

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

December 6, 2018

Physical Therapy Department

5:05 p.m.

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**In attendance:**

**Elected Directors:** Colleen Butler, Board Chair; Darlene Blendick; Mike Martin; Shelly Cunningham; Norm Depta; Wendy Fairley; Sheila Kaarlela; David Knight; Jan Tweedy

**Ex Officio Directors:** Jody Levac, President & CEO; Gary Munro, President SMH Auxiliary; Margaret Barber, Board Chair, Foundation; Dr. Barry Nathanson, Chief of Staff; Dr. Shazia Ambreen (by teleconference), President of Professional Staff

**Staff:** William Bye, Chief Financial & Information Officer

**Guests:** Paul Clarry, President of Paul Clarry Healthcare Infrastructure Planning Inc.

**Regrets:** Carrie Jeffreys; Jeff Stubbs; Marie-Pierre Lussier; John Murray

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**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 N. Depta, seconded by W. Fairley.*

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

*All in favour. Motion passed.*

**Board Approved**

## 2.0 REDEVELOPMENT

Report of the Chair of the Stevenson Redevelopment Committee:

M. Martin provided a high level overview of the work to date to answer the questions outstanding from the Stage 1 redevelopment with the addendum of the Draft Stage 2 submission.

P. Clarry indicated this submission is very robust and this Board should feel very confident in supporting this submission and that a response is anticipated as early as January or February 2019 and we are hoping to receive an approval of the project by June 2019.

- 2021 - Early works will be increasing parking, tearing down the Mary McGill building
- 2022 – Breaking ground on the formal project

***Motion: Moved by M. Martin, seconded by S. Kaarlela.***

***That the Board of Directors accepts the recommendation of both the Stevenson Redevelopment Committee and Finance committee to approve the “Redevelopment Project Submission including Draft Stage 2 Functional Program Submission” as prepared by Chefurka Consulting International Limited which includes responses to the 12 outstanding questions posed by the Ministry of Health and Long Term Care related to our Stage 1 Proposal submitted in June 2015 and indicates a revised total project cost estimate of \$159.4 million. With the unanimous vote of all in favour. Motion passed.***

## 3.0 PRESENTATIONS

- **Corporate Communications Media Report** – *deferred until item # 8*
- **OHA Financial Literacy for Hospital Board Directors** – C. Butler, S. Cunningham, W. Fairley and N. Depta attended the OHA conference on Financial Literacy in October. The group found it very informational and helpful in understanding the financial reports that come to the Board. It is recommended for all Directors to attend trainings that interest them.

## 4.0 CONSENT AGENDA

4.1 Board of Directors Minutes – November 1, 2018

***Motion: Moved by D. Blendick, seconded by S. Cunningham.***

***“That the Board of Directors approves the minutes of the Board Meeting held on Thursday, November 1, 2018 as presented.”***

***All in favour. Motion passed.***

4.3 Board Quality Minutes – November 13, 2018

4.4 Stevenson Redevelopment Committee Minutes – November 19, 2018

4.6 Finance Minutes – November 27, 2018

**Board Approved**

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

***“That the Board of Directors receives the minutes of the Board Committees as presented.”***

***All in favour. Motion passed.***

## **5.0 BUSINESS ARISING**

- None

## **6.0 REPORTS**

### **6.1 Report of President & CEO**

- The CEOs of the Four Hospital Partnership met with the various local MPPs about the partnership and it went very well as was well received.
- Erie Shores Hospital executive team came to visit and had a tour and discussion on the Quality projects, Huddle boards and Strat Plan.
- Reached out to OHA CEO Anthony Dale for advice on dealing with working with an independent MPP. Some names were provided for key contacts within the Conservative Party and we will continue to communicate with them and their offices to advocate for our Hospital.
- The CEO from Royal Victoria Hospital, Janice Scot and Southlake CEO, Arden Krystal had a meeting to discuss the respective redevelopment projects and it was discussed that any plans should not set their boundaries in the catchment area of the respective hospitals.
- The SHINE implementation is going well. At the time of go live there were 125 project managers working on the project and 24 hour support over the weekend. Initially there were some hardware and software issues. The number of error tickets logged is starting to go down. We have had a lot of support from our partner hospitals Southlake and Markham Stouffville. Staff here have been working very hard and should be commended.
- Auxiliary Tree Lighting was very successful and well attended.

### **6.2 Report of Chief of Staff**

- Professional Staff Administrative Assistant seems to be found
- Attended a premieres council to end hallway medicine meeting
- Working with the CFIO to develop a standardized physician contracts
- Has been appointed the Director of Care in the Intensive Care Unit at Southlake
- Happy Holidays to all

### **6.3 Report of President of Professional Staff**

- Congratulations to the Board and Senior Admin on the implementation of Meditech. It is felt that it will have a positive impact on patient safety and staff report that it going well.

**Board Approved**

- Dr. Ambreen referenced her written report circulated with the agenda.

#### **6.4 Report of Auxiliary President**

- G. Munro referenced his written report circulated with the agenda.
- The highlight is the gift shop revenue for the month of November is the highest amount on record.
- The annual tree lighting event had over 100 attendees.

#### **6.5 Report of Foundation Board Chair**

- M. Barber referenced her written report circulated with the agenda.
- Meditech has been exciting for the Hospital and the Foundation is spreading the word in the community.

**Action:** It was requested that Melody McLean provide an update on the status of the wills and bequeaths planned giving initiative at a future meeting.

### **7.0 CARE**

#### **7.1 Patient Experience**

S. Kaarlela provided a presentation that was shared with the Board Quality on the results of the NRC patient surveys for Q1.

#### **7.2 Critical Incident Report**

Nothing to report.

#### **7.3 Report of Chair, Quality Committee**

S. Kaarlela advised the following:

- GEMBA walk to the Huddle Board was very informative for the committee.

### **8.0 PARTNERSHIPS**

#### **8.1 Social Media Presentation**

J. Levac provided the Board with a presentation of the year to date the social media activity of the hospital.

#### **8.2 Report of Chair, Communications Committee**

W. Fairley advised the following:

- Edits were made to the Community Engagement & Communications Minutes – November 20, 2018.

**Board Approved**

## **8.0 INVESTMENTS**

### **8.1 Report of Chair, Finance Committee**

D. Knight advised the following:

- Distributed with the agenda were the October 31, 2018 financial statements which showed a surplus of \$52,321 for the month and a year-to-date surplus of \$ 357,399.
- W. Bye provided a verbal report on the highlights for the month.

#### **The Community Annual Planning Submission Approval**

- This is a flow through funding for Matthews House
- This is also the operating budget for the Mary McGill Mental Health Program

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

***“That the Board of Directors accepts the recommendation of the Finance Committee to approve the balanced 2019-2020 Community Accountability Planning Submission.”***

***All in favour. Motion passed.***

#### **Attestation Q1 & Q2 – includes executive expenses**

- This is a legislated approval of the Hospital executive expenses.

***Motion: Moved by M. Martin, seconded by S. Kaarlela.***

***“That the Board of Directors accepts the recommendation of the Finance Committee to approve the Broader Public Sector Accountability Act Attestation for 2018/19 Q1 & Q2.”***

***All in favour. Motion passed.***

It was discussed that the Hospital Accountability Planning Submission (HAPS) will come forward to the Board in February.

## **10. OTHER**

### **10.1 Report of Chair, Governance & Nominating Committee**

J. Tweedy advised the following:

- Edits were made to the Governance & Nominating Minutes – November 9, 2018
- The Governance Committee is going to be doing a fulsome review of the Board Policies and updates will be provided at future meetings. The Chairs of the other Committees will be invited to meet to review their various Board policies as well.
- Governance & Nominating Terms of Reference
- Executive Committee Terms of Reference

***Motion: Moved by S. Kaarlela, seconded by W. Fairley.***

***“That the Board of Directors accepts the recommendation of the Governance & Nominating Committee to approve the Terms of Reference for the Governance & Nominating and the Executive Committees as amended.”***

***All in favour. Motion passed.***

**Board Approved**

***Motion: Moved by W. Fairley, seconded by N. Depta.  
"That the Board of Directors receives all reports as presented"  
All in favour. Motion passed.***

### **Report of Hospital Board Chair**

- Lack of an Administrative help for both the CEO and CoS is recognized
- Attended the Foundation Philanthropic Committee
- Gala should be attended by the Board if possible – prices go up January 31<sup>st</sup>
- January Board Meeting cancelled – February 7<sup>th</sup> will be the next meeting

### **9 Next Meeting Date**

The next Board meeting will be held on Thursday, February 7, 2019.

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



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Colleen Butler, Board Chair

Recording Secretary: Sarah MacDougall

**Board Approved**