

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

OPEN SESSION

Voting Attendees: Ms. A. Atkinson, Ms. J. Armitage, Bishop G. Bergie, Dr. R. McTavish, Mr. B. Lawler, Mr. F. Bagatto, Mr. D. Goulbourne, Mr. L. Anderson

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

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

Regrets: Mr. G. Leach, , Ms. J. Phelan, Mr. P. Brown

1. Call to Order

The Open Session meeting was called to order at 5:00 p.m. Quorum was achieved.

Opening Prayer

Bishop Bergie opened the meeting with a prayer.

Presentation – Hope Video

A video that will be played at an upcoming Catholic Health International conference in Miramichi, NB, featuring David Ceglie as a keynote speaker was played for the group.

2. Approval of the Meeting Agenda

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

“That the meeting agenda of September 12, 2017, be approved as presented.”

CARRIED

Abbreviation List

An abbreviation/acronym list was included in the package for information.

Board Structure

The updated 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 June 13, 2017

Motion	Moved by:	Mr. L. Anderson
	Seconded by:	Mr. B. Lawler

“That the previous minutes dated June 13, 2017, be approved as presented.”

CARRIED

5. Business Arising

There was no business arising.

CONSENT AGENDA (includes Minutes, Reports & Information)

6. Approval of the Consent Agenda Items

Motion	Moved by:	Bishop G. Bergie
	Seconded by:	Mr. B. Lawler

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

Key Points of Discussion

Balanced Scorecard:

A new balanced scorecard report has been developed to highlight key indicator results. Rehab bed occupancy results are currently under the preset target. This information will be posted to the hospital website and shared with all staff.

Minutes:

Medical Advisory Committee Minutes – June 28, 2017

The minutes were presented and reviewed.

“That the Medical Advisory Committee minutes dated June 28, 2017, be approved as presented.”

- Quality Improvement Committee – August 17, 2017

The minutes were presented and reviewed.

Quality reports and risk management issues continue to be reviewed by the committee and direction provided as required. It was noted that having a patient advisor on the committee is beneficial in providing a link to those we serve in that it helps to ensure that the patient perspective is reflected in the way our hospital delivers quality care.

The Q1 Quality Improvement Plan results were reviewed including the current performance focusing on reducing urinary tract infections. Wait time indicators for in-patient to out-patient services are currently trending high and staff will be challenged to improve results to meet targets.

“That the Quality Improvement Committee minutes dated August 17, 2017, be approved as presented.”

- Nominating, Board Membership, Evaluation Committee – June 13, 2017

The minutes were presented and reviewed.

The committee developed a trustee succession plan including changes to Board leadership. The importance of having Vice-Chairs who are prepared to step into the Chair position was highlighted. Trustee recruitment is underway. The skills matrix was updated in June 2017 and this was a key tool used in the selection process by representatives of the Nominating Committee during the initial review of candidate applications. Over forty responses were received to the advertisement and there were some very qualified individuals. Several will move forward to the interview process; others can perhaps be considered for future positions. The goal will be to have new trustees in place in November. Annual recommendations were presented, endorsed, and will be forwarded to the Corporate members for approval.

“That the Nominating, Board Membership, Evaluation Committee minutes dated June 13, 2017, be approved as presented.”

“That the Board of Trustees recommends the following annual requirements:

Ms. Jackie Phelan, reappoint 1 year by special corporate resolution

Mr. John Pennachetti, retire from the Board

Dr. Ron McTavish, reappoint 1 year by special corporate resolution

Mr. Frank Bagatto, reappoint 1 year by special corporate resolution

Mr. Damian Goulbourne, reappoint for one year

For election by the Members of the Corporation:

Bishop Gerard Bergie, to represent the Roman Catholic Diocese of St. Catharines

Mr. Frank Bagatto, to represent Catholic Health International

Four non-voting positions prescribed under the Public Hospitals Act:

Dr. John Luce, Chief of Staff

Dr. Raymond Harb, President of the Medical Staff Association

***Ms. Jennifer Hansen, Chief Nursing Officer
Ms. Jane Rufrano, Chief Executive Officer***

Fixed Number of Trustees – be changed from 19 to 17

Name of Trustees who have left the Board since the last annual meeting – Mr. Gregory Dart

Nominations for Board Executive for 2017/18:

***Board Chair – Dr. Ron McTavish
1st Vice Chair – Ms. Anne Atkinson
2nd Vice Chair – Ms. Jean Armitage
Past Chair – Mr. Frank Bagatto***

***Executive Committee: Mr. Graeme Leach, subject to his acceptance
3 persons to Audit Committee: Dr. Ron McTavish, Mr. Damian Goulbourne, Mr. Bob Lawler
3 persons to Mission & Ethics Committee: Ms. Jackie Phelan, Ms. Jean Armitage, Ms. Janice Latam
2 persons to the Advisory Committee: 1 RHSJ – Sister Louise Dillon, 1 Foundation – Ms. Norma Medulun-Burke
Chairperson of the Nominating, Board Membership, Evaluation Committee – Dr. Robert Stewart***

That the Board of Trustees recommends that Mr. John Pennachetti be recommended for appointment to the Le Royer Patrons.

That the Board of Trustees recommends reappointment of the following Le Royer Patrons:

<i>Dr. J. Roger Brook</i>	<i>Mr. Donald Carr</i>	<i>Mr. Brian Cullen</i>
<i>Mrs. Irene Edgar</i>	<i>Mr. James Fyfe</i>	<i>Mr. Peter Horne</i>
<i>Mrs. Claire Jutras</i>	<i>Mr. Tim Kenny</i>	<i>Mr. William Keogh</i>
<i>Mrs. Eleanor Lancaster</i>	<i>Dr. James Lee</i>	<i>Mr. Robin Lewis</i>
<i>Mr. Peter McAllister</i>	<i>Mr. Roger Martens</i>	<i>Dr. Robert Merritt</i>
<i>Mr. J. Nitsopoulos</i>	<i>Mrs. Veronica O'Brien</i>	<i>Mrs. Bernice Pearson</i>
<i>Mr. & Mrs. T. Quinlan</i>	<i>Dr. Bonnie Rose</i>	<i>Mrs. E. Rouse</i>
<i>Monsignor M. Schaefer</i>	<i>Mayor Walter Sendzik</i>	<i>Mr. W. Towill</i>
<i>Dr. C. Whitty"</i>		

CARRIED

Reports:

- Leadership - September
 - The report was presented and reviewed.
 - Motivational speaker and comedian Judy Croon will visit the hospital on September 14th. All are welcome to attend.

- The 2015/16 HNHB LHIN Stroke Report card outlines the fact that Hotel Dieu Shaver made the greatest improvements in the province in stroke rehabilitation.
- Highlights of the Leadership Report are included in The SPIRIT newsletter.

- Chief of Staff - September
 - The report was presented and reviewed.
 - Physician recruitment planning is required.

- Foundation
 - The Foundation's September Report was provided for information.
 - Plans have begun for the annual Snowflakes and Angels Campaign and the Celebrity Ice Cup (draft night to be held at White Oaks Resort & Spa).
 - Steve Ludzik will do a helicopter golf ball drop fundraiser at Eagle Valley Golf Club.
 - New blue benches have been positioned on hospital property and are available to donors wishing to purchase as a memorial.
 - Appreciation was extended to the Foundation Leadership for their efforts in ensuring that hospital and patient needs are a priority.

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

NEW / OTHER BUSINESS

7. New / Other Business

7.1 Pre-circulated correspondence via email:

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7.2 Included:

- *In-Patient Experience Survey results*
- *Oculys Newsletter*
- *Accreditation poster*
- *The Torch, July/17*
- *RHSJ email*
- *St. Joseph's Cornwall letter*

The new in-patient experience survey results to September 6/17 were shared and the process outlined. This method is providing the hospital with real-time results. Patients overwhelmingly feel that their spiritual needs are being addressed and this reflects the care provided by both clinical staff and pastoral care staff under the leadership of Sister Louise.

The Oculys newsletter was pre-circulated. This project assists with patient flow and allows HDS and NHS the ability to view real-time bed status and patient flow to improve efficiency in the patient journey.

The Accreditation Journey poster design was acknowledged.

The Torch newsletter was reviewed and it was recognized that a keynote speaker at the upcoming Catholic Health Association of New Brunswick traveled to Ontario to participate in the Parkinson's program at Hotel Dieu Shaver. Discussion was held regarding the possibility of licensing the program to generate revenue. Any movement in this direction would require consultation with Steve Ludzik, the primary fundraiser for the Parkinson's Clinic. An opportunity exists with a local group to build a business case and further discussion will be planned.

A memo was circulated at the table outlining a review of complex care services being undertaken at the Niagara Health System by two experts – David Ceglie, HDS, V/P, Clinical Operations and Jane Loncke, Chair, LHIN Rehab Care Alliance Committee.

7.3 *Letters of Thanks*

Letters of thanks were pre-circulated for review.

The Chair concluded the Regular meeting at 5:50 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, the in-camera committee minutes, and to receive an update on partnership opportunities.”

Chair's Report on the In-Camera Session

The Board moved to an in-camera session at 5:50 p.m. and approved the previous in-camera minutes and the in-camera committee minutes, and received partnership opportunities information.

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 6:30 p.m.

Next Meeting: Tuesday, October 10, 2017, 5 pm, Regular Meeting