

<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, Bishop G. Bergie, Mr. L. Bruzzese, Mr. J. Nitsopoulos, Ms. J. Phelan, Dr. R. McTavish, Mr. W. Sendzik, Mr. J. O'Brien, Mr. P. McAllister

**Non- Voting Attendees:** Ms. J. Rufrano, Ms. C. Bergeron, Sister L. Dillon, Dr. J. Luce, Dr. R. Harb, Mr. D. Whyte

**Also Present:** Ms. L. Pay, Mr. K. Vallier, Ms. C. Esposito (presenter)

**Regrets:** Mr. J. Pennachetti, Mr. D. Goulbourne

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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**

Bishop Bergie opened the meeting with a prayer.

#### **2. Presentation**

Ms. Cathy Esposito was welcomed to the meeting. She presented the NRC Picker Rehab Survey results from the period April to September 2011. An executive summary was provided. Overall, the results are positive and the importance of recognizing performance trends over time was emphasized. The hospital's Quality Improvement Plan (QIP) and correlation to performance was outlined. The value of developing and monitoring action plans was discussed. The results will be presented at an upcoming All Staff meeting.

Following a discussion period, Ms. Esposito was excused from the meeting.

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

<b>Motion</b>	<b>Moved by:</b>	<b>Mr. W. Sendzik</b>
	<b>Seconded by:</b>	<b>Ms. J. Phelan</b>

**“That the meeting agenda of May 15, 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 April 10, 2012**

**Motion**            **Moved by:**            **Mr. J. O'Brien**  
                         **Seconded by:**        **Mr. F. Bagatto**

**“That the Open Session Board minutes dated April 10, 2012, be approved as presented.”**

**CARRIED**

**6. Business Arising**

Health & Safety Compliance Certificate

Deferred to June meeting.

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

**7. Approval of Consent Agenda Items**

**Motion**            **Moved by:**            **Ms. J. Phelan**  
                         **Seconded by:**        **Mr. J. O'Brien**

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

Discussion

- Executive Committee minutes – no meeting
- Nominating, Board Membership & Evaluation Committee – no meeting
- Mission & Ethics Committee – no meeting
- Open Session Quality Improvement Committee – May 10, 2012

The minutes dated May 10, 2012, were reviewed. The committee reviewed incident reports for 2010/11 and 2011/12. Incident reporting by staff is encouraged and investigations are a factual, non-punitive process to ensure the provision of safe, quality patient care. The QIP progress reports were provided and performance in the safety dimension was outlined. Accreditation team presentations were made to the committee and preparation for the 2013 Accreditation is progressing well.

***“That the Open Session Quality Improvement Committee minutes dated May 10, 2012, be approved as presented.”***

- Open Session Audit Committee – May 10, 2012

The minutes dated May 10, 2012, were reviewed.

The attestation confirming that Hotel Dieu Shaver has complied with the Ministry's requirement to reduce 5% of executive office expenses in 2011/12 and will reduce by another 5% in fiscal year 2012/13 has been submitted.

LHIN funding was discussed. Although final allocations are not yet ready, the LHIN has sent correspondence stating that Hotel Dieu Shaver's funding will be 0.7%, noting that it is accurate within +/- 0.5%.

The committee's recommendation to appointment KPMG as the audit firm for the fiscal year 2012/13 was presented and endorsed.

***“That the Open Session Audit Committee minutes dated May 10, 2012, be approved as presented.”***

***“That KPMG be appointed as the audit firm for the fiscal year 2012/13”***

- Open Session Medical Advisory Committee – April 25, 2012  
-Annual Medical Staff Association – March 27, 2012

The Open Session Medical Advisory Committee minutes were presented and reviewed. A recent round table discussion session for health care professionals on the topic of delirium and dementia was outlined.

The minutes of the Annual Medical Staff Association meeting held on March 27, 2012, were presented for information. The medical staff election results were summarized.

***“That the Open Session Medical Advisory Committee minutes dated April 25, 2012, be approved as presented.”***

***“That the Annual Medical Staff Association minutes dated March 27, 2012, be accepted for information.”***

- Strategic Planning & Governance Accreditation Sub-Committee Minutes – April 9, 2012 & May 10, 2012

The minutes were presented and reviewed.

Advertisements for recruitment for the Community Advisory Committee have been published and there has been one response to date.

The review of Accreditation standards is underway. It is suggested that the hospital's communication plan become part of Standard 10 and also recommended that the annual evaluation of the CEO be expanded and that the Board Chair or designate will meet with the Senior Team to gather feedback.

***“That the Strategic Planning & Governance Accreditation Committee minutes dated April 9, 2012 and May 10, 2012, be approved as presented.”***

#### Master Plan Update/Courtyard Enclosure Update

The courtyard construction project remains on target and within budget. Photos of the construction progress were shared.

#### REPORTS from:

- Leadership
- Chief of Medical Staff
- Foundation

Reports from the Leadership team and the Chief of Staff were presented. An interdisciplinary learning program for students is being jointly developed by Hotel Dieu Shaver, Brock University, Niagara College and the McMaster Niagara Medical School.

Construction projects in the rehab building were detailed including the ADL apartment, a waiting room area and wheelchair accessible washroom facilities.

Bishop Bergie celebrated a mass with staff in recognition of Canada Health Day.

The Foundation's Black Ice Gala tickets are available for purchase.

The Auxiliary has donated additional funds to purchase rehabilitation equipment for the courtyard.

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:

- Message from the Hon. Bob Chiarelli Ministry of Infrastructure & Transport re: Ontario's 2012 budget
- Black Ice Gala invitation
- Ministry of Health re: public sector compensation
- The Spirit
- The Torch, April edition
- CCAC Newsletter

*Attached:*

- Administrative Bylaw revisions
- LHIN, Governance & Health System Transformation Session
- LHIN 2012/13 Funding Allocation, SPR Pilot & Interim beds
- LHIN, IPN funding for 2012/13
- LHIN, ACTION, Community Update
- City council re: Mr. J. Sinke
- An invitation to support
- Smoking Cessation
- Incident Reports (fiscal 2011/12)
- March Bed Availability
- CCAC ALC Status Report
- SPR Pilot indicators
- Letters of Thanks
- Circulating at the table, if available

Discussion

Revisions to the Administrative Bylaws were presented.

**Motion**            **Moved by:**            **Mr. W. Sendzik**  
                         **Seconded by:**        **Mr. P. McAllister**

**“That the Board of Trustees recommends the following amendments to the Administrative Bylaws:**

<p><b>6.1</b>    <b><u>HEAD OFFICE</u></b></p> <p>The Head Office of the Corporation shall be at Amherstview, in the Township of Ernestown, in the County of Lennox and Addington, in the Province of Ontario.</p>	<p><b>6.1</b>    <b><u>HEAD OFFICE</u></b></p> <p>The Head Office of the Corporation shall be <u>in the City of St. Catharines</u>, in the Province of Ontario. ”</p>
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**CARRIED**

**Motion**            **Moved by:**            **Ms. J. Phelan**  
                         **Seconded by:**        **Mr. J. O’Brien**

**“That the Board of Trustees recommends the following amendments to the Administrative Bylaws:**

<p><b>1.1</b>     <b><u>BACKGROUND</u></b></p> <p>Hotel Dieu Shaver Health and Rehabilitation Centre, St. Catharines, a Roman Catholic Health Care facility dedicated to the service of the sick and the promotion of health is sponsored by the Religious Hospitallers of St. Joseph and Catholic Health Partners, Inc., and is recognized as such by the Roman Catholic Diocese of St. Catharines. Hotel Dieu Shaver Health and Rehabilitation Centre, therefore, participates in the mission of the Church by the ministry of healing.</p>	<p><b>1.1</b>     <b><u>BACKGROUND</u></b></p> <p>Hotel Dieu Shaver Health and Rehabilitation Centre, St. Catharines, a Roman Catholic Health Care facility dedicated to the service of the sick and the promotion of health, <u>was founded by</u> the Religious Hospitallers of St. Joseph and <u>is sponsored by</u> Catholic Health Partners, Inc., and is recognized as such by the Roman Catholic Diocese of St. Catharines. Hotel Dieu Shaver Health and Rehabilitation Centre, therefore, participates in the mission of the Church by the ministry of healing.</p>
<p><b>1.2</b>     <b><u>DEFINITIONS</u></b></p> <p>(i)     <b><u>"The Religious Hospitallers of St. Joseph Health System"</u></b> means the Corporation created by Letters Patent, dated August 23, 1988, and as amended by Supplementary Letters Patent, dated July 8, 1996, also known and referred to as "RHSJ Health System".</p> <p>(j)     <b><u>"Corporate Liaison"</u></b> means a representative of the Corporation appointed by the Members of the Corporation to be a Liaison between the Chief Executive Officer and the Members of the Corporation.</p>	<p><b>1.2</b>     <b><u>DEFINITIONS</u></b></p> <p>Delete (j) in its entirety and renumber as follows:</p> <p>(i)     <b><u>"Corporate Liaison"</u></b> means a representative of the Corporation appointed by the Members of the Corporation to be a Liaison between the Chief Executive Officer and the Members of the Corporation."</p>

**CARRIED**

The various reports enclosed in the package were discussed including fundraising efforts by Mr. Sinke.

**9.     Balanced Scorecard**

- March 2012

The March 2012 Balanced Scorecard was presented for information.

The Open Session meeting was concluded.