

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

### **OPEN SESSION**

**Voting Attendees:** Dr. R. McTavish, Ms. A. Atkinson, Ms. J. Armitage, Bishop G. Bergie, Mr. B. Lawler, Mr. G. Leach, Mr. P. Brown, Mr. F. Bagatto, Ms. J. Friesen, Ms. B.L. Souter, Mr. J. Rollo, Ms. J. Phelan

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

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

**Regrets:** Mr. D. Goulbourne, Ms. N. Medulun-Burke

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

The Open Session meeting was called to order at 5:10 p.m. Quorum was achieved.

#### **Opening Prayer**

Bishop Bergie opened the meeting with a prayer.

#### **Presentation: Ms. Laura Stronghill, Patient Advisor**

A PowerPoint video with Ms. Laura Stronghill narrating her journey at HDSHRC was presented. Ms. Stronghill was a stroke patient and is now one of the HDSHRC Patient Advisors. Her perseverance and gratitude for the care she received was paramount in the video.

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

**Motion**            **Moved by:**            **Ms. B.L. Souter**  
                         **Seconded by:**        **Mr. P. Brown**

**“That the meeting agenda of April 10, 2018, be approved as presented.”**

**CARRIED**

#### **Abbreviation List**

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

### **Board Structure**

The 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 March 13, 2018**

**“That the previous minutes dated March 13, 2018 be approved as presented.”**

Hearing no objections, **the minutes were DECLARED APPROVED BY THE CHAIR.**

### **5. Business Arising**

No Business Arising items were brought forward.

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

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

<b>Motion</b>	<b>Moved by:</b>	<b>Ms. A. Atkinson</b>
	<b>Seconded by:</b>	<b>Mr. G. Leach</b>

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

### *Key Points of Discussion*

#### **Minutes:**

Audit Committee – Email Vote Record – March 15, 2018  
- Draft 2018/2019 Capital Budget

- The draft 2018/2019 capital budget as recommended for approval by the Audit Committee was reviewed.

- Arising from a query, the rationale of the replacement of all patient TV's was explained. The cost of \$52,200 represents 50% of the capital contribution for all new TV's; this contribution will allow for revenue of approximately \$10,000 annually and a voice in the rates.

- It was clarified that the \$10,000 allocated for the parking lot applied to patching and not repaving of the entire parking lot. It was commented the south driveway was in bad shape and could potentially present a safety hazard for fire trucks, however, it was noted that the Fire Department expressed no concerns in their recent inspection. Ms. L. Pay will follow up with Mr. M. Gualtieri, Director of Environmental Services regarding this concern. It was suggested that a paving company could

conceivably do the parking lot repairs as a donation. Ms. B.L. Souter will provide Ms. M.J. Johnson with relevant contacts.

- Brief discussion ensued on parking rates. Trustees were informed that the contract extension with Parklink was recently signed. It was noted that parking rates are currently frozen as a result of a provincial directive.
- It was noted that the Foundation provides funds for patient care and not infrastructure.
- Explanation was provided regarding items that were carried over from the 2017/2018 budget to the 2018/2019 budget.
- Arising from a comment on the cost of \$10,000, specifications of the diesel tank to be purchased will be shared with Ms. J. Friesen.

- The email vote record was presented, noting the following two motions:

**“That the Audit Committee email vote record be approved as presented.”**

**“That the Board of Trustees endorses the recommendation of the Audit Committee to approve the appointment of KPMG for the fiscal year ending 2019 and recommends approval of same to the Members of the Corporation.”**

**“That the Board of Trustees endorses the recommendation of the Audit Committee to approve the 2018/2019 Capital Budget and recommends approval of same to the Members of the Corporation.”**

#### Medical Advisory Committee Minutes – March 21, 2018

- The minutes were presented and reviewed.
- Doctor's Day will be celebrated Tuesday, May 1, 2018 with a breakfast from 8:30 to 10:00 a.m. and awarding of the RHSJ Physician Excellence Award. Nomination forms for this award have been sent out to all staff.

**“That the Medical Advisory Committee minutes dated March 21, 2018, be approved as presented.”**

#### Medical Staff Association Minutes – February 6, 2018

- The minutes were presented and reviewed.
- The policy, “Medical Assistance in Dying (MAID)”, as approved by the Board of Trustees, was presented for information.
- Members of the Medical Staff Association reviewed policy updates and discussion was held regarding Complex Care Services at HDS, urinary catheter discontinuation prior to patients' transfer, de-escalation and management of opioid in non-cancer pain, wound assessment and medical cannabis.

**“That the Medical Staff Association minutes dated February 6, 2018 be accepted for information.”**

Nominating, Board Membership & Evaluation Committee Minutes – March 27, 2018

- The minutes were presented and reviewed.
- It was noted that while taking into account the preferences expressed by the new trustees regarding Board representation on the standing committees, membership appointments were also determined by trustees' individual expertise and background, and the number of trustees already on the committees.
- The following was reviewed:
  - Appointment of New Trustees to Standing Committees
  - New Trustees Eligible for Election
  - Individual Trustees whose term has expired and eligible for re-election of Members of the Corporation
  - For election by the Members of the Corporation of 2 voting trustees, 1 to represent the Roman Catholic Diocese of St. Catharines and 1 to represent Catholic Health International
  - Four non-voting positions prescribed under the Public Hospitals Act
  - Fixed Number of Trustees
  - Positions and Required Nominations for Chair, 1<sup>st</sup> Vice, 2<sup>nd</sup> Vice, Past Chair
    - Board Chair – Ms. A. Atkinson; Past Chair – Dr. R. McTavish; 1<sup>st</sup> Vice and 2<sup>nd</sup> Vice to be determined. A small subcommittee of Ms. J. Rufrano, Dr. R. Mctavish and Ms. A. Atkinson will meet to address the 1<sup>st</sup> Vice and 2<sup>nd</sup> Vice vacancies.
  - Appointments to committees by the Members of the Corporations
  - Le Royer Patrons, list of current members for re-appointment and new members recommended for appointment
- It was commented that the length of time from appointment to the Board of Trustees to appointment on the standing committees was felt to be too lengthy; i.e. six months' time for the most recent new trustees. It was noted that the timing of meetings of the Nominating, Board Membership & Evaluation Committee was a factor and the concern would be taken under advisement. It was also expressed that there have been extenuating circumstances and the six months' time period was not the norm.
- As proposed by the Chair, it was agreed that the motions contained in the March 27, 2018 minutes could be approved by the Board of Trustees collectively.

**“That the Nominating, Board Membership & Evaluation Committee minutes dated March 27, 2018 be approved as presented.”**

**“That the Board of Trustees endorses the motion of Nominating, Board Membership, Evaluation Committee to appoint:  
Mr. John Rollo to the Quality Improvement Committee  
Ms. Jessica Friesen to the Quality Improvement Committee replacing Ms. A. Atkinson  
Ms. Betty Lou Souter to the Mission & Ethics Committee and the Governance Accreditation & Strategic Planning Ad Hoc Committee.”**

**“That the Board of Trustees endorses the motion of the Nominating, Board Membership, Evaluation Committee recommending to the Members of the Corporation that Dr. Ron McTavish be elected by special resolution to the position of Past Chair for a one year period.”**

**“That the Board of Trustees endorses the motion of the Nominating, Board Membership, Evaluation Committee recommending to the Members of the Corporation that Mr. Peter Brown and Mr. Graeme Leach be re-elected to the Board for three year terms expiring in 2021.”**

**“That the Board of Trustees endorses the motion of the Nominating, Board Membership, Evaluation Committee recommending to the Members of the Corporation, that Ms. Jackie Phelan and Mr. Damian Goulbourne be retired from the Board effective June 2018.”**

**“That the Board of Trustees endorses the motion of the Nominating, Board Membership, Evaluation Committee recommending to the Members of the Corporation:  
Bishop Gerard Bergie, to represent the Roman Catholic Diocese of St. Catharines  
Mr. Frank Bagatto, to represent Catholic Health International”**

**“That the Board of Trustees endorses the motion of the Nominating, Board Membership, Evaluation Committee recommending to the Members of the Corporation:  
Nominations for Board Executive for 2018/2019:  
Board Chair – Ms. Anne Atkinson  
1<sup>st</sup> Vice Chair – TBD  
2<sup>nd</sup> Vice Chair – TBD  
Past Chair – Dr. Ron McTavish”**

**“That the Board of Trustees endorses the motion of the Nominating, Board Membership, Evaluation Committee recommending the following appointments to Committees by the Members of the Corporation:  
Executive Committee: Mr. Graeme Leach  
3 persons to Audit Committee: Dr. Ron McTavish, Mr. Bob Lawler, Ms. Julie Marrone,  
Director of Finance (non-voting)  
3 persons to Mission & Ethics Committee: Ms. Betty Lou Souter, Ms. Jean Armitage, Ms. Janice Latam, Director of Health Data & QI  
2 persons to the Advisory Committee: 1 RHSJ – Sister Louise Dillon, 1 Foundation – Ms. Norma Medulun-Burke  
Chairperson of the Nominating, Board Membership, Evaluation Committee – Dr. Robert Stewart”**

**“That the Board of Trustees endorses the motion of the Nominating, Board Membership, Evaluation Committee recommending reappointment of the following Le Royal Patrons:**

<b>Dr. J. Roger Brook</b>	<b>Mr. Donald Carr</b>	<b>Mr. Brian Cullen</b>
<b>Mrs. Irene Edgar</b>	<b>Mr. James Fyfe</b>	<b>Mrs. Claire Jutras</b>
<b>Mr. Tim Kenny</b>	<b>Mr. William Keogh</b>	<b>Mrs. Eleanor Lancaster</b>
<b>Dr. James Lee</b>	<b>Mr. Robin Lewis</b>	<b>Mr. Peter McAllister</b>
<b>Mr. Roger Martens</b>	<b>Mr. J. Nitsopoulos</b>	<b>Mrs. Veronica O’Brien</b>
<b>Mrs. J. Quinlan</b>	<b>Dr. Bonnie Rose</b>	<b>Mayor Walter Sendzik</b>
<b>Mr. W. Towill</b>	<b>Dr. C. Whitty</b>	<b>Mr. John Pennachetti”</b>

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

## Reports:

- Leadership – April 10, 2018
  - The report was presented and reviewed.
  - The innovative Designated Stroke POD was implemented on April 3, 2018.
  - HDS is participating in the Provincial Rehabilitation Care Alliance (RCA) Self-Assessment Survey, with the survey to be submitted by May 4, 2018.
  - The hospital will be purchasing Badge Buddies for all clinical staff and staff that interact directly with patients on the unit. The Badge Buddies are coloured according to staff designation and will be an add-on to the ID badges. Implementation is expected during the week of May 7, 2018.
  - Preparation for accreditation is progressing well.
  - Easter Services were provided for patients, families and staff. Patients expressed gratitude for the services which were well attended.
  
- Chief of Staff – April 2018
  - The report was presented and reviewed.
  - Activities of the Pharmacy & Therapeutics Committee, the Health Records, Quality of Care & Risk Management Committee as well as a report regarding death and chart review were outlined.
  
- Foundation – March 2018
  - Information on upcoming Foundation events was provided:
    - HDS Night at the Harlem Globetrotters – April 17, 2018
    - Niagara Golf Marathon – May 30, 2018
    - 5<sup>th</sup> Annual Pasta Dinner – June 14, 2018

## NEW / OTHER BUSINESS

### 7. New / Other Business

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

- *March, Donna's Blog*
- *The SPIRIT, March*
- *The Torch, February*
- *April Events Calendar*
- *Daily, OHA news clippings*
- *Foundation Pasta Dinner notice*
- *LHIN, ALC rates, February*

- The correspondence was reviewed.
  
- The Balanced Scorecard was reviewed.

7.2 Included:

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7.3 Letters of Thanks

- Circulated via email.

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

## 8. In-Camera Session

<b>Motion</b>	<b>Moved by:</b>	<b>Mr. G. Leach</b>
	<b>Seconded by:</b>	<b>Mr. P. Brown</b>

**“That the meeting move to an in-camera session to discuss/approve the previous in-camera Board of Trustees minutes, to discuss the OHA Board Self-Assessment Report, to discuss the Operational Review, to receive an update on the Rehab Capital project, to receive an update on a partnership opportunity and discuss/approve committee in-camera minutes, reports and information.”**

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

**The Board moved to an in-camera session at 6:15 p.m. and approved the previous in-camera Board of Trustees minutes, discussed the OHA Board Self-Assessment Report and the Operational Review, received updates on the Rehab Capital project and the partnership opportunity, and approved the committee in-camera minutes, reports and information.”**

<b>Moved by:</b>	<b>Ms. J. Armitage</b>
<b>Seconded by:</b>	<b>Mr. G. Leach</b>

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

**CARRIED**

## 9. Adjournment

The meeting adjourned at 7:25 p.m.

Next Meeting: Tuesday, May 15, 2018, 5 p.m., Regular Meeting