

<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:** Mr. F. Bagatto, Mr. L. Bruzzese, Mr. J. Nitsopoulos, Ms. J. Phelan, Dr. R. McTavish, Mr. J. O'Brien, Bishop G. Bergie, Mr. J. Pennachetti, Mr. P. McAllister

**Non- Voting Attendees:** Ms. J. Rufrano, Sister L. Dillon, Dr. J. Luce, Dr. R. Harb, Mr. D. Whyte

**Invited Guests:** Ms. L. Pay, Mr. K. Vallier, Ms. C. Pollard

**Regrets:** Mr. D. Goulbourne, Ms. C. Bergeron, Mr. W. Sendzik

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**1. Call to Order – Recognition of Quorum**

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

**Prayer**

Bishop Bergie opened the meeting with a prayer.

**2. Approval of the Meeting Agenda**

**Motion**            **Moved by:**            **Bishop G. Bergie**  
                         **Seconded by:**        **Mr. J. Nitsopoulos**

**“That the meeting agenda of February 14, 2012, 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.

**4. Presentation**

**Quality Improvement Report CCC & Seniors Health**

Ms. Chris Pollard, Manager, In-patient Rehab Program reported on the Quality Improvement Report for Complex Care and Seniors Health on the 2<sup>nd</sup> Floor. She outlined several initiatives

including the use of patient binders, improved information sharing on the Kardex, the PEEK-IN program, a reduction in the use of restraints and the establishment of a palliative care team. All of the initiatives have been introduced to increase patient safety and communication.

Ms. Pollard was thanked for the presentation and excused from the meeting.

**Touch2Play Interactive System**

A demonstration of the new Touch2Play interactive gaming system was provided. The unit challenges cognitively impaired patients and provides stimulation in the form of strategy, quiz, memory and puzzle games while improving hand eye coordination. Six systems have been ordered and will be used regularly by hospital in-patients.

**Courtyard Rendering Slides**

Several slides of the courtyard roof and design were shown. The steel for the project will arrive within a week.

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

**5. Approval of Open Session Board Minutes of December 13, 2011**

**Motion**            **Moved by:**            **Mr. P. McAllister**  
                         **Seconded by:**        **Dr. J. Luce**

**“That the Open Session Board minutes dated December 13, 2011, be approved as presented.”**

**CARRIED**

**6. Business Arising**

- Drafting of Letter

The drafting of a letter regarding issues affecting quality patient care in Niagara was discussed. Preparation of the letter was deferred and an information sharing meeting was arranged with the NHS Supervisor.

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

**7. Approval of Consent Agenda Items**

**Motion**            **Moved by:**            **Mr. L. Bruzzese**  
                         **Seconded by:**        **Mr. F. Bagatto**

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

Discussion

The Foundation Report was distributed at the table.

- Executive Committee minutes – no meeting
- Nominating, Board Membership & Evaluation Committee – no meeting
- Mission & Ethics Committee – no meeting
- Quality Improvement Committee – January 25, 2012 & February 8, 2012

Staff attended the Quality Improvement Committee meeting in January to report on the progress of accreditation team meetings.

***“That the Open Session Quality Improvement Committee minutes dated January 25, 2012 & February 8, 2012 be approved as presented.”***

- Audit Committee Minutes – January 19, 2012  
-Monthly Financial Report ending December 31, 2011 & Major Capital Budget 2011/12 & Preliminary Capital 2012/13

The monthly Financial Report ending December 31, 2011 was reviewed. The Forecast Capital to March 31, 2012 and the Preliminary Capital Budget for 2012/13 were presented. A meeting has been held with the Foundation to review the capital requests and ongoing communication will continue. The process for submission, approval, purchasing and payment of capital equipment was outlined.

***“That the Open Session Audit Committee minutes dated January 19, 2012 be approved as presented.”***

- Medical Advisory Committee – January 25, 2012  
-MSA minutes – December 6, 2011

The minutes were presented and discussed.

***“That the Open Session Medical Advisory Committee minutes dated January 25, 2012 be approved as presented.”***

The minutes of the Medical Staff Association were provided for information. The role of the Advanced Practice Nurse at Hotel Dieu Shaver was outlined.

- Strategic Planning & Governance Accreditation Sub-Committee Minutes – February 8, 2012

The committee met on February 8, 2012, to review the Terms of Reference (TOR) and application form for the Community Advisory Council and these were presented to the Board for comment. Changes were suggested to the function and membership of the Council and the TOR will be revised. The Council will have broad representation from within the region and the introductory meeting will be scheduled in the spring.

***“That the Open Session Strategic Planning & Governance Accreditation Sub-Committee minutes dated February 8, 2012, be approved as presented.”***

Master Plan Update/Courtyard Enclosure Update  
-Courtyard Construction Schedule

The Courtyard construction schedule was reviewed and discussed. The project completion date is set for July 17, 2012. A grand opening event is being planned for the summer.

REPORTS from:

- Leadership
- Chief of Medical Staff
- Foundation

Reports from the Leadership team, the Chief of Staff and the Foundation Board were presented. The implementation of Person Centred Care, the nursing care delivery model, was recognized. Peer facilities attending the Senior Friendly Conference were provided with details of the CEO/patient interview process at Hotel Dieu Shaver and positive feedback was received. Marlene Armstrong's recent retirement was acknowledged and a letter of appreciation will be developed and sent.

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

**NEW / OTHER BUSINESS**

**8. New/Other Business**

Pre-circulated via email:

- OHA re: new interim President & CEO
- Media Release re: courtyard
- The Torch, December 2011
- Foundation Christmas message
- Tom Talks – Proactive Disclosure of Executive Contracts
- Tom Talks – Final Message
- CHAO January Newsletter
- CHAO Executive Committee Election
- The Torch, January
- Minister's Healthcare Plan

Attached:

- Freedom of Information Requests
- Letter to NHS
- Senior Friendly Retreat Presentation
- SPR Pilot Performance (3<sup>rd</sup> Quarter 2011/12)
- January 2012 Bed Availability

Circulating at the Table:

- Letters of Thanks

The items included in the package were received for information and discussion was held. Hotel Dieu Shaver staff recently attended the Senior Friendly Retreat and presented process and environment changes implemented which detail the organization's commitment to senior friendly strategies.

A letter has been sent to the NHS to serve as a reminder that stained glass windows and a time capsule located at the Ontario Street site are to be returned to Hotel Dieu prior to demolition of the property.

#### Regional Laboratory Services MOU

The Hamilton Niagara Haldimand Brant LHIN has launched a Regional Laboratory Planning Project and has identified the service delivery model for lab services which includes specialty services to be done within Hamilton and a secondary site for specific services in Niagara. A Memorandum of Understanding (MOU) has been developed to set out the framework for the next phase of the planning and commitment to proceed to the Functional Programming stage. Costs related to the project are not finalized and estimated cost impacts were reviewed and discussed. Hotel Dieu Shaver's current laboratory services arrangements were outlined. The following motion was made:

**Motion**            **Moved by:**            **Mr. P. McAllister**  
                         **Seconded by:**        **Mr. J. O'Brien**

**“That the Board of Trustees approves the signing of the Memorandum of Understanding for Regional Laboratory Services in the HNHB LHIN.”**

**CARRIED**

#### **9.      **Balanced Scorecard****

- November 2011

The November 2011 Balanced Scorecard was presented for information.

The Open Session was concluded.