

Stevenson Memorial Hospital
Board of Directors
Meeting Minutes

December 2, 2021
Teams Meeting
5:00 p.m.

In attendance:

Elected Directors: John Murray, Board Chair; Shelly Cunningham, Norm Depta, Wendy Fairley, Sheila Kaarlela, Jan Tweedy, Alison Howard, Kevin Mullins, Nishika Jardine, Colleen Butler, David Knight

Ex Officio Directors: Jody Levac, President & CEO; Carrie Jeffreys, VP, Patient Services & Chief Nursing Executive; William Bye, VP, CFIO; Boris Pavlin, Chair, Foundation; Gary Munro, Auxiliary President

Staff: Sharon Crowe, Board Liaison

Guests: Dr. Barry Nathanson

Regrets: Jeff Stubbs, Dr. O. Ramirez, President of Professional Staff

1.0 WELCOME, CALL TO ORDER & LAND ACKNOWLEDGEMENT – 5:03 pm

1.1 Quorum

J. Murray advised that a quorum was present.

1.2 Farewell to Dr. Nathanson

Board Members offered their tributes to Dr. Nathanson as he completed his term as Chief of Staff.

1.3 Declaration of Conflict of Interest

J. Murray 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. C. Butler declared that she is doing some legal work for the Hospital, but that there did not appear to be a Conflict of Interest with regard to the agenda for this meeting.

1.4 Approval of the Agenda

Motion: Moved by S. Kaarlela, seconded by C. Butler.

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

All in favour. Motion passed.

2. PRESENTATIONS

2.1 Technology Upgrade Presentation – W. Bye

W. Bye presented on all the technology at SMH. This included the servers, switches and firewalls and all the software upgrades implemented in 2021. He outlined the investment in Cyber Security and our current and ongoing security in this area. Total investment in technology in 2021 totals \$1.5 million dollars.

3. CONSENT AGENDA

3.1 Board of Directors Minutes November 4, 2021

3.2 Board Quality Committee Minutes Nov 10, 2021

3.3 Finance, Audit and Property Committee Minutes November 24, 2021

3.4 Governance and Nominating Committee Minutes November 19, 2021

3.5 Redevelopment and Community Engagement Minutes November 18, 2021

Motion: Moved by N. Depta, seconded by A. Howard.

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

All in favour. Motion passed.

4. BUSINESS ARISING FROM CONSENT AGENDA – There was none.

5. REPORTS

5.1 Report of the VP Patient Care/CNE

C. Jeffreys updated on:

- South Simcoe OHT
- Assessment Centre
- Vaccination rates of Staff and Community
- SMH COVID-19 Positivity Rates

5.2 Report of President of Professional Staff

Dr. Ramirez was not in attendance.

5.3 Report of VP, CFIO

W. Bye referenced his report sent out in the meeting package and took questions from Board members.

5.4 Report of President and CEO

J. Levac advised the Board on the following matters:

- Accreditation Results
- COVID and the Provincial Update
- CNE Recruitment

D. Knight joined the meeting at this time – 6:15 pm

5.5 Report of the Foundation Board Chair

B. Pavlin referenced his report that was sent in the meeting package.

5.6 Report of Auxiliary President

G. Munro referenced his report that was sent previously.

6. CARE

6.1 Report of the Chair, Board Quality Committee

A. Howard advised the Board of the following:
Board Quality meeting took place on Nov 10th. Presentation by Kate Ostrovsky on Mental Health, Dialysis and Outpatient clinics. J. Walker gave a good update on pandemic and update on projects. Discussion of QIP. Province plan is to revamp the process for a collaborative QIP, so it will be on hold for another year. Plan is to review our QIP and keep it moving forward for the next year.

6.2 Board Scorecard Briefing Note

A. Howard pointed out the Scorecard brief that was included in the Board Package. Not a lot of changes.

6.3 Patient Story

A. Howard highlighted a Patient Story which occurred on October 29th.

6.4 Patient Experience Results

These were included in the meeting package. There were no questions or concerns with these reports.

7. INVESTMENTS

7.1 Report of the Chair, Finance, Audit and Property Committee

J. Stubbs was absent from this meeting and K. Mullins updated on the following:

7.2 Financial Statement as of October 31, 2021

K. Mullins reviewed the Financial Statement as recommended by the Finance, Audit and Property Committee.

Approval of the Financial Statements

MOTION: Moved by K. Mullins, seconded by N. Depta.

“That the Stevenson Memorial Hospital Board of Directors approves the Financial Statements as of October 31, 2021 as recommended by the Finance, Audit and Property Committee.”

All in favour. Motion passed.

7.3 BPSAA Compliance Review and Attestation Q1 & Q2 includes Executive Expenses

Approval of BPSAA Compliance Review and Executive Expenses

MOTION: Moved by K. Mullins seconded by W. Fairley.

“That the Stevenson Memorial Hospital Board of Directors approves the BPSAA Compliance Review and Attestation Q1 and Q2 including the Executive Expenses as recommended by the Finance, Audit and Property Committee.”

All in favour. Motion passed.

7.4 Policy 2.5-2 Procurement

This policy was reviewed by the Finance, Audit and Property Committee and no changes made.

7.5 BDO Letter of Engagement

Approval of the BDO Letter of Engagement

MOTION: Moved by K. Mullins seconded by A. Howard.

“That the Stevenson Memorial Hospital Board of Directors approves the CFIO to sign the BDO Engagement Letter subject to the Audit Engagement letter being addressed to either the Chair of the Board or the Chair of the Finance, Audit and Property Committee”

All in favour. Motion passed.

W. Bye will contact BDO to get this amendment made.

8. GOVERNANCE

8.1 Report of the Chair, Governance and Nominating Committee

Two Advisory Members attended the Governance Essentials for New Board Directors session with OHA.

Discussions on ONCA. Still awaiting new format and documents from OHA. We will review bylaws after we receive these documents. Will discuss budget for lawyer to review the Bylaws. Will progress through policy changes and then get updated bylaws approved when required.

Education topics. Will have a Finance Refresher with P. Wesson in January. Spring meeting to hear from Chief of Staff on any current issues of medical areas.

8.2 Policy Review – 3.3-1 – Board Orientation

This policy was reviewed by the Governance and Nominating Committee and some changes were made and reviewed by the Board.

Approval of Policy 3.3-1 Board Orientation

MOTION: Moved by S. Cunningham, seconded by C. Butler.

“That the Stevenson Memorial Hospital Board of Directors approves Policy 3.3-1 - Board Orientation as recommended by the Governance and Nominating Committee.

All in favour. Motion passed.

8.3 Surveys for Board vacancies/Advisory vacancies/Officer Positions

These surveys will be going out in mid-December for discussion at the January Governance and Nominating Committee meeting.

8.4 Competency Matrix

Will be sent out in mid-December for discussion at the January Governance and Nominating Committee meeting.

8.5 Policy 2.2-1 – The Role and Responsibilities of Individual Board Directors

This policy was reviewed by the Governance and Nominating Committee and some changes per made and reviewed by the Board.

MOTION: Moved by S. Cunningham, seconded by N. Jardine.

“That the Stevenson Memorial Hospital Board of Directors approves Policy 2.2-1 - The Role and Responsibilities of Individual Board Directors as recommended by the Governance and Nominating Committee.

All in favour. Motion passed.

8.6 Executive Committee Terms of Reference

The Governance and Nominating Committee reviewed and made some changes to these Terms of Reference which were reviewed by the Board.

Approval of Executive Terms of Reference

MOTION: Moved by S. Cunningham, seconded by N. Depta.

“That the Stevenson Memorial Hospital Board of Directors approves the Executive Terms of Reference as recommended by the Governance and Nominating Committee.

All in favour. Motion passed.

9. PARTNERSHIPS

9.1 Report of the Chair, RCEC

Welcomed Mary Thomas to the Committee as the new CEO of the Foundation. New representative from Base Borden Master Warrant Officer David Finamore is another new member who wasn't able to attend the November meeting. Wayne Willcott gave a Facilities presentation to the RCEC and this presentation was forwarded to the Board of Directors. Also Paul Clarry did a Power Point presentation with regards to the Ministry of Health updates.

9.2 Executive Dashboard

K. Mullins went through the Executive Dashboard for the RCEC meeting.

Approval of Executive Dashboard

MOTION: Moved by W. Fairley, seconded by K. Mullins.

“That the Stevenson Memorial Hospital Board of Directors approves the Executive Dashboard as recommended by the Redevelopment and Community Engagement Committee.

All in favour. Motion passed.

10. REPORT OF THE BOARD CHAIR

J. Murray advised:

- Thanked N. Depta for stepping in and chairing the November Board Meeting.
- Interviews took place on November 10th and 12th for the Chief of Staff position. Thanks to N. Depta and C. Butler for helping with these interviews.
- Attended meeting with the Accreditors on November 15th and also attended the Premier tour that afternoon with Doug Ford.
- Chief of Staff contract and offer letter went out on November 23rd.
- Attended Campaign Cabinet meeting which has new enthusiastic members.

Accept All Reports

Motion: Moved by K. Mullins, seconded by C. Butler.

“That the Board of Directors accepts all reports as presented.”

All in favour. Motion passed.

11. IN CAMERA SESSION

Motion: Moved by W. Fairley, seconded by N. Jardine.

“That the Board moves to in-camera session.”

All in favour. Motion passed.

Motion: Moved by N. Jardine, seconded by A. Howard.

“That the Board moves into open session.”

All in favour. Motion passed.

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

- Dr. J. Scheeres was appointed Chief of Staff of SMH by unanimous resolution.
- Three (3) new applications for medical staff; and
- One (1) change in privileges for a member of the medical staff: and
- Three (3) extensions in privileges for members of the medical staff were approved.

12. Next Meeting Date

The next Board meeting will be held on Thursday, January 6, 2022.

There being no further business, the meeting adjourned at 8:15 p.m. Moved by W. Fairley.



John Murray, Board Chair

Recording Secretary: Sharon Crowe