

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

OPEN SESSION

Voting Trustees: Ms. J. Armitage, Ms. A. Atkinson, Ms. B.L. Souter, Mr. F. Bagatto, Mr. B. Lawler, Bishop G. Bergie, Ms. J. Friesen, Ms. S. Piluso, Ms. M. Woodhead, Mr. G. Leach, Mr. P. Brown

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

Also Present: Mr. D. Ceglie, Sister L. Dillon, D. Lorenz

Regrets: Ms. N. Medulun-Burke

Guest: Ms. Catherine Nederend, Safety and Disability Co-ordinator
Ms. Tracy Geoffroy, Executive Director, HDS Foundation

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

Introduction of HDS Foundation Executive Director, Tracy Geoffroy

Ms. Tracy Geoffroy, new Executive Director of the Hotel Dieu Shaver Foundation was welcomed to the meeting. Tracy is a Certified Fund Raising Executive with over 20 years of experience in fundraising. She began her career at the United Way and most recently was the Director of Development at Brock University. Tracy's experience and knowledge in annual, leadership, major and legacy giving will

benefit Hotel Dieu Shaver as she works to develop comprehensive fundraising strategies to continue to elevate the Foundation's profile and success in the community.

During the winter months while Norma is absent, Tracy will attend the public session of the Board of Trustee's meetings.

Annual Health and Safety Presentation

Ms. Catherine Nederend was welcomed to the meeting.

She outlined the workplace responsibilities and functions of the Board from the Occupational Health & Safety Act perspective and the following highlights were provided:

- Employee workplace Incidents and incident types were reviewed. WSIB incident statistics were provided. The safety culture at Hotel Dieu Shaver encourages reporting of incidents and hazards by staff.
- Health and safety accomplishments were detailed
- Visits to the hospital in 2019 by the Ministry of Labour were conducted and the details were presented and discussed.
- HDS continues to focus on emergency code responses and violence and harassment initiatives.

Discussion was held regarding the policy and identification system in place for violent patients. Ms. Nederend was thanked for the presentation and excused from the meeting.

POLICY REVIEW

There were no policies presented.

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.

o Board of Trustees meeting notes, December 10, 2019

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

3. Business Arising

Land Acknowledgement Statement input from the Indigenous Community

Trustees were informed that follow-up regarding the land acknowledgement statement will take place and reported back accordingly.

4. Reports:

- **Leadership Report – January 2020**
- **Communications & Foundation Report – January 2020**

The Leadership and Communications & Foundation reports were presented and reviewed. The Capital Build Project Steering Committee membership was outlined noting that a Board Committee will be formed at the Stage 2 level. The Wound and Skin Care Program statistics and the prevalence and incidence rates were discussed. The formation of the Committee has resulted in significant and successful results. The results are routinely reviewed by the Quality Improvement Committee.

A trustee expressed a desire for a monthly report from the Foundation with respect to fundraising activities and will correspond with the Foundation Board Chair in this regard.

5. Correspondence:

Pre-circulated:

- Daily news
- The Torch, December
- Connected Care Updates
- Ministry of Health, Hospital Naming Directive
- Ontario Health memo, President announcement
- January Event Calendar
- Niagara Health, announcement of a new President
- Letters of Thanks/Acknowledgements (circulated by email)

Attached:

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The correspondence was received for information.

Motion **Moved by:** **Ms. BL Souter**
 Seconded by: **Ms. J. Armitage**

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

CARRIED

6. STRATEGIC AGENDA

- **Quality Improvement Committee meeting minutes, December 12, 2019**

The committee minutes were presented and reviewed. Detailed discussion was held regarding medication errors and the recent changes to the MAR (Medication Administration Record). The replacement of the aging medication packaging machine including the potential for a joint purchase arrangement with Niagara Health was outlined and has been added to the capital equipment list. Future technology involving the scanning of patient medications into a HIS (Health Information System) continues to be a priority project for Niagara Health and Hotel Dieu Shaver.

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

“That the Quality Improvement Committee minutes dated December 12, 2019, be approved as presented.”

CARRIED

7. Business Arising

There was no business arising.

8. Reports/Other Business

There were no reports or other business.