

**Stevenson Memorial Hospital
Meeting of Board of Directors**

March 7, 2019

Physical Therapy Department

5:00 p.m.

In attendance:

Elected Directors: Colleen Butler, Board Chair; Darlene Blendick; Mike Martin; Shelly Cunningham; Norm Depta; Jeff Stubbs; David Knight; Marie-Pierre Lussier; John Murray; Jan Tweedy; Wendy Fairley; Sheila Kaarlela

Ex Officio Directors: Jody Levac, President & CEO; Margaret Barber, Board Chair, Foundation; Dr. Barry Nathanson, Chief of Staff;

Staff: William Bye, Chief Financial & Information Officer, Lorraine Johnston

Regrets: Carrie Jeffreys, Gary Munro, Dr. Shazia Ambreen, President of Professional Staff

1.0 WELCOME & CALL TO ORDER

1.1 Quorum

C. Butler welcomed the Directors to the meeting and advised there was a quorum.

1.2 Declaration of Conflict of Interest

C. Butler reminded those in attendance of their responsibilities as Board members with respect to the conflict of interest as outlined in the Corporation's Bylaws and asked if anyone present wished to declare a conflict of interest. No declarations were made.

1.3 Amendments to the Agenda

Motion: Moved by J. Murray, seconded by S. Kaarlela.

"That the Board of Directors accepts the agenda as presented."

All in favour. Motion passed.

2.0 PRESENTATIONS

Jodi Walker, Quality and Risk Coordinator, presented the 2018/2019 Quality Improvement Plan.

The following items pertaining to the 2019/20 QIP for SMH were reviewed:

- 1) Quality Improvement Plan (QIP) Narrative for Health Care Organizations in Ontario
- 2) Quality Improvement Plan: Progress Report for 2018/2019 QIP
- 3) Quality Improvement Plan "Improvement Targets and Initiatives"

Board Approved

The QIP is a public commitment to meet quality improvement goals. By developing the plan, the organization outlines how it will address improving the quality of care it provides to its patients, residents and clients

The QIP is submitted annually to Health Quality Ontario (HQP) to meet legislative requirements outlined by the *Excellent Care for All Act* as well as posted on our website.

2019/20 Quality Improvement Plan (QIP)

Motion: Moved by D. Blendick, seconded by N. Depta.

“THAT the Board of Directors accepts the recommendation of the Board Quality Committee and approve the 2019/20 Quality Improvement Plan as presented.”

All in favour. Motion passed.

Jodi Walker left the meeting at this time.

3.0 CONSENT AGENDA

3.1 Board of Directors Minutes February 7, 2019

Motion: Moved by N. Depta, seconded by J. Murray.

“That the Board of Directors accepts the consent agenda a presented.”

All in favour. Motion passed.

4. BUSINESS ARISING

- 4.1 The CEO and Board Chair will issue a letter to the Foundation requesting \$1,349,904 to support the capital budget. *Completed – Letter circulated with Agenda.*

5. In Camera Session

Motion: Moved J. Tweedy, seconded by W. Fairley

“That the Board moves to the in-camera session.” All in favour. Motion passed.

Motion: Moved by D. Blendick, seconded by M. Martin.

“That the Board move back into the open session.” All in favour. Motion passed.

The Board Chair advised that the following motions arose from the in-camera session:

Approval of Medical Staff Appointments

Motion: Moved by M. Martin, seconded by N. Depta.

“That the Board accepts the recommendation of the Medical Advisory Committee to approve:

- ***Four (4) new applications for medical staff; and***
- ***Two (2) renewals of temporary privileges for members of the medical staff; and***
- ***Two (2) changes in privileges for members of the medical staff.”***

All in favour. Motion passed.

Board Approved

REPORTS

6.1 Report of President & CEO

J. Levac provided the following update:

- J. Levac met with the CEOs and Board Chairs from SRHC, MSH, MH and HRH.
- Southlake@Home – The Health Minister is endorsing this pilot initiative to target the ALC population and SMH has expressed interest to get involved and show support for the project.
- Capital Branch Meeting – The ministry will continue with the review of the Stage 2 proposal. More answers are expected at the end of the month.
- The Minister has been clear that the hospitals are not at the top of the list for budget cuts.
- D. Knight and J. Levac spent a half day with the Foundation learning more about the SMHF Strategic Plan.
- Media – SMH and Addiction Services York Region have opened the Rapid Access Addiction Medicine (RAAM) Clinic in the Mary McGill building. The clinic offers treatment for those with alcohol, opioid and other drug-related addictions and same-day counseling services.
- Stevenson's Family Tree was unveiled in the Obstetrics Department. When community members donate \$100 or more to the Foundation, they will have the opportunity to have a baby's name and birthday printed onto a coloured leaf on Stevenson's Family Tree.
- HIRF is still on target – A workplan is in place for the elevators and Bill is overseeing the work. Medical vacuum units have been added to the plan.
- Working with Patsy Morrow to plan a Board member Retreat – the retreat will include new LEAN methodology. The date is still to be determined.
- Community Engagement – Dr. Nadia Alam, the current president of the Ontario Medical Association will be coming to tour the hospital and speak to physicians about the challenges of practicing in an aging, rural hospital.
- Dr. Ambreen, the President of the Professional Staff Association will be writing a letter from the PSA, regarding the importance of redevelopment.
- Honda – The current VP, Bill Easdale is leaving Alliston. A new VP is taking over the Alliston operation. Jody will be meeting with both to make a smooth transition.
- Rachael Ogorek, the full-time Corporate Communications person will be back next week.
- Bill 74 – BLG issued a briefing note about new legislation and new Ontario Health Teams.
- MPP Jim Wilson has indicated that he would like to come and meet with the Board of Directors.
- Privacy Breach in the Outpatient Clinic – All patients have been notified, an online report was submitted to the Privacy Commission, HIROC notified and an analysis of disposal protocol completed.

ACTION: Jody to circulate briefing note from BLG regarding new legislation and the new Ontario Health Teams.

Board Approved

ACTION: A protocol for handling sensitive materials that require shredding will be added to the Board Orientation package.

6.2 Report of Chief of Staff

Dr. Barry Nathanson referenced his written report circulated with the agenda.

The following topics were discussed:

- Transfusion/Infusion Clinic Update
- MAC / Credentials Committees Amalgamation
- Changing the name of the Department of Family Medicine – The Medical Advisory Committee recommends that the Board of Directors approve changing the title of the “Department of Family Medicine” to the “Department of Hospital Medicine”. Board By-laws, Professional Staff By-laws, and other applicable documentation will need to be amended to reflect the change. The motion will be ratified at the AGM.

Motion: Moved by D. Knight, seconded by J. Murray.

“That the Board accepts the recommendation of the Medical Advisory Committee to approve changing the name of the Department of Family Medicine to the Department of Hospital Medicine”

All in favour. Passed.

6.3 Report of CNE (Lorraine Johnston)

Lorraine provided the following updates:

- Meditech update – Three months in to the implementation. This has been a big leap for nursing staff to go from paper to electronic documentation.
- The system has provided improved access to charts for nurses.
- Better documentation. Improved access to charts. More accurate and legible.
- Supports the bedside nursing reporting from shift to shift with easier access to history and notes.
- Physicians are anxious for documentation features.
- Medical Surgical Department - Optimization is the next phase. Customization of tracker board and charting for SMH will be implemented and will assist in discharge planning.
- OBS – currently in use for Postpartum patients. Soon will be live for Labor & Delivery.
- Units are moving forward with Quality projects.

Bill Bye, CFIO, announced that Meditech will no longer be used for payroll activities. Finance will continue to use the existing platform QHR.

Work is still being done to correct data collection issues in Meditech.

Dr. Nathanson left the meeting at 6:45pm.

6.4 Report of Foundation Board Chair

M. Barber referenced her written report circulated with the agenda.

Board Approved

M. Barber made a correction to her report. Under "Community Presentations and Networking Events", there is a reference to the Anglican Church; it should reference St. John's church.

It was noted that the Auxillary is performing very well and breaking records in sales in the gift shop.

ACTION: Invite Foundation member to review the Foundation Donations report at the May Board meeting. This will go through the Finance committee first, then to the Board.

C. Butler and M. Barber will organize.

11. Report of Hospital Board Chair (C. Butler)

- The members of the Board all agreed to invite MPP Jim Wilson to attend an upcoming meeting to discuss redevelopment and getting to the next stage.
- J. Levac and C. Butler to meet with the Mayor of Essa to join GNC and/or SRC.
- C. Butler will participate in the next retreat with the SMH Foundation.
- A Board Retreat will be held offsite in April or May and will include a committee structure overview.

ACTION: MPP Jim Wilson will be invited to speak to the Board regarding the current political landscape and hospital redevelopment.

12. Next Meeting Date

The next Board meeting will be held on Thursday, April 4, 2019.

There being no further business, the meeting adjourned at 8:00 p.m.

***Motion: Moved M. Martin, seconded by N. Depta, all in favour.
The meeting was adjourned.***



Colleen Butler, Board Chair

Recording Secretary: Melanie Metherall

Board Approved