

Chair / Acting Chair:	Dr. Ron McTavish
Minutes taken by:	Christine Wignall
Appointed record custodian:	Christine Wignall

OPEN SESSION

Voting Attendees: Ms. J. Armitage, Ms. A. Atkinson, Mr. F. Bagatto, Dr. R. McTavish, Bishop G. Bergie, Mr. D. Goulbourne

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

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

Regrets: Mr. G. Darte, Mr. J. O'Brien, Ms. J. Phelan, Mr. J. Pennachetti, Mr. T. Romaniuk

Guests: Ms. Catherine Nederend, Safety & Disability Coordinator
Mr. David Levangie, Values Integration Appraisal Process Assessor
Ms. Heather Oakley, Values Integration Appraisal Process Assessor
Mr. Scott MacInnes, Values Integration Appraisal Process Assessor

1. Call to Order

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

Opening Prayer

Bishop Bergie opened the meeting with a prayer and a thoughtful remembrance of our recently departed fellow trustee and friend, Mr. Leo Bruzzese.

PRESENTATIONS:

Introduction of VIAP Assessors

Mr. David Levangie, Ms. Health Oakley, and Mr. Scott MacInnes, external assessors for the Values Integration Appraisal Process, were introduced and were extended a warm welcome to Hotel Dieu Shaver. The assessors advised that the first Focus Group meeting was just completed and thanked the participants for their input. Mr. Levangie indicated that the survey results are very positive. The assessors were excused from the meeting.

Health & Safety Report & 2015 Accomplishments

Ms. Catherine Nederend provided the trustees with the annual health and safety report and a list of accomplishments for the past year. She outlined the workplace responsibilities and functions of the Board from a safety perspective. A safety audit was completed during Q1 2016 and program focus for this year includes safety training and workplace violence. Employee workplace incident statistics were reviewed. It was noted that there were no Ministry of Labour orders in 2015. Updated legislation related to WHMIS and PTSD were outlined. A question period was held and discussion regarding increased costs due to WHMIS changes and NEERS impacts was held. Ms. Nederend was excused from the meeting.

2. Approval of the Meeting Agenda

Motion **Moved by:** **Mr. F. Bagatto**
 Seconded by: **Ms. J. Armitage**

“That the meeting agenda of May 17, 2016, 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 at this time.

MINUTES OF THE LAST MEETING AND BUSINESS ARISING

4. Approval of the Open Session Board Minutes of March 17, 2016 & March 22, 2016

Motion **Moved by:** **Mr. F. Bagatto**
 Seconded by: **Ms. J. Armitage**

“That the Open Session Board minutes dated March 17, 2016 and March 22, 2016, be approved as presented.”

CARRIED

5. Business Arising

There was no business arising.

CONSENT AGENDA (includes Minutes, Reports & Information)

6. Approval of the Consent Agenda Items

Motion **Moved by:** **Ms. A. Atkinson**
 Seconded by: **Mr. D. Goulbourne**

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

Key Points of Discussion

Minutes:

- Medical Advisory Committee – March 23, 2016 & April 27, 2016

The minutes were presented and reviewed.

“That the Medical Advisory Committee minutes dated March 23 and April 27, 2016, be approved as presented.”

-Annual Medical Staff Association – April 19, 2016

The minutes were presented for information. Dr. Harb outlined the results of the annual medical staff election and the education session provided at the meeting by Servier Pharmaceutical.

- Audit Committee – May 12, 2016

The minutes were presented. Revisions to the Investment Policy are pending and will be brought forward accordingly. Loss of membership on the committee resulting in quorum issues was raised.

“That the Audit Committee minutes dated May 12, 2016, be approved as presented.”

- Nominating, Board Membership & Evaluation Committee – April 29, 2016

The minutes, including the annual requirements, were presented and reviewed. Potential candidates for Board appointment were discussed and several interviews are being arranged. It was noted that individuals can also be appointed to standing committees without being appointed as a trustee.

“That the Nominating, Board Membership & Evaluation Committee minutes dated April 29, 2016, be approved as presented.”

Trustees whose terms of service have expired and eligible for re-election by the Members of the Corporation

“That the Board of Trustees recommends:

-Jackie Phelan is at 9 years of service and is recommended for a one year appointment term requiring special resolution

-John Pennachetti is at 11 years of service and is recommended for a one year appointment term requiring special resolution

-Dr. Ron McTavish is at 12 years of service and is recommended for a one year appointment term requiring special resolution

-Frank Bagatto is at 13 years of service and is recommended for a one year appointment term requiring special resolution

-Joe O'Brien is at 11 years of service and is recommended for a one year appointment term requiring special resolution

-Jean Armitage is at 3 years of service and is recommended for a three year appointment term

-Anne Atkinson is at 2 years of service and is recommended for a three year appointment term”

For election by the Members, two recommended to represent the Roman Catholic Diocese of St. Catharines and Catholic Health International as voting trustees

“That the Board of Trustees recommends for election by the Members of the Corporation, Bishop Gerard Bergie to represent the Roman Catholic Diocese of St. Catharines and Mr. Frank Bagatto to represent Catholic Health International as voting trustees.”

Four non-voting positions prescribed under the Public Hospitals Act

**“That the Board of Trustees recommends
President of the Medical Staff Association, Dr. Raymond Harb**

Chief of Medical Staff, Dr. John Luce

Chief Nursing Officer, Ms. Jennifer Hansen

Chief Executive Officer, Ms. Jane Rufrano”

Fixed Number of Trustees

“That the Board of Trustees recommends the fixed number of trustees be set at nineteen (19)”.

Names of Trustees who have left the Board since the last annual meeting

The Board recognized the following as trustees who have left the Board since the last annual meeting:

-Mr. Walter Sendzik, resigned March 31/16

-Ms. Carolyn Bergeron, retired, February /16

- Mr. Wade Stayzer, resigned March 18/16
- Mr. Leo Bruzzese, passed away, April 5/16

Nominations for Board Executive

“That the Board of Trustees recommends:

- Chair – Dr. Ron McTavish
- 1st Vice Chair – Ms. Jackie Phelan
- 2nd Vice Chair – Mr. John Pennachetti
- Past Chair – Mr. Frank Bagatto”

Appointments to Committees by Corporate Members

“That the Board of Trustees recommends to the Members of the Corporation, the following for committee appointments:

Name	Committee	Bylaw Requirement
Anne Atkinson (replacing Walter Sendzik)	Executive Committee	1 person appointed by members of the corporation”

“That the Board of Trustees recommends to the Members of the Corporation, the following for committee appointments:

Name	Committee	Bylaw Requirement
Dr. Ron McTavish, Gregory Darte, Damian Goulbourne	Audit Committee	3 persons appointed by the members of the corporation
Jackie Phelan, Janice Latam, Director of Health Data & QI, Jean Armitage	Mission & Ethics Committee	3 persons appointed by the members of the corporation
Sister Louise Dillon, Terry Romaniuk	Advisory Committee	1 RHSJ 1 Foundation”

Le Royer Patrons current list for reappointment / new members

“That the Board of Trustees recommends the reappointment of the following members of the Le Royer Patrons:

Dr. J. Roger Brook	Mr. Donald Carr	Mr. Brian Cullen
Mrs. Irene Edgar	Mr. James Fyfe	Mr. Peter Horne
Mrs. Claire Jutras	Mr. Tim Kenny	Mr. William Keogh
Mrs. Eleanor Lancaster	Dr. James Lee	Mr. Robin Lewis
Mr. Peter McAllister	Mr. Roger Martens	Dr. Robert Manning
Dr. Robert Merritt	Mr. J. Nitsopoulos	Mrs. Veronica O’Brien
Mrs. Bernice Pearson	Mr. & Mrs. T. Quinlan	Dr. Bonnie Rose
Mrs. E. Rouse	Monsignor M. Schaefer	Mr. W. Towill
Dr. C. Whitty”		

“That the Board of Trustees recommends the appointment of Mr. Walter Sendzik to the Le Royer Patrons.”

Bylaw and Policy Revision

A revision to the Administrative Bylaws and Nominating, Board Membership & Evaluation Committee Policy resulting from the transition of the corporation under the Canada Not for Profit Corporations Act, specific to the number of trustees, is recommended.

“That the Board of Trustees recommends the amended text to the Administrative Bylaws, Article IV – Trustees of the Corporation, item 4.1, the Trustees of the Corporation comprising the Board, including those Trustees prescribed by the Public Hospitals Act of the Province of Ontario, shall be twelve (12) to twenty-three (23) in number ...”

“That the Board of Trustees recommends that the total trustee number of twelve (12) to twenty-three (23) be revised throughout the Nominating, Board Membership & Evaluation Committee Policy, as presented.”

- Quality Improvement Committee – May 12, 2016

The minutes were presented and reviewed.

The QIC is now using a meeting monitoring form and recommended that other Board committees do the same. In and out-patient satisfaction results are very positive with 99% of CC in-patient and 98.8% of Rehab in-patient responses indicating that they would recommend this facility.

“That the Quality Improvement Committee minutes dated May 12, 2016, be approved as presented.”

Reports:

- Leadership

The report was presented and reviewed.

Highlights included positive feedback on the use of wheelchair alarms, a review of the status of patient rooms at HDS and an update on the presentation of the capital plan to the HNHB LHIN Board. Trustees expressed the impact they felt reading the summary by Mary Jane Johnson following her participation in the Catholic Health International Leadership Formation Program and noted that these encouraging words provide hope that the mission will continue to be a priority in future generations of Catholic healthcare leaders.

The topic of Physician Assisted Death was raised and trustees requested background documentation that may provide some clarity on the proposed legislation. Statements issued from various Catholic organizations will be circulated and when a policy is received from Catholic Health International, it will be shared. This item was identified as important for future discussion due to potential organizational impacts.

- Chief of Staff

-The report was presented and reviewed. The Memory Clinic has proven to be popular by the Niagara community and an application for funding for this program has been submitted to the HNHB LHIN. Physician recruitment efforts were outlined.

-Foundation

-The report was presented and reviewed. The June 2nd Pasta Dinner at Coppola's Ristorante is officially sold out. On Tuesday, June 14th, a donor recognition party will be held beginning at 4 pm. The Foundation and Auxiliary will present the hospital with their donation cheques for 2015/16. The Foundation will be making their largest ever donation at this celebration.

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

NEW / OTHER BUSINESS

7. New / Other Business

7.1 Pre-circulated correspondence via email:

- OHA, Governance Centre of Excellence Educational Offerings, April & May /16
- OHA, Changes to Hospital Funding
- Media Release, Niagara Health Expo hosted at Hotel Dieu Shaver

Discussion was held regarding the high costs of educational sessions and other options including multiple participant webinars and quality symposiums are being utilized.

Challenges with patient referrals are being addressed by senior administration teams of both Niagara hospitals.

7.2 Included:

- Bed Numbers at April 19/16
- Letter, Vatican City
- Bed Availability, March 2016

Received for information.

7.3 *Letters of Thanks*

When available, letters of thanks are pre-circulated via email.

The Chair concluded the Regular meeting at 6:05 p.m. and moved to the In-Camera Meeting.

8. In-Camera Session

Motion **Moved by:** **Ms. J. Armitage**
 Seconded by: **Ms. A. Atkinson**

“That the meeting move to an in-camera session to discuss/approve the previous in-camera minutes and the in-camera committee minutes.”

Chair’s Report on the In-Camera Session

The Board moved to an in-camera session at 6:05 p.m. and approved the previous in-camera minutes and the in-camera committee minutes.

Moved by: **Ms. J. Armitage**
Seconded by: **Ms. A. Atkinson**

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

CARRIED

9. Adjournment

The meeting adjourned at 6:20 p.m.

Next Meeting: Tuesday, June 14, 2016, 5 pm
 Annual Meeting to follow the Regular Meeting