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

## OPEN SESSION

**Voting Attendees:** Ms. A. Atkinson, Ms. J. Armitage, Mr. D. Goulbourne, Dr. R. McTavish, Mr. G. Leach, Ms. J. Friesen, Mr. B. Lawler, Ms. B.L. Souter, Mr. F. Bagatto, Mr. P. Brown, Mr. J. Rollo (by teleconference)

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

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

**Regrets:** Bishop G. Bergie, Dr. J. Luce, Ms. J. Phelan

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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.

#### Letter from Staff

A letter addressed to Dr. McTavish from Subuddhi Kulkarni, Senior Pharmacist & Manager of Pharmacy was read. After eleven years with the organization, Mr. Kulkarni is moving on to another career opportunity and he wished to extend his appreciation for the time spent at Hotel Dieu Shaver.

#### Opening Prayer

Sister Louise informed the trustees that the Lieutenant-Governor's Medal was presented to the Religious Hospitallers of St. Joseph in April 2018 and the citation was read and distributed. Sister Louise opened the meeting with a prayer.

#### Patient Story/Video

The Catholic Health Alliance of Canada (CHAC) is promoting Catholic health care and bringing attention to the impact of the work and care provided in Catholic health care institutions through an initiative called Awaken. A video was played outlining the beliefs, values and history of Catholic health care in Canada.

**2. Approval of the Meeting Agenda**

Additional correspondence was pre-circulated by email including the CHAO provincial election program, and diesel tank and parking lot memos.

**Motion**            **Moved by:**            **Ms. A. Atkinson**  
                         **Seconded by:**        **Mr. P. Brown**

**“That the meeting agenda of May 15, 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 April 10, 2018**

***“That the previous meeting minutes dated April 10, 2018, be approved as presented.”***

It was expressed that the date of the meeting agenda approval is incorrectly recorded in the previous minutes as October 10, 2017. **Subject to correction of the error and hearing no further objections, the minutes were DECLARED APPROVED BY THE CHAIR.**

**5. Business Arising**

**-Catholic Health International correspondence, March 15, 2018**

Accepted for information.

**-Nomination Information**

As a follow-up from the last Nominating Committee meeting, plans for filling the vacancies of the vice-chair positions of the Board for 2018/19 were developed by several members of the Nominating Committee. The recommendations, Jean Armitage for 1<sup>st</sup> Vice and Betty-Lou

Souter for 2<sup>nd</sup> Vice, will be presented to the full Nominating Committee and brought back for nomination by the Trustees for appointment by the Members of the Corporation.

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

**6. Consent Agenda Items**

**Approval of the Consent Agenda Items**

**Motion            Moved by:            Mr. D. Goulbourne  
   Ms. B.L. Souter**

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

*Key Points of Discussion*

**Minutes:**

- Audit Committee – May 10, 2018  
  - 2018-2020 H-SAA (Operating Budget)

-The minutes were presented and reviewed.

-The 2018-20 Hospital Service Accountability Agreement (H-SAA) was provided including terms and conditions specific to an operational review – *completion of a third party operational review within the last two years or commitment to engage in a review in the next year*. Trustees discussed the suggestion to request the LHIN to pay for the operational review since it is an imposed requirement and also were notified of the success of HDH Windsor in a similar scenario. Trustees focused on the language in the H-SAA specific to ‘facilitating an annual balanced operating budget’ and a ‘waiver’. It was noted that the hospital signed a waiver two years ago for that period but have not been requested to sign for this year yet, noting that final financials are not due to the LHIN until May 30, 2018.

***“That the Audit Committee minutes dated May 10, 2018, be approved as presented.”***

***“That the Board of Trustees recommends to the Members of the Corporation, the approval of the 2018-2020 Hospital Service Accountability Agreement as presented.”***

- Medical Advisory Committee – April 25, 2018  
  -Medical Staff Association, May 1, 2018

-The minutes were presented and reviewed.

-A question related to ALC totals was raised and it was noted that the statistics appear different weekly but balance when annualized.

-Discussion was held regarding inappropriate admissions, pressures on the acute hospital and the referral process. Highlights of the recent Complex Care review of Niagara Health were outlined.

-The minutes of the Medical Staff Association meeting held on May 1, 2018 were provided. Workload issues for one physician are being addressed with the support of a Nurse Practitioner and other physicians. The election results of medical staff officers for 2018/19 was outlined.

***“That the Medical Advisory Committee minutes dated April 25, 2018, be approved as presented.”***

***“That the Medical Staff Association minutes dated May 1, 2018, be accepted for information.”***

**Reports:**

**-Leadership Report – May 2018**

The report outlines the recognition of nurses during Nurses Week, including a breakfast provided by the hospital, and a recommendation was made to provide nursing staff with a letter from the Board.

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

**“That a letter of recognition to the nursing staff from the Board of Trustees be drafted and shared with them.”**

**CARRIED**

Discussion ensued regarding the wonderful work done by all hospital staff and that all staff should be recognized. Various disciplines, but not all, have a week during the year which focuses on their profession. A list of staff recognition weeks can be provided to the Board and posted on hospital bulletin boards. Canada Health Day is the designated day to celebrate and recognize everyone.

The Employee Incident Summary was reviewed and the issue of assaults was addressed. In this circumstance, a high number of assaults is attributed to one patient with behavioral issues. A suggestion was made that it would be beneficial to see results identifying if the situation is attributed to one individual.

**-Chief of Staff – May 2018**

-The report was reviewed.

**-The Hotel Dieu Shaver Foundation April/May Newsletter**

-The Foundation’s Annual Pasta Dinner will be held at Club Roma on June 14<sup>th</sup>. This sit-down meal begins at 5:30 p.m. Tickets are \$15.00 and available in the Foundation Office.

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

**NEW / OTHER BUSINESS**

## **7. New / Other Business**

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

- OHA Daily News
- YMCA Niagara Annual Report
- The Spirit, April
- LHINSight, April
- Accreditation Canada Annual Report
- May Event Calendar
- Foundation Pasta Dinner notice

*Received for information.*

### **Balanced Scorecard, March 2018**

The March Balanced Scorecard was provided. The CEO will connect with trustees who have indicated they are not sure how to interpret the scorecard.

### *7.2 Included:*

-Attestation Form, Broader Public Sector Accountability Act

The annual Attestation Form prepared in accordance with section 15 of the Broader Public Sector Accountability Act 2010 (BPSAA) was presented and reviewed.

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|---------------|---------------------|--------------------------|
| <b>Motion</b> | <b>Moved by:</b>    | <b>Mr. D. Goulbourne</b> |
|               | <b>Seconded by:</b> | <b>Ms. J. Armitage</b>   |

**“That the Attestation Form prepared in accordance with section 15 of the Broader Public Sector Accountability Act 2010 (BPSAA) for the period of April 1, 2017 to March 31, 2018, be approved and signed by the CEO and Board Chair.”**

**CARRIED**

### *7.3 Letters of Thanks*

The letters of thanks were pre-circulated.

The Chair concluded the Regular meeting and the meeting moved to in-camera.

## **8. In-Camera Session**

**CARRIED**

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

**The Board held in-camera session and approved the previous in-camera minutes and committee minutes, approved the SEIU central agreement (Jan/18-Dec/21), approved medical staff reapplications and a new applicant, recommended approval of the Draft Audited Financial Statements ending March 31/18 and endorsed a motion regarding the partnership opportunity.**

**The Board also held a trustee only session.**

Next Meeting: Tuesday, June 12, 2018, 5 p.m., Regular Meeting and Annual Meeting