

<b>Chair / Acting Chair:</b>	Ms. A. Atkinson
<b>Minutes taken by:</b>	Christine Wignall
<b>Appointed record custodian:</b>	Christine Wignall

## OPEN SESSION

**Voting Trustees:** Ms. A. Atkinson, Ms. J. Armitage, Mr. G. Leach, Ms. B.L. Souter, Mr. F. Bagatto, Mr. P. Brown, Mr. B. Lawler, Ms. J. Friesen, Mr. J. Rollo

**Non- Voting Trustees:** Ms. L. Pay, Dr. R. Harb, Dr. J. Luce

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

**Regrets:** Bishop G. Bergie, Ms. J. Hansen

**Guest:** Ms. Janice Latam, Director, Health Data & Quality Improvement

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### 1. Call to Order

The Open Session meeting was called to order at 5:00 p.m. Quorum for the meeting was achieved.

#### Opening Prayer

Sister Louise opened the meeting with a prayer and acknowledged the passing of Sister Fitzpatrick, RHSJ.

#### 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.

### PRESENTATIONS / EDUCATION

#### Patient Video

The Snowflakes and Angels Christmas campaign launch video was presented. This video has had over 38,000 views on social media and was launched on November 16, 2018.

#### Privacy & Confidentiality

Ms. Latam was welcomed to the meeting. The HDS Privacy and Freedom of Information (FOI) Primer and the Pledge of Confidentiality Policy (XIII-010, II-EM-12) were distributed at the table. She advised

that the annual privacy and confidentiality agreement has also been distributed for sign-off by each individual following the education and review of the policy. Hospital staff also participate in electronic education and sign-off annually. Trustee education included details of the FOI request process, the Personal Health Information Protection Act (PHIPA) and the Freedom of Information and Privacy Protection Act (FIPPA). A reminder was made that confidential information should never be discussed in areas where someone can overhear and conversations about patients should be avoided. Patients, public, staff, and volunteer consents for photography were outlined and the extensive privacy education provided to patient advisors was detailed. Discussion was held regarding security measures to restrict access to confidential patient information for staff that do not require this type of information. Requirements for retention of hospital emails were outlined.

Ms. Latam was thanked for the informative presentation and excused from the meeting.

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

No items within the Consent Agenda were identified to be moved to the Strategic Agenda at this time.

- **Board of Trustees meeting minutes, October 9, 2018**

The minutes were presented, reviewed and approved through the Consent agenda motion.

- **Medical Advisory Committee meeting minutes, October 17, 2018**  
**-Conflict of Interest - Medical Staff Policy**

The minutes and policy were presented, reviewed and approved through the Consent agenda motion.

- **Medical Advisory Committee meeting minutes, November 28, 2018**

The minutes were presented, reviewed and approved through the Consent agenda motion.

## **3. Business Arising**

There was no business arising.

## **4. Reports:**

- **Leadership Report**
- **Foundation Report**

Reports were presented and reviewed. Numerous cheque presentations were highlighted and these are acknowledged by the Foundation with a follow up letter and tax receipt being issued. The annual Employee Recognition Event was recently celebrated.

**5. Correspondence:**

**Pre-circulated:**

- HNHB LHINsight, November
- The SPIRIT, November
- SPIRIT Award memo
- Events calendar
- Daily News
- Letters of Thanks (circulated by email)

The correspondence was received for information.

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

**“That the Consent Agenda items be approved as presented.”**

**CARRIED**

**6. STRATEGIC AGENDA**

- **Audit Committee meeting minutes, October 30, 2018**  
**-monthly financial report ending September 30, 2018**  
**-Balanced Scorecard, September 2018**

The minutes and attachments were presented and reviewed. The Audit Committee membership is low and more members are required. The Committee will continue to monitor the status of the hospital insurance procurement and will see a revised and simplified monthly statement recently prepared. Occupancy levels from the Balanced Scorecard were discussed and the reasons for blocked beds or the admission of patients not immediately appropriate for a particular bed type were clarified.

**Motion**            **Moved by:**            **Mr. J. Rollo**  
                         **Seconded by:**        **Mr. P. Brown**

**“That the Audit Committee minutes dated October 30, 2018, be approved as presented.”**

**CARRIED**

- **Nominating, Board Membership, Evaluation Committee minutes, November 16, 2018**

The minutes were presented. The Committee is currently in the process of introductory interviews with potential trustee candidates.

Recommendations for the appointment of Mr. Damian Goulbourne and Ms. Jackie Phelan to the Le Royer Patrons (Special Resources Committee) were endorsed and will be forwarded to the Members of the Corporation for appointment.

**Motion**            **Moved by:**            **Mr. J. Rollo**  
                         **Seconded by:**        **Mr. P. Brown**

**“That the Nominating, Board Membership, Evaluation Committee minutes dated November 16, 2018, be approved as presented and the recommendation that Mr. Damian Goulbourne and Ms. Jackie Phelan be appointed to the Le Royer Patrons (Special Resources Committee) be forwarded to the Members of the Corporation for appointment.”**

**CARRIED**

- **Quality Improvement Committee minutes, November 29, 2018**
  - QIP, Q2 results
  - In-patient incidents, Q2
  - Patient relations log to September 30, 2018
  - In-patient and out-patient satisfaction results
  - Committee meeting schedule

The minutes and attachments were presented and reviewed. The Accreditation Canada results, Accredited with Commendation, have been received. Communication with Accreditation Canada has been completed and HDS is planning to formally appeal by December 18<sup>th</sup>, based on the minor items requiring follow-up. Status updates will be provided accordingly.

**Motion**            **Moved by:**            **Mr. J. Rollo**  
                         **Seconded by:**        **Mr. P. Brown**

**“That the Quality Improvement Committee minutes dated November 29, 2018, be approved as presented.”**

**CARRIED**

**7.Business Arising**

There was no business arising.

**8.Reports/Other Business**

There were no reports or other business. The meeting proceeded to the in-camera session.

Appendices:

- Board Structure chart
- Abbreviation listing
- Draft motion sheet