

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

OPEN SESSION

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

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

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, Mr. P. Brown, Dr. R. Harb

1. Call to Order

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

Opening Prayer

Bishop Bergie opened the meeting with a prayer.

Presentation: Occupational Health & Safety Act

Ms. Catherine Nederend was welcomed to the meeting to present Occupational Health & Safety Act information to the trustees. She outlined the workplace responsibilities and functions of the Board from a safety perspective and the following highlights were provided:

- The program focus for 2018 will be on WHMIS and Emergency Codes training.
- Incident reports continue to be provided to the Board with the monthly Leadership Report.
- Employee workplace incidents were reviewed. The safety culture at Hotel Dieu Shaver encourages incident and hazard reporting by staff.
- The Ministry of Labour has initiated inspection blitz's focused on MDS hazards, ergonomics, and workplace violence. A recent visit to HDS resulted in no orders being issued.
- Discussion was held regarding the difficulties in obtaining comparators from other organizations although workplace violence is now a mandatory indicator on the Quality Improvement Plan. The process for monitoring and reporting of potential violent patients was outlined.

Ms. Nederend was excused from the meeting.

2. Approval of the Meeting Agenda

The Balanced Scorecard results at December 31, 2017 were distributed at the table.

Motion **Moved by:** **Mr. D. Goulbourne**
 Seconded by: **Ms. J. Friesen**

“That the meeting agenda of January 9, 2018, 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 minutes of December 12, 2017

“That the previous meeting minutes dated December 12, 2017, be approved as presented.”

Hearing no objections, the minutes were **DECLARED APPROVED BY THE CHAIR.**

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. Consent Agenda Items

Approval of the Consent Agenda Items

Motion **Moved by:** **Ms. J. Armitage**

Ms. A. Atkinson

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

Key Points of Discussion

Minutes: There were no committee minutes.

Reports:

- Leadership – January 2018
 - The report was presented and reviewed.
 - The Chapel was decorated beautifully for Christmas.
 - Steve Ludzik was presented with the Paul Harris Fellow Award by the St. Catharines Rotary Club recognizing his work and philanthropic efforts for his Parkinson’s Rehab Centre at Hotel Dieu Shaver.
 - Outbreaks in several hospitals and nursing homes are being reported.

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:

- The SPIRIT, December
- The Torch, December
- Monthly Event Calendar
- Capital letter to Minister Hoskins & Capital Refresh
- Surge Demand, bed capacity memo

The correspondence was reviewed. Additional funding from the LHIN for surge beds has been received.

7.2 Included:

- 5-Year Accessibility Plan (AODA)

The 5-Year AODA plan effective January 1, 2018 was presented for information. This report helps HDS to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal, and prevention of barriers that would otherwise prevent their full participation while working in or using the hospital.

7.3 Letters of Thanks

There were no letters of thanks circulated.

The Chair concluded the Regular meeting at 5:25 p.m. and moved to the In-Camera Meeting.

8. In-Camera Session

Motion **Moved by:** **Mr. G. Leach**
 Seconded by: **Bishop G. Bergie**

“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 the rehab capital project.”

CARRIED

Chair’s Report on the In-Camera Session

The Board moved to an in-camera session at 5:25 p.m. and approved the previous in-camera minutes, received a partnership opportunity update and a rehab capital project update.

Moved by: **Mr. G. Leach**
Seconded by: **Bishop G. Bergie**

“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, February 13, 2018, 5 p.m., Regular Meeting