

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

### OPEN SESSION

**Voting Attendees:** Mr. F. Bagatto, Mr. L. Bruzzese, Mr. D. Goulbourne, Mr. J. Nitsopoulos, Ms. J. Phelan, Dr. R. McTavish, Mr. W. Sendzik, Mr. J. O'Brien, Mr. J. Pennachetti, Mr. P. McAllister

**Non- Voting Attendees:** Ms. J. Rufrano, Sister L. Dillon, Dr. J. Luce, Dr. R. Harb

**Also Present:** Ms. L. Pay, Ms. S. Robinson (presenter)

**Regrets:** Bishop G. Bergie, Ms. C. Bergeron, Mr. D. Whyte, Mr. K. Vallier (guest)

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#### 1. Call to Order – Recognition of Quorum

The meeting was called to order at 5:20 p.m. Quorum was achieved.

#### Prayer

Sister Louise opened the meeting with a prayer.

#### 2. Presentation

##### Foundation Donation 2011/12

Mrs. Patricia Rooney, President, along with members of the Hotel Dieu Shaver Health and Rehabilitation Foundation presented a cheque in the amount of \$635,079.69. The Board of Trustees acknowledged the generosity of donors who make it possible for the Foundation to support the needs of the hospital.

##### Auxiliary Donation 2011/12

Mrs. Cora Clarkson, Auxiliary President and Mrs. Ann North, were welcomed to the meeting. They presented a cheque to the hospital in the amount of \$58,700. The Board of Trustees acknowledged the wonderful efforts of all the hospital volunteers.

##### Joint Health & Safety

Ms. Sandy Robinson, Manager, Clinical Services & Safety, was welcomed to the meeting. A health and safety year-in-review and the detailed accomplishments of 2011 were presented.

She provided an overview of the requirements of the Occupational Health and Safety Act.

The WSIB Work Well Audit has been completed and the audit process and results were provided. Hotel Dieu Shaver scored 62.5% and a second audit has been scheduled for mid-

September 2012. The action plan and next steps to prepare for the upcoming audit were outlined.

Hotel Dieu Shaver is once again participating in Safety Group and the elements for 2012 were presented. The extensive internal reporting process for hospital incidents was detailed. There was one visit in 2011 by the Ministry of Labour which resulted in no orders being issued.

A new on-line training system for staff will be implemented and education sessions will be scheduled accordingly.

The designated substances survey was completed in August 2011 and next steps related to asbestos remediation, a management plan and awareness training for staff were outlined.

Trustee recommendations include more frequent reporting of health and safety incident trending reports and the possibility of a compliance certificate for the Board. Ms. Robinson was excused from the meeting.

### **3. Approval of the Meeting Agenda**

**Motion**            **Moved by:**            **Ms. J. Phelan**  
                         **Seconded by:**        **Mr. J. Nitsopoulos**

**“That the meeting agenda of April 10, 2012, be approved as presented.”**

**CARRIED**

### **4. 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.

## **MINUTES OF THE LAST MEETING AND BUSINESS ARISING**

### **5. Approval of Open Session Board Minutes of February 14, 2012**

**Motion**            **Moved by:**            **Mr. P. McAllister**  
                         **Seconded by:**        **Mr. J. O’Brien**

**“That the Open Session Board minutes dated February 14, 2012, be approved as presented.”**

**CARRIED**

**6. Business Arising**

Quality Improvement Plan 2012/13

The final 2012/13 Quality Improvement Plan was provided for information. The plan has been posted to the hospital website and submitted to the LHIN, the OHA and the Ontario Health Quality Council.

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

**7. Approval of Consent Agenda Items**

<b>Motion</b>	<b>Moved by:</b>	<b>Mr. W. Sendzik</b>
	<b>Seconded by:</b>	<b>Mr. D. Goulbourne</b>

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

Discussion

- Executive Committee minutes – no meeting
- Nominating, Board Membership & Evaluation Committee – April 5, 2012 – Open Session minutes distributed at the table

Minutes were presented and reviewed. The committee presented numerous recommendations requiring Board and Corporate endorsements.

***“That the Open Session Nominating, Board Membership & Evaluation Committee minutes dated April 5, 2012, be approved as presented.”***

***“That the Board of Trustees recommends to the Members of the Corporation, approval of the following:***

**Trustee Re-appointments**

***-Mr. Walter Sendzik, 3 year term***

***-Ms. Jackie Phelan, 3 year term***

***-Mr. Frank Bagatto, 1 year term, by special resolution of the Members of the Corporation per Article IV, Section 1d of the bylaws, extending his service beyond the nine year limit***

**Ex-officio Members**

***-The Bishop of the Diocese of St. Catharines or his nominee (Bishop Gerard Bergie)***

***-The President of the Medical Staff Association, non-voting (Dr. Raymond Harb)***

***-The Chief of Staff of the Medical Staff, non-voting (Dr. John Luce)***

***-A representative of the Foundation, non-voting (Mr. Douglas Whyte)***

***-The V/P, Clinical Services & CNO, non-voting (Ms. Carolyn Bergeron)***

***-The Chief Executive Officer, non-voting (Ms. Jane Rufrano)***

***-A staff representative of the Religious Hospitallers of St. Joseph, non-voting (Sister Louise Dillon)***

**Fixed Number of Trustees**

***-That the fixed number of trustees remain at seventeen (17)***

**Nomination of Board Officers for 2012/13**

<b>Chair</b>	<b>Dr. Ron McTavish</b>
<b>First Vice-Chair</b>	<b>Mr. John Pennachetti</b>
<b>Second Vice-Chair</b>	<b>Ms. Jackie Phelan</b>
<b>Past Chair</b>	<b>Mr. Frank Bagatto</b>

**Re-appointment of LeRoyer Patrons for 2012/13**

<b>Dr. J. Roger Brook</b>	<b>Donald Carr</b>	<b>Brian Cullen</b>
<b>Irene Edgar</b>	<b>James Fyfe</b>	<b>Peter Horne</b>
<b>Sean Jackson</b>	<b>Claire Jutras</b>	<b>Marie Kenny</b>
<b>Tim Kenny</b>	<b>William Keogh</b>	<b>Eleanor Lancaster</b>
<b>Dr. James Lee</b>	<b>Robin Lewis</b>	<b>Roger Martens</b>
<b>Dr. Robert Manning</b>	<b>Dr. Robert Merritt</b>	<b>Wasi Naz</b>
<b>Veronica O'Brien</b>	<b>Bernice Pearson</b>	<b>Jane Quinlan</b>
<b>Thomas Quinlan</b>	<b>Dr. Bonnie Rose</b>	<b>Eileen Rouse</b>
<b>Gerald Sandler</b>	<b>Monsignor Melvin Schaefer</b>	<b>William Towill</b>
<b>Dr. Dennis Whitty"</b>		

**Revisions to Board Standing Committee**

***-add Ms. Jackie Phelan to the Nominating, Board Membership & Evaluation Committee***  
***-add Mr. Damian Goulbourne to the Audit Committee***  
***-revise staff appointments on committees citing positions rather than by staff member name where appropriate"***

- Mission & Ethics Committee – no meeting
- Quality Improvement Committee – no meeting
- Audit Committee Meeting Notes – February 16, 2012  
-Monthly Financial Report ending January 31, 2012 & H-SAA Amending Agreement

The meeting notes were presented for information. KPMG attended the meeting to present the Audit Planning Report. The auditors will be on-site in mid-April.

Investment strategies with Investment Planning Counsel were established.

The monthly Financial Report ending January 31, 2012 is on target for a projected \$200,000 deficit at fiscal year end.

***"That the Open Session Audit Meeting Notes and monthly Financial Report ending January 31, 2012, be accepted for information."***

***"That the signed H-SAA Amending Agreement extending the current H-SAA to June 30, 2012, be accepted as presented."***

- Medical Advisory Committee – February 29, 2012 & March 28, 2012

Two sets of minutes were presented and discussed. Dr. Luce outlined the following results for the Medical Staff Association election of officers for 2012/13:

President of the Medical Staff Association, Dr. Raymond Harb  
Vice-President/Secretary-Treasurer, Dr. Richard McMillan  
Nominating Committee, Dr. John Redman and Dr. Omar Khan

The new draft Professional Staff Bylaws were presented. Dr. Luce noted that the document is based on the OMA/OHA prototype and includes updated legislative requirements related to Extended Class Nursing Staff. The draft has been approved by both the Medical Staff Association and the Medical Advisory Committee and will require corporate approval upon the recommendation of the Board.

The room renumbering project on the nursing units and the recent esthetic updates were outlined. Medication carts are now operational and the wireless project is completed. Bedside charting is a planned future project.

The Audiology marketing plan was discussed and it was recognized that coordination of presentations to service clubs should be included in the hospital's communication plan.

***“That the Open Session Medical Advisory Committee minutes dated February 29, 2012 & March 28, 2012, be approved as presented.”***

***“That the Board of Trustees recommends to the Members of the Corporation, approval of the Professional Staff Bylaws as presented.”***

- Strategic Planning & Governance Accreditation Sub-Committee Minutes – March 5, 2012

The minutes were presented and discussed. The Committee continues with accreditation standards reviews. Work continues on the establishment of the Community Advisory Council and advertising for membership requires further discussion. The Committee is reviewing overlap and cross reporting issues and will look at consolidating committee reporting and duties as required.

***“That the Open Session Strategic Planning & Governance Accreditation Sub-Committee minutes dated March 5, 2012, be approved as presented.”***

Master Plan Update/Courtyard Enclosure Update  
-Courtyard Construction Schedule

An updated Courtyard construction schedule was reviewed and discussed. Communication with Ministry officials and local politicians is underway to plan an official grand opening date that will accommodate their schedules.

### Living Wall Video

A short video on Nedlaw Living Walls, a vertical hydroponic system, was shown detailing the beauty, form, benefits, integration, design and plant choices for its' installation into the courtyard enclosure project.

### REPORTS from:

- Leadership
- Chief of Medical Staff
- Foundation

Reports from the Leadership team and the Chief of Staff were presented. Resource Matching and Referral (RM&R), a process designed to improve quality of care and patient flow efficiency matching seniors with the earliest care provider, was detailed and discussed.

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

### **NEW / OTHER BUSINESS**

#### **8. New/Other Business**

##### Pre-circulated via email:

- OTN, 3<sup>rd</sup> Quarter Report
- Drummond Report (Policy Concepts)
- The Torch, February
- The Torch, March
- OHA, 2012 Ontario Budget
- Executive Compensation Article, The Globe & Mail
- OHA, new President/CEO
- CHAO Board Changes memo
- OHA, Strong Action for Ontario Act, Bill 55

##### Attached:

- LHIN Regional Laboratory Planning Project
- CMI Comparisons

##### Letters of Thanks

- Circulating at the table, if available

Discussion was held regarding the LHIN requirement to reduce office expenses by 5% each year over a two year period.

Case mix index (CMI), which shows the acuity of the patient, was reviewed. These results are provided to the LHIN on a regular basis.

**9. Balanced Scorecard**

- December 2011

The December 2011 Balanced Scorecard was presented for information.

The Open Session meeting was concluded.