

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, Mr. G. Darte, Ms. J. Phelan, Mr. J. Pennachetti

Trustee Candidate: Mr. G. Leach

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. N. Burke

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

Regrets: Ms. L. Pay

1. Call to Order

The Open Session meeting was called to order at 5:05 pm. Quorum was achieved.

Ms. Norma Burke, newly elected Chair of the Hotel Dieu Shaver Foundation Board of Directors, was welcomed to the meeting. Dr. McTavish noted that Gregory Darte will begin to attend the Foundation meetings as a representative of the Hotel Dieu Shaver Board of Trustees.

Opening Prayer

Bishop Bergie opened the meeting with a prayer.

Presentation: Our House Video

The Our House video was presented. A new patient story or video will be provided at the start of each Board meeting.

Presentation: Privacy & Confidentiality Training

Ms. Janice Latam was welcomed to the meeting to present privacy and confidentiality information to the trustees. She outlined the rules for the collection, use, and disclosure of personal health information under the Personal Health Information Protection Act (PHIPA) and outlined the safeguards that are in place to protect personal health information against unauthorized access and disclosure. A question and answer period was held and trustees were requested to sign the annual privacy and confidentiality agreement. Ms. Latam was thanked for the presentation and excused from the meeting.

2. Approval of the Meeting Agenda

Motion **Moved by:** **Mr. D. Goulbourne**
 Seconded by: **Mr. G. Darte**

“That the meeting agenda of September 13, 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 June 14, 2016

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

“That the Open Session Board minutes dated June 14, 2016, be approved as presented.”

CARRIED

Approval of the Email Poll Record of August 15, 2016

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

“That the Email Poll Record dated August 15, 2016, be approved as presented.”

CARRIED

5. Business Arising

-Values Integration Appraisal Process (VIAP)

Sister Louise presented the final report of the Hotel Dieu Shaver VIAP conducted in May 2016. She highlighted several experiences showcasing the spiritual care provided by the staff. The importance of communication within the organization was discussed. Sharing of information is typically done through all staff meetings and email. The subject of ethical practice and Medical Assistance in Dying (MAID) were raised. It was noted that a policy is being drafted and will be presented to the Mission & Ethics Committee of the Board and subsequently to the Board of

Trustees. Overall the VIAP was a positive process showing that the mission is alive at Hotel Dieu Shaver.

-Bill 210 Update

An update on Bill 210, Patients First Act, 2016, was provided for information. Further updates will be provided as new information becomes available.

CONSENT AGENDA (includes Minutes, Reports & Information)

6. Approval of the Consent Agenda Items

Motion	Moved by:	Mr. J. Pennachetti
	Seconded by:	Ms. J. Phelan

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

Key Points of Discussion

Minutes:

- Medical Advisory Committee – June 22, 2016

The minutes were presented and reviewed.

“That the Medical Advisory Committee minutes dated June 22, 2016, be approved as presented.”

- Nominating, Board Membership & Evaluation Committee – July 28, 2016
 - OHA Form 28
 - Recruitment Update
 - Board Structure Chart

The minutes were presented and outlined.

Three trustee candidates were recommended for election to the Board. The recommendation has been submitted to the Members of the Corporation.

The OHA Form 28, Meeting Attendance Policy was reviewed. The policy states that an attendance rate of at least 75% is acceptable. Participation via telephone was discussed. It was felt that occasional phone participation with the balance of attendance in person is acceptable and any concerns about participation can be addressed by the trustees directly with hospital leadership.

A new Board Structure document was pre-circulated and reviewed. One physician on the Mission & Ethics Committee has retired from active practice at the hospital and the process to appoint a replacement will begin.

One potential trustee candidate recommended by Mr. Pennachetti has indicated her willingness to proceed with the initial steps of considering Board membership.

Trustee terms of appointment were discussed. It was noted that terms are staggered in order to avoid numerous departures from the Board at any given time. Discussion was held regarding succession planning for trustees, the appointment of trustees beyond nine consecutive years of service and good governance models. This item will be further discussed by the Nominating, Board Membership & Evaluation Committee.

“That the Nominating, Board Membership & Evaluation Committee minutes dated July 28, 2016, be approved as presented.”

- Quality Improvement Committee, August 18, 2016

The Quality Improvement Committee minutes were presented and reviewed. Q1 results for the QIP, the incident report summary, CEO patient interview results and the patient relations log were provided. A condensed report is being considered for trustees.

“That the Quality Improvement Committee minutes dated August 18, 2016, be approved as presented.”

- Governance, Strategic Planning, Accreditation Sub-Committee, June 20 & August 4, 2016

The minutes were presented and reviewed. It was noted that Accreditation has been delayed by one year. A focus on updating the Strategic Plan can now be undertaken with a target for completion by December 2016.

“That the Governance, Strategic Planning, Accreditation Sub-Committee minutes dated June 20th and August 4th, 2016 be approved as presented.”

Reports:

- Leadership

The report was presented and reviewed. Highlights of discussion include the placement of a brick in the Healing Garden in memory of Leo Bruzzese, the relocation of the St. Joseph statue from 155 Ontario Street to Hotel Dieu Shaver and the Niagara Business Achievement Award for Young Professional of the Year, awarded to Mary Jane Johnson.

- Chief of Staff

-Highlights of the report were presented including the recruitment of a new Psychiatrist and the positive impacts this will have on patient flow between the NHS and HDS.

-Foundation

-The report was presented and reviewed. A comprehensive list of activities was detailed. The Foundation is hosting its annual Evening in the Courtyard on November 12th and all are encouraged to attend. The Audited Financial Statements at March 31, 2016, and the Foundation Board structure were provided for information.

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, GCE Educational Offerings, September
- Accredited Pharmacy memo

The HDS Pharmacy has met or surpassed 400 standards in order to receive Accreditation from The Ontario College of Pharmacists.

7.2 Included:

- Therapeutic Recreation Program Information
- Caregiver Corner
- Letters to Rankin, Mountainview, Walker
- Nurses Newsletter

Details of the Therapeutic Recreation program, which has been realigned with best practice for rehab patients, were provided. The caregiver corner is geared toward providing support for people caring for Hotel Dieu Shaver patients. The Nurses Newsletter was reviewed. Discussion was held regarding the development of a medical marijuana policy.

Trustees were reminded of the Founder's Day lunchtime celebration being held on September 21st in Cahill A/B meeting room.

7.3 Letters of Thanks

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

The Chair concluded the Regular meeting at 6:20 p.m. and moved to the In-Camera Meeting.

8. In-Camera Session

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

“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 6:20 p.m. and approved the previous in-camera minutes and the in-camera committee minutes.

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

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

CARRIED

9. Adjournment

The meeting adjourned at 6:40 p.m.

Next Meeting: Tuesday, October 18, 2016, 5 pm