancing the workplace culture and improving the patient / family experience were highlighted.

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

**Motion**                      **Moved by:**                      **Ms. A. Atkinson**  
   **Seconded by:**                      **Mr. B. Lawler**

**“That the meeting agenda of May 16, 2017, be approved as presented.”**

**CARRIED**

#### **Abbreviation List**

An abbreviation/acronym list was included in the package for information.

### **Board Structure**

The updated Board structure document was included for information.

### **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 at this time.

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

### **4. Approval of the Open Session Board Minutes of April 11, 2017**

The Chair asked if any amendments or additions to the minutes were required and hearing none voiced, declared the minutes dated April 11, 2017 APPROVED.

### **5. Business Arising**

-Catholic Health International correspondence, April 11, 2017

Correspondence confirming the election of Mr. Bob Lawler to the Board of Trustees was received for information.

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

### **6. Approval of the Consent Agenda Items**

<b>Motion</b>	<b>Moved by:</b>	<b>Mr. D. Goulbourne</b>
	<b>Seconded by:</b>	<b>Mr. P. Brown</b>

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

### Key Points of Discussion

#### **Minutes:**

- Audit Committee – May 10, 2017

The minutes were presented and reviewed. Mr. Brown and Mr. Lawler are now jointly working together to monitor the hospital investments and updates will be provided accordingly.

**“That the Audit Committee minutes dated May 10, 2017, be approved as presented.”**

Medical Advisory Committee Minutes – April 26, 2017

The minutes were presented and reviewed.

***“That the Medical Advisory Committee minutes dated April 26, 2017, be approved as presented.”***

- Nominating, Board Membership, Evaluation Committee – May 15, 2017

The minutes were presented and reviewed.

The Committee discussed the extension of trustee terms-of-appointment and the need to develop a transition plan for trustee succession planning in order to ensure recruitment efforts are conducted as required. Discussion was held regarding the expertise essential in new recruits. The skills matrix survey will be distributed to assist with identification of suitable Board candidates.

The Committee received the resignation of Mr. Gregory Dartre from the Board of Trustees effective April 30, 2017.

The Committee received with regret written intentions from Mr. Damian Goulbourne indicating that 2017/18 will be his final year on the Board of Trustees due to time constraints.

The evaluation process for the Chief of Staff was reviewed and discussed and this initial evaluation will be conducted by the Corporation following the completion of annual goals and objectives.

***“That the Nominating, Board Membership, Evaluation Committee minutes dated May 15, 2017, be approved as presented.”***

**Reports:**

- Leadership

-The May Leadership Report was provided for information

-Dr. Richard McMillan was awarded the inaugural RHSJ Physician Excellence Award

-Canada Health Day mass was celebrated with Bishop Bergie on May 10<sup>th</sup>

-The Niagara College Many Hands Project at Hotel Dieu Shaver is completed and the project raised an additional \$10,000 to complete the new Marketplace area. An open house will be planned for staff and volunteers in the near future.

- Chief of Staff

-The May Chief of Staff Report was presented and reviewed.

-Physician recruitment efforts continue for both general practice and specialty consultations. The need for mental health support was noted.

-Results of the annual Medical Staff Association election were shared. Dr. Harb was re-elected President of the Medical Staff.

-Foundation

-The Foundation's May Report was provided for information.

-Jane recently attended the Foundation Board meeting to present the capital equipment request.

-The 4<sup>th</sup> Annual Pasta Dinner will be held on June 1<sup>st</sup> from 6-8 p.m. at Club Roma. Attendance at this fundraising event was encouraged.

- The Foundation's investments are being closely monitored.
- The donor recognition event is scheduled on June 13<sup>th</sup> from 3-5 p.m. in the hospital coffee shop. The presentation is scheduled at 4 p.m.

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

## **NEW / OTHER BUSINESS**

### **7. New / Other Business**

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

- Integration of Providence*
- ALC Report, Feb. 2017*
- QBP Order Sets memo*
- May Events Calendar*
- Doctor's Day Poster*
- Green Hospital Scorecard*
- GCE Educational Offerings, May*
- Memo, RHSJ Physician Excellence Award*
- NHS, Invitation to AGM*
- LHINsight, May*
- HNHB hospitals get extra funding*

The correspondence was received for information. Additional funding for the hospital was outlined. The financial position of HNHB LHIN hospitals was discussed.

#### *7.2 Included:*

- Catholic Health International 2017 Organizational Accountability Report*
- CHAO Media Statement, ON Budget*

The CHI Organizational Accountability Report was pre-circulated and an updated report including input from the Senior Staff was distributed at the table. A similar report was previously completed annually by the CEO and this new report requests the feedback of hospital Board members. Mr. Bagatto noted that this not an accreditation survey but a survey ensures the organization is living up to the mission and values, is grounded in its' roots, is meeting the spiritual needs and connecting with patients and employees, He noted that under Canon Law, we are responsible to report to Rome and that this report and others from Catholic institutions are reviewed by a Vatican Committee. The group reviewed the survey and discussed items including the Board orientation manual, the mission statement, education programs for mission, values, ethics and spiritual care, and participation in the Catholic Healthcare Leadership Development Program. Additional feedback should be provided to Jane by Monday, May 22<sup>nd</sup>.

### 7.3 Letters of Thanks

Letters of thanks were pre-circulated for review.

### 7.4 Bed Occupancy, April 2017

The decline in bed occupancy rates was discussed. Challenges with bed matching (ARO's, female/female, male/male) and inappropriate patient transfers are ongoing and communication with the NHS continues to try to resolve the situation. There is a desire for the creation of a 'navigator' position that could assist with finding suitable patients to match the beds and to improve patient flow, outcomes and satisfaction. The NHS has hired an outside consultant who is currently reviewing concerns expressed by both organizations.

The Chair concluded the Regular meeting at 6:05 p.m. and moved to the In-Camera Meeting.

## 8. In-Camera Session

**Motion**                      **Moved by:**                      **Mr. G. Leach**  
   **Seconded by:**                      **Ms. A. Atkinson**

**“That the meeting move to an in-camera session to discuss/approve the previous in-camera minutes, the in-camera committee minutes, the Draft Audited Financial Statements ending March 31, 2017, the Draft Executive Compensation plan, and to receive an update on the partnership opportunity.”**

### Chair's Report on the In-Camera Session

**The Board moved to an in-camera session at 6:05 p.m. and approved the previous in-camera minutes and the in-camera committee minutes, the Draft Audited Financial Statements, the Draft Executive Compensation plan, and received a partnership opportunity update.**

**Moved by:**                      **Mr. G. Leach**  
**Seconded by:**                      **Ms. A. Atkinson**

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

**CARRIED**

## 9. Adjournment

The meeting adjourned at 6:40 p.m.

Next Meeting:                      Tuesday, June 13, 2017, 5 pm, Regular and Annual Meetings