

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, Mr. P. Brown, Ms. J. Friesen, Ms. S. Piluso, Mr. J. Rollo, Ms. M. Woodhead, Mr. G. Leach

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

Also Present: Mr. D. Ceglie, Sister L. Dillon, Ms. N. Medulun-Burke

Regrets: Bishop G. Bergie, Dr. R. Harb

Guest: Ms. Janice Latam, Director, Health Data & Quality Improvement

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

Sister Louise opened the meeting by providing details about National Health Care Week, celebrated October 6-12, 2019. The Catholic Health Alliance of Canada's Awaken video was presented and an opening prayer was offered.

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

Annual Privacy Training and Email Privacy Education

Director of Health Data and Quality Improvement, and Privacy Officer, Janice Latam, was welcomed to the meeting.

Privacy Training

Privacy legislation related to the delivery of healthcare services was outlined. Access, consents, responsibility and breach of confidentiality, including unauthorized use or access related to personal health information was detailed. Accuracy in documentation is vital and retention of hospital records as per the defined required period is a priority for the organization. Safeguards including the performance of random audits are in place to protect personal information. Self-reporting of accidental unauthorized access is encouraged.

Email, Mobile Device, Instant Messaging Privacy Education

An education session was provided to trustees on safeguarding privacy on mobile devices, instant messaging and personal email accounts. Instant messages and emails can be subject to the Freedom of Information and Protection of Privacy Act (FIPPA) and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and understanding the associated risks is essential. Ways to protect information on various devices and securely destroy digital information were detailed.

POLICY REVIEW

-Board Policy, Process for Selection of the Officers of the Board of Trustees

Last month, the Board requested that the policy be returned to the Governance Accreditation & Strategic Planning Committee for consideration of further revision. The suggested revisions included:

- Removal of the Past Chair as an annually nominated position
- Removal of a paragraph detailing the Corporate responsibilities related to the resignation of Board trustees, available in the Administrative Bylaws
- Addition of language that as a general rule, the 1st Vice Chair is expected to move into the role of the Chairperson, when the vacancy arises

Discussion was held noting that circumstances can change with respect to the 1st Vice Chair moving to the Chair position and it was recognized that all trustees can declare their interest annually each January in serving as an Officer of the Board through self-declaration or nomination for the following year.

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.

- **Board of Trustees meeting minutes, September 10, 2019**

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

- **Medical Advisory Committee meeting minutes, September 18, 2019**

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

3. Business Arising

There was no business arising.

4. Reports:

- **Leadership Report – October 2019**
- **Chief of Staff Report – no report**
- **Foundation Report – October 2019**

The Leadership and Foundation reports were presented and reviewed. An update on C-Difficile infections and outbreak parameters issued by Public Health were provided.

5. Correspondence:

Pre-circulated:

- Daily news
- S. Ludzik Ball Drop notice
- Memo, Rehab Capital Grant
- September, The SPIRIT
- October Event Calendar
- Letters of Thanks (circulated by email)

Attached:

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The correspondence was received and discussed.

Motion	Moved by:	Ms. S. Piluso
	Seconded by:	Mr. B. Lawler

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

CARRIED

6. STRATEGIC AGENDA

- **Audit Committee meeting minutes, September 17, 2019**
-monthly financial report, August 2019

The committee minutes and the financial report ending August 31, 2019 were reviewed. The hospital deficit at month end is -\$12,470, significantly less than budgeted. The committee membership will include new trustee, Madeline Woodhead. A revision to the minutes was recommended to replace the reference to CCAC with LHIN Home and Community.

Motion	Moved by:	Mr. P. Brown
	Seconded by:	Ms. M. Woodhead

“That the Audit Committee minutes dated September 17, 2019, be approved subject to a wording revision referencing CCAC to be replaced with LHIN Home and Community.”

CARRIED

- o **Governance Accreditation & Strategic Planning Sub-Committee, October 2, 2019**
 - Strategic Plan Process

The minutes and strategic plan process were presented and reviewed. Discussion was held regarding the proposed approach to completing a new 3-year strategic plan due to an imposed timeline. It was suggested that an extension to the current plan could also be considered. It was recommended that the proposed approach could be completed by the Governance Committee and that trustees not on the committee can be invited to participate. The Board may also request a more comprehensive exercise be completed at any time in the future.

The committee also revised their Terms of Reference to include a patient advisor and to ensure that a majority of voting trustees on the committee are in attendance at the meetings.

Motion Moved by: Mr. B. Lawler
Seconded by: Ms. J. Armitage

“That the Governance Accreditation & Strategic Planning Sub-Committee minutes dated October 2, 2019, be approved as presented.”

“That the updated Terms of Reference of the Governance Accreditation & Strategic Planning Ad Hoc Committee be approved.”

“That the revised proposed approach to the 2020-2022 Hotel Dieu Shaver Strategic Plan be approved.”

CARRIED

7. Business Arising

There was no business arising.

8. Reports/Other Business

-Ontario Health Teams (OHT) Update

Appreciation was extended to trustees for the support provided during the recent tight timeline for approval of the Niagara-OHT submission. The N-OHT group will continue to meet twice per month to continue work on goals. A response from the Ministry regarding the submission is anticipated by December 21st. Next steps were outlined and updates will be provided accordingly.

-Highly Integrated Rehabilitation Outreach Service (HIROS)

Hotel Dieu Shaver and Niagara Health were recently approved for a significant investment from the provincial government for a joint proposal aimed at improving patient flow, providing safer discharges and better connecting patients with rehabilitation services in the community. The HIROS program involves teams of Occupational and Physio Therapists (staff members of both HDS and Niagara Health) working at the acute care sites who will assess potential rehab patients and recommend movement to the appropriate program and location. Trustees expressed the value in this approach which will promote integrated care and may help to address system backlogs, hallway medicine and readmissions.