

Chair / Acting Chair:	Ms. A. Atkinson
Minutes taken by:	Shirley Cohen
Appointed record custodian:	Christine Wignall

OPEN SESSION

Voting Attendees: Ms. A. Atkinson, Ms. J. Armitage, Bishop G. Bergie, Mr. B. Lawler, Mr. D. Goulbourne, Mr. G. Leach, Mr. P. Brown, Mr. F. Bagatto

Non- Voting Attendees: Ms. J. Rufrano, Ms. J. Hansen, Dr. J. Luce, Dr. R. Harb, Mr. J. Rollo, Ms. J. Friesen, Ms. B.L. Souter

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

Regrets: Ms. J. Phelan, Mr. L. Anderson, Dr. R. McTavish

1. Call to Order

The Board of Trustees meeting was preceded by the annual photo. The Open Session meeting was called to order at 5:25 p.m. Quorum was achieved.

Opening Prayer

Bishop Bergie opened the meeting with a prayer.

Welcome

As future Trustees, John Rollo, Betty Lou Souter and Jessica Friesen were welcomed to the Board of Trustees meeting.

Presentation: Privacy & Confidentiality & Annual Sign-Off

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. G. Leach**
 Seconded by: **Mr. P. Brown**

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

CARRIED

Abbreviation List

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

Board Structure

The 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 Meeting Notes of November 14, 2017

Due to lack of quorum at the November 14, 2017 meeting, the following List of Recommendations was brought forward:

Motion **Moved by:** **Mr. P. Brown**
 Seconded by: **Mr. B. Lawler**

“That the previous meeting notes dated November 14, 2017, be approved as presented.”

“That the minutes dated October 10, 2017 be approved as presented.”

“That the Medical Advisory Committee minutes dated October 25, 2017, be approved.”

“That the Audit Committee minutes dated October 31, 2017, be approved.”

“That the Nominating, Board Membership, Evaluation Committee minutes dated October 31, 2017 be approved.”

“That the Board of Trustees recommends the election of Betty-Lou Souter, John Rollo, and Jessica Friesen to the Board of Trustees with terms expiring in June 2020.”

“That the Mission and Ethics Committee minutes dated October 25, 2017, be approved.”

“That the policy – Request for Medical Assistance in Dying, be approved.”

CARRIED

5. Business Arising

Correspondence dated November 16, 2017 from Catholic Health International regarding fixed number of Trustees, re-election and appointments was presented for information.

CONSENT AGENDA (includes Minutes, Reports & Information)

6. Approval of the Consent Agenda Items

Motion	Moved by:	Mr. P. Brown
	Seconded by:	Mr. B. Lawler

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

Key Points of Discussion

Minutes:

Medical Advisory Committee Minutes – November 29, 2017

-The minutes were presented and reviewed.

-The policy, ‘Most Responsible Physician’, was changed to ‘Most Responsible Practitioner’ and the Purpose updated in keeping with current language. The policy was approved as presented.

“That the Medical Advisory Committee minutes dated November 29, 2017, be approved as presented.”

- Audit Committee – November 21, 2017
 - Monthly Financial Report ending October 31, 2017

The minutes and the financial report YTD October 2017 were presented and reviewed. It was noted in the minutes that the investments have been adjusted and are within the parameters of the Investments Policy.

“That the Audit Committee minutes dated November 21, 2017, be approved as presented.”

- Quality Improvement Committee – November 16, 2017
 - 2017/2018 2nd Q QIP
 - 2017/2018 2nd Q Patient Incidents Report
 - 2017/2018 2nd Q Patient Relations Report
 - 2017/2018 2nd Q CEO Patient Interviews
 - Inpatient Satisfaction Survey Results June 22, 2017 to November 6, 2017
 - First Annual Patient Ombudsman Report

The minutes and attachments were presented and reviewed. The minutes noted that the committee reviewed the highlights, prepared by the OHA, of the first Annual Patient Ombudsman Report. In response to a Trustee's query regarding the Ombudsman Report, it was confirmed that it was reviewed for information only and was not directly relevant to Hotel Dieu Shaver.

“That the Quality Improvement Committee minutes dated November 16, 2017, be approved as presented.”

Reports:

- Leadership – December 12, 2017
 - The report was presented and reviewed.
 - Poster boards were prepared and displayed in the Lobby in recognition of Patient Safety Week, Infection Control Week, Spiritual Religious Care Week and Mission Week.
 - The Annual SPIRIT Award was presented to Madeleine Booth, Charge Nurse on 2 West.
 - Congratulations were expressed to Ms. Jane Rufrano and Dr. J. Luce for their 45 years of service and significant contributions to Hotel Dieu Shaver/Hotel Dieu.
- Chief of Staff – December 2017
 - The report was presented and reviewed.
 - Activities of the Pharmacy & Therapeutics Committee, the Health Records, Quality of Care & Risk Management Committee as well as a report regarding death and chart review were outlined.
- Foundation – November/December 2017
 - The Foundation's November/December Report was provided for information.
 - The 2017 Snowflakes and Angels Christmas Campaign is underway.
 - The 2nd Annual Tree Lighting Celebration at St. Catharines Market Square was held November 17th, with the event raising \$11,500 towards the Christmas Campaign. It was remarked that in addition to being a very successful fundraiser, the evening provided outreach within the local community whereby families attended and enjoyed refreshments, entertainment and the joyful Christmas spirit.
 - Ms. J. Rufrano gave a well-received presentation to the Rotary Club on December 7th, sharing information about Hotel Dieu Shaver and the Parkinson's Clinic.
 - At the Rotary Club meeting, Mr. Steve Ludzik was presented with a Lifetime Achievement Award for his significant contribution as the driving force of the Parkinson's Clinic.

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:

- SPIRIT Award Memo
- November LHINsight
- Monthly Event Calendar

The correspondence was reviewed.

7.2 Included:

- HDS Capital Submission Refresh Presentation

A chronology of Hotel Dieu Shaver Capital Submissions was circulated for information and Ms. J. Rufrano presented a 'Hotel Dieu Shaver: Capital Proposal Refresh' PowerPoint. The presentation included background and utilization information, and steps taken to date towards the goal of a capital build with 65 new rehabilitation beds. It was noted that despite the current challenges related to space and resources, Hotel Dieu Shaver holds a patient satisfaction rating of 99.42%, which is attributed to providing excellent care to those that we serve despite our physical facility limitations.

Discussion ensued on how best to promote the proposal and move forward, particularly within the government framework. Ms. Rufrano will keep the Board apprised of any new information and/or direction.

- *Patient & Family Advisors – an overview of the Patient Advisors and their roles*

The Patient & Family Advisors overview was provided for information.

- *Balanced Scorecard, November 2017*

The Balanced Scorecard at month end November 2017 was reviewed.

7.3 Letters of Thanks

Letters of thanks were pre-circulated for review.

The Chair concluded the Regular meeting at 6:15 p.m. and moved to the In-Camera Meeting.

8. In-Camera Session

Motion **Moved by:** **Mr. G. Leach**

Seconded by: Mr. P. Brown

“That the meeting move to an in-camera session to discuss/approve the previous in-camera Board of Trustees minutes, to receive an update on a partnership opportunity and discuss/approve committee in-camera minutes, reports and information.”

Chair’s Report on the In-Camera Session

The Board moved to an in-camera session at 6:15 p.m. and approved the previous in-camera minutes, received a partnership opportunity update and approved the committee in-camera minutes, reports and information.

Moved by: Ms. J. Armitage
Seconded by: Mr. G. Leach

“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, January 9, 2017, 5 p.m., Regular Meeting