

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

OPEN SESSION

Voting Trustees: Ms. A. Atkinson, Ms. J. Armitage, Ms. B.L. Souter, Mr. F. Bagatto, Bishop G. Bergie, Mr. B. Lawler, Ms. J. Friesen, Mr. J. Rollo

Non- Voting Trustees: Ms. L. Pay, Dr. J. Luce, Ms. J. Hansen

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

Regrets: Mr. P. Brown, Mr. G. Leach, Dr. R. Harb

Guest: Ms. Catherine Nederend, Safety & Disability Coordinator

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

Bishop Bergie opened the meeting with a prayer.

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 feature patient video was presented and viewed. This patient provides details of her journey through the AAC Clinic.

The AAC Clinic program demand has quadrupled since its' inception and the wait list is quite significant. A submission to the LHIN is being prepared requesting an expansion to meet the demand.

Health & Safety Report & Accomplishments Presentation

Ms. Nederend was welcomed to the meeting. She outlined the workplace responsibilities and functions of the Board from a safety perspective and the following highlights were provided:

- The program focus for 2019 will be on lift and transfer training, finalize departmental violence risk assessments, and develop Code Silver emergency code response.
- Employee workplace Incidents and incident types were reviewed. The safety culture at Hotel Dieu Shaver encourages reporting of incidents and hazards by staff. Situations of violence were discussed and the goal to identify triggers, put into place behavioural plans to de-escalate and the coordinated efforts of hospital and Behavioural Supports Ontario (BSO) staff were outlined.
- The list of annual health and safety accomplishments for 2018 was provided for information.
- Visits to the hospital in January and March 2018 by the Ministry of Labour were conducted and the details were presented and discussed.
- HDS continues to focus on workplace violence and harassment in order to identify gaps in the safety program and develop processes to increase communication regarding potential violent patients/visitors.

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

POLICY REVIEW

Naming Opportunity Policy

The Naming Opportunity Policy (VIII-60) and appendices were developed originally in 2015 and provided a framework for the Hospital and the Foundation to evaluate offers for naming rights to designated areas of the hospital and any programs exclusively run at HDS. This policy also aligns with the Catholic Health International Naming Policy. Recently the Foundation Board endorsed an addition to the policy related to donor conduct (ie. shortfall in pledged donation, reputation concerns) and now requires approval of the Hospital Board.

The appendix, Schedule B, confirmed donor – Chair Caslin Charity Golf Tournament – was queried since the tournament is called the Regional Chair’s Charity Golf Tournament. Discussion was held and it was noted that the donor name matched the donation cheque. During the policy development, Niagara Health and McMaster Foundation policies were reviewed to ensure consistent practices.

Motion **Moved by:** **Mr. B. Lawler**
 Seconded by: **Ms. J. Friesen**

“That the Board of Trustees approves the revised Naming Policy, VIII-60.”

CARRIED

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, December 11, 2018**

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

3. Business Arising

-CHI Letter dated November 19, 2018

The Catholic Health International letter dated November 19th was reviewed.

-Board trustee appointment to the Foundation Board

Although several trustees expressed some interest in joining the HDS Foundation Board in an ex-officio capacity, one trustee, Mr. Rollo, has shown a significant amount of interest and all agree that he would be a valuable representative.

Motion **Moved by:** **Bishop G. Bergie**
 Seconded by: **Ms. B.L. Souter**

“That the Board of Trustees appoints Mr. John Rollo as an ex-officio Director on the Foundation Board.”

CARRIED

4.Reports:

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

Reports were presented and reviewed. Many sales were made at the Port Dalhousie Annual Christmas Market of the cutting and charcuterie boards. Hotel Dieu Shaver Night at the Ice Dogs will be on January 31st at 7 p.m. at the Meridian Centre.

5.Correspondence:

Pre-circulated:

- Memo, new Manager, Infection Prevention & Control
- The Torch, November 2018
- The SPIRIT, December 2018
- LHINsight, December 2018
- Daily News
- Letters of Thanks (circulated by email)

The correspondence was received for information.

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

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

CARRIED

6. STRATEGIC AGENDA

- **Audit Committee meeting minutes, December 13, 2018**
 - monthly financial report ending October 31, 2018
 - Balanced Scorecard, October 2018

The minutes and attachments were presented and reviewed. Mr. Brown continues to work directly with the investment companies and a recommendation was made to move some funds into a conservative mutual fund in order to obtain a significant year-end dividend. The Audit Committee plans to review the Investment Policy to consider changes to investment ratio parameters. The Committee also received details of the process for the RFQ insurance for liability and property and reviewed a new, simplified monthly financial report.

Motion **Moved by:** **Mr. B. Lawler**
 Seconded by: **Ms. J. Armitage**

“That the Audit Committee minutes dated December 13, 2018, be approved as presented.”

CARRIED

7. Business Arising

There was no business arising.

8. Reports/Other Business

The process for recruitment of new trustees was raised. The Chair advised that the Executive Committee will meet later this month to discuss and identify strategies for recruitment. Two prospective candidates have been identified and interviews have been scheduled. The Nominating Committee is chaired by Dr. Bob Stewart and the committee has previously relied on the use of a skills matrix, ongoing self-evaluations by current trustees, diversity, and geographical representation. The process for bringing candidate names forward by current trustees was recommended to be clarified.

Appendices:

- Board Structure chart
- Abbreviation listing
- Draft motion sheet