

MEETING MINUTES
Board of Directors Meeting
 Thursday April 6, 2023 @ 5:00 pm via Microsoft Teams



VALUES: Every day we deliver safe, high quality health care driven by our values.

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Integrity Compassion Accountability Respect Excellence

Member	Present/Response	Member	Present/Response
Norm Depta - Chair	Present	Nishika Jardine – Vice-Chair	Present
Jeff Stubbs – Treasurer	Present	John Murray – Past Chair	Present
Alison Howard	Present	Christina Wieder	Present
Colleen Butler	Present	David Knight	Present
Kevin Mullins	Present	Michael Vear	Present
Sheila Kaarlela	Late	Wendy Fairley	Present
Jody Levac – President and CEO	Present	William Bye – VP, CFIO	Present
Julia Mullen – VP, CNE	Present	Dr. Jaco Scheeres, Chief of Staff	Present
Boris Pavlin – Chair, SMH Foundation	Present	Gary Munro – President of Auxiliary	Present
Dr. Ozzy Ramirez – Chair of Hosp. Med.	Regrets	Sharon Crowe – Board Liaison, EA	Present

	Item for Discussion	Action/MRP
1.	<p>WELCOME, CALL TO ORDER AND LAND ACKNOWLEDGEMENT</p> <p>1.1 Quorum N. Depta advised that a quorum was present.</p> <p>1.2 Declaration of Conflict of Interest N. Depta reminded Board members in attendance of their responsibility to declare conflicts of interest, as outlined in the Corporation’s Bylaws, and asked if anyone present wished to declare a conflict. None were declared.</p> <p>1.3 Approval of the Agenda <i>Motion: Moved by J. Murray, seconded by A. Howard</i> <i>“That the agenda for the meeting, as presented, be and is hereby approved as amended.”</i> <i>All in favour. Motion passed.</i></p>	N. Depta
2.	<p>PRESENTATION There was none this month.</p>	
3.	<p>CONSENT AGENDA</p> <p>3.1 Board of Directors Minutes – March 2, 2023</p> <p>3.2 Board Quality Minutes – March 8, 2023</p> <p>3.3 Governance and Nominating Committee Minutes – March 23, 2023</p> <p>3.4 Finance, Audit and Property Committee Minutes – March 22, 2023</p> <p>3.5 Finance, Audit and Property Committee Minutes – March 29, 2023</p>	N. Depta

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	<p><i>MOTION: Moved by N. Jardine, seconded by A. Howard. “That the consent agenda items be hereby accepted.” All in favour. Motion passed.</i></p>	
4.	<p>BUSINESS ARISING FROM CONSENT AGENDA There was no business arising.</p>	
5.	<p>REPORTS</p> <p>5.1 Report of the Chief of Staff Dr. J. Scheeres updated on the following: ➤ Hospital On-Call Coverage (HOCC) ➤ Physician Manpower ➤ CME and Mortality and Morbidity Rounds (M&M) ➤ Physician Wellness and Burn Out ➤ Physician Recruitment and Onboarding</p> <p>5.2 Report of the President of the Professional Staff ➤ Dr. Ramirez was not present at the meeting.</p> <p>5.3 Report of the VP, CNE J. Mullen updated on: ➤ Alternate Level of Care and the Transitional Care Unit (TCU) ➤ High Acuity Unit ➤ Reported on visit number data. ➤ Trillium Gift of Life Network</p> <p>5.4 Report of the VP, CFIO W. Bye updated the Board on the following: ➤ 2022-23 Financials ➤ 2023-24 Budget ➤ 2023-24 Budget Mitigation ➤ Five Year Analysis</p> <p>5.5 Report of the President and CEO J. Levac updated the Board on the following: ➤ Deficit budget for next year ➤ Board and Committee Benchmarking exercise ➤ Redevelopment</p> <p>5.6 Report of the Auxiliary President</p>	<p>Dr. J. Scheeres</p> <p>Dr. Ramirez</p> <p>Julia Mullen</p> <p>William Bye</p> <p>Jody Levac</p> <p>Gary Munro</p>

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	<p>G. Munro updated on the following:</p> <ul style="list-style-type: none"> ➤ Volunteer hours 660 for the last month ➤ Recruiting more volunteers ➤ Gift Shop doing well. Feb \$4800 March \$6200 ➤ My current focus is the annual raffle. Hoping to sell more than five thousand tickets this year. ➤ Meets regularly with HR. ➤ 50/50 draw still on the table. <p>5.7 Report of the Foundation Board Chair</p> <p>B. Pavlin’s report was included in the meeting package. Met W. Bye and M. Thomas near the end of March. He explained how the Foundation arrives at the Capital amount they can give to the Hospital. There was a long discussion on this topic.</p>	<p>Boris Pavlin</p>
<p>6.</p>	<p>SAFE, QUALITY CARE</p> <p>6.1 Patient Experience Story</p> <p>N. Jardine and J. Mullen reviewed these cases for the Board.</p> <p>6.2 Patient Experience Feedback Report</p> <p>N. Jardine went through this report that was included in the meeting package.</p> <p>6.3 Quality Care Reviews</p> <p>Three case reviews were sent in the meeting package and J. Mullen reviewed the action items for each.</p> <p>6.4 Balanced Scorecard</p> <p>N. Jardine reviewed the Scorecard briefing note with targets and mitigations.</p> <p>6.5 Review Integrated Risk Management</p> <p>High risks including Cybersecurity, Local Share for Redevelopment and Operating Room Humidity Control were discussed.</p>	<p>N. Jardine</p>

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7.	<p>GOVERNANCE</p> <p>7.1 Approval of Policy 2.8-2 Naming and Dedication Opportunities within the Hospital <i>MOTION: Moved by J. Murray, seconded by K. Mullins.</i> <i>“That the Stevenson Memorial Hospital Board of Directors approves the revised Policy 2.8-1 – Naming and Dedication Opportunities within the Hospital as recommended by the Governance and Nominating Committee.”</i> <i>All in favour. Motion passed.</i></p> <p>7.2 Approval of Policy 3.1-1 Board Composition <i>MOTION: Moved by C. Wieder, seconded by J. Murray.</i> <i>“That the Stevenson Memorial Hospital Board of Directors approves Policy 3.1-1 – Board Composition as recommended by the Governance and Nominating Committee.”</i> <i>All in favour. Motion passed.</i></p> <p>7.3 AGM Date and Agenda The date of June 20th, 2023, at 6 PM was approved by the Board. This will be virtual this year.</p> <p>7.4 Monthly Report from the ONCA Working Group This is still in the hands of the lawyers. J. Murray will follow up with them next week.</p> <p>7.5 Approval of the GNC Work Plan <i>MOTION: Moved by J. Murray, seconded by K. Mullins</i> <i>“That the Stevenson Memorial Hospital Board of Directors approves the Governance and Nominating Committee’s Work Plan as amended:</i> #9 – changed timing to March. #11 – changed timing to May. #13 – changed timing to March. #15 – changed timing to May. <i>All in favour. Motion approved.</i></p> <p>7.6 Approval of Policy 4.1-4 Role and Responsibility of the Board Treasurer <i>MOTION: Moved by A. Howard, seconded by C. Wieder.</i></p>	W. Fairley

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	<p><i>“That the Stevenson Memorial Hospital Board of Directors approves Policy 4.1-4 – Role and Responsibility of the Board Treasurer as recommended by the Governance and Nominating Committee.”</i> <i>All in favour. Motion passed.</i></p> <p>7.7 Appointment of Director to sit on Foundation Board <i>MOTION: Moved by M. Vear, seconded by A. Howard.</i> <i>“That the Stevenson Memorial Hospital Board of Directors approves the GNC’s appointment of a Board Director to be an ex-officio member of the SMH Foundation Board of Directors, on a yearly basis.</i> <i>All in favour. Motion passed.</i></p> <p>7.8 Interview panel for Board Director and Advisory member interviews W. Fairley will be contacting members to sit on an interview panel. Let S. Crowe know if you are interested.</p> <p>7.9 Board Self-Assessment results The results of the Board Self-assessment were reviewed. Greatest areas of concerns were: Ability to contribute to board meetings virtually. Orientation - would like a more robust program going forward, including a tour of the hospital. Ability to meet in person, Hybrid meetings discussed. CEO Succession Plan, there is a policy but unsure of a specific plan. Board meeting evaluation – a survey could be developed and sent out after each board meeting. Feedback provided to the CEO – N. Depta informed the Board that he updates J. Levac after every Board meeting.</p>	
8.	<p>INVESTMENTS</p> <p>8.1 Financial Statements as at February 28, 2023 <i>MOTION: Moved by M. Vear, seconded by A. Howard.</i> <i>“That the Stevenson Memorial Hospital Board of Directors approves the Financial Statements as of February 28, 2023, as recommended by the Finance, Audit and Property Committee.”</i> <i>All in favour. Motion passed.</i></p>	J. Stubbs

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	<p>8.2 Approval of Capital Carry Forward Request #2 <i>MOTION: Moved by A. Howard, seconded by J. Murray</i> <i>The Board of Directors approves the Capital Budget change request for the carry-over of items as recommended by the Finance, Audit and Property Committee.”</i> <i>All in favour, Motion passed.</i></p>	
<p>9.</p>	<p>REPORT OF THE BOARD CHAIR</p> <ul style="list-style-type: none"> ➤ Has been attending Campaign Cabinet meetings. ➤ Signing lots of funding letters. ➤ Working on a letter from the Board of Directors to Ontario Health voicing our concerns. <p>Accept All Reports <i>Motion: Moved by N. Jardine, seconded by J. Murray.</i> <i>“That all reports be and are hereby accepted as presented.”</i> <i>All in favour. Motion passed.</i></p>	<p>N. Depta</p>
<p>10.</p>	<p>IN CAMERA <i>Motion: Moved by N. Jardine, seconded by J. Stubbs.</i> <i>“That the Board moves to in-camera session.”</i> <i>All in favour. Motion passed.</i></p> <p><i>Motion: Moved by A. Howard, seconded by K. Mullins.</i> <i>“That the Board moves into open session.”</i> <i>All in favour. Motion passed.</i></p> <p><i>N. Depta advised that the following motion arose from the In-Camera session:</i> <i>“That the Board accepts the recommendation of the Medical Advisory Committee to approve:</i></p> <ul style="list-style-type: none"> • Four (4) new applications for privileges for members of the medical staff; and • One (1) addition to scope of practice for member of the medical staff; and • One (1) reappointment for member of the medical staff; and • Four (4) extension in privileges for members of the medical staff; and • Six (6) change in privileges for members of the medical staff. 	<p>N. Depta</p>

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11.	UPCOMING MEETING DATES/SPECIAL EVENTS Next Board Meeting will be on May 5, 2023, at 5 pm.	N. Depta
12.	ADJOURNMENT There being no further business, the meeting adjourned at 7:53 p.m. Moved by W. Fairley.	N. Depta
13.	DIRECTORS ONLY MEETING	N. Depta
14.	Action Items Summary	

A handwritten signature in black ink, appearing to read "Norm Depta".

Norm Depta, Board Chair

Minutes recorded by: Sharon Crowe