

MEETING MINUTES

Board of Directors Meeting

Thursday December 7, 2023 @ 5:00 pm via Microsoft Teams



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

I.C.A.R.E.

Integrity

Compassion

Accountability

Respect

Excellence

Member	Present/Response	Member	Present/Response
Norm Depta - Chair	Present	Nishika Jardine – Vice-Chair	Present
Jeff Stubbs – Treasurer	Regrets	John Murray	Present
Tanja Webster	Present	Christina Wieder	Present
Vacant		David Knight	Regrets
Kevin Mullins	Regrets	Michael Vear	Present
Sheila Kaarlela	Present	Wendy Fairley	Present
Jody Levac – President and CEO	Present	William Bye – VP, CFIO	Present
Julia Mullen – VP, CNE	Present	Dr. Barry Nathanson, Chief of Staff	Regrets
David Green – Chair, SMH Foundation	Regrets	Carla Beckett – President of Auxiliary	Present
Dr. Modar Safar – Chair of Hosp. Med.	Present	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. The meeting started at 5:03 pm.</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 N. Jardine, seconded by W. Fairley.</i> <i>“That the agenda for the meeting, as presented, be and is hereby approved.”</i> <i>All in favour. Motion passed.</i></p>	N. Depta
2.	<p>PRESENTATION There was no presentation.</p>	
3.	<p>CONSENT AGENDA</p> <p>3.1 Board of Directors Meeting – November 2, 2023 3.2 Board Quality Committee Minutes – November 15, 2023 3.3 Governance and Nominating Committee Minutes – November 16, 2023 3.4 Finance, Audit and Property Committee Minutes – November 29, 2023</p> <p><i>Motion: Moved by M. Vear, seconded by T. Webster.</i> <i>“That the consent agenda items be hereby accepted.”</i></p>	N. Depta

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	<i>All in favour. Motion passed.</i>	
4.	<p>REPORTS</p> <p>4.1 Report of the VP, CFIO W. Bye reviewed his report that was included in the meeting package. Question about Agency nursing. The government have all the numbers as we have submitted multiple reports. All hospitals are going through the same struggles. The Ministry hasn't said outright that they are going to support Agency nursing costs.</p> <p>4.2 Report of the VP, CNE J. Mullen updated on her report that was sent out in the meeting package, highlighting the SMH @Home program. J. Mullen also outlined her discussions with Ontario Health.</p> <p>4.3 Report of the Chief of Staff Dr. Nathanson was absent for today's meeting. He sent a report that N. Depta reviewed for the Board.</p> <p>4.4 Report of the President and CEO J. Levac's report was sent out in the meeting package. He updated on the Town Halls in Alliston, Rosemont and Beeton and the engaged audiences at all events. Also updated on meetings with Capital Branch at the Ministry of Health to update the status of our Stage 2.1 submission, key issues, timelines, and next steps.</p> <p>4.5 Report of President of Professional Staff Dr. Safar introduced himself to the Board. Updated the Board on the PSA meeting and M&M Rounds by Dr. Butt. Visit from Queen's University director and they would like to send their students to us for 3 months instead of the usual 6 weeks.</p> <p>4.6 Report of the Foundation D. Green was not in attendance, but his report was sent out in the meeting package.</p> <p>4.7 Report of the Auxiliary President C. Beckett updating on the following:</p> <ul style="list-style-type: none">• Coffee and vending machines in the ED lobby have made \$2200 for the month of November.• Hours worked by volunteers in November was 619 hours and students 190 hours.	

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	<ul style="list-style-type: none">Trying to revive the spiritual care program.Auxiliary annual financial review. They are seeking an accountant who can provide this work. M. Vear will discuss with C. Beckett.Tree lighting was a phenomenal success. Thanks to the maintenance team for all their hard work.	
5.	ONTARIO NOT-FOR-PROFIT CORPORATIONS ACT (ONCA) WORKING GROUP Miller Thompson has been working on our by-laws. There was a concern that we needed to update our Letters Patent, but they are fine to go ahead with. Bylaw amendments have been incorporated. These will go to the Governance and Nominating Committee. Miller Thompson are reviewing the Board Policies presently.	J. Murray
6.	HOSPITAL QUALITY 6.1 Patient Safety Incidents Report was included in the meeting package. No critical incidents to report. 6.2 Patient Experience This was included in the meeting package and there were no questions. 6.3 Patient Story A patient story was included in the meeting package and was a good news story and the Board had no questions. 6.4 Quality Improvement Plan Update/ Board Scorecard – Q2 N. Jardine reviewed the Quality Improvement briefing note. Dr. Safar updated that Board that all physicians in Ontario need to do a Quality Improvement project. Dr. Safar will be doing a project with 8 physicians on ED transfer to other centers and ICU. He will update the Board at a future meeting. 6.5 Accreditation Update Stevenson Memorial Hospital is scheduled for Accreditation next November and prep is underway. Education and Training is in progress. Lab and pharmacy accreditations are done separately. Equity, Diversity, and Inclusion will be included in this Accreditation. 6.6 Integrated Risk Management (IRM) Update	N. Jardine

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	The Risk register was sent out to the Board previously. These risks have been assessed for both the impact and the likelihood.	
7.	<p>GOVERNANCE and NOMINATING</p> <p>The Naming Policy was reviewed again at the GNC meeting and M. Thomas attended and reviewed how this policy has been streamlined.</p> <p>7.1 Naming Policy <i>"MOTION: Moved by W. Fairley, seconded by S. Kaarlela. "That the Stevenson Memorial Hospital Board of Directors approves Policy 2.8-2 Naming and Dedication Opportunities within the Hospital as received and reviewed by the Governance and Nomination Committee. All in favour. Motion passed.</i></p> <p>7.2 Update on Board Directors and Advisory Vacancies The survey will be sent out to all Directors and Advisory members, and this will be discussed at the January Governance Meeting.</p> <p>7.3 Mentor/Mentee Progress This is going well.</p> <p>7.4 Competency Matrix EDI indicator was added to the Board Competency Matrix.</p> <p>7.5 Board Self-Assessment and Action Plan K. Mullins is currently working on interpreting the self-assessment data.</p> <p>7.6 Policy 3.3-2 – Board Education <i>"MOTION: Moved by W. Fairley, seconded by J. Murray. "That the Stevenson Memorial Hospital Board of Directors approves Policy 3.3-2 Board Education as received and reviewed by the Governance and Nomination Committee. All in favour. Motion passed.</i></p> <p>ACTION: Add board education to GNC agenda as follow up from Board meeting.</p>	W. Fairley

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8.	<p>FINANCE, AUDIT AND PROPERTY</p> <p>8.1 Financial Statements as at October 31, 2022 <i>MOTION: Moved by S. Kaarlela, seconded by J. Murray.</i> <i>“That the Stevenson Memorial Hospital Board of Directors approves the Financial Statements as of October 31, 2023, as recommended by the Finance, Audit and Property Committee.”</i> <i>All in favour. Motion passed.</i></p> <p>8.2 BDO Annual Audit Plan We will be going out to RFP after June. Approval of BDO Engagement Letter <i>MOTION: Moved by J. Murray, seconded by N. Jardine.</i> <i>“That the Stevenson Memorial Hospital Board of Directors approves that the Board Treasurer sign the BDO Engagement letter, as received and reviewed by the Finance, Audit and Property Committee.”</i> <i>All in favour. Motion passed.</i></p> <p>8.3 Approval of Attestation Q1 & Q2 and Executive Expenses <i>MOTION: Moved by T. Webster, seconded by N. Jardine.</i> <i>“That the Stevenson Memorial Hospital Board of Directors approves the Attestation Q1 and Q2 including the Executive Expenses as recommended by the Finance, Audit and Property Committee.”</i> <i>All in favour. Motion passed.</i></p> <p>8.4 Policy 5.2 – SMH Commitment of Funds Approval Authority Schedule <i>“MOTION: Moved by C. Wieder, seconded by S. Kaarlela.</i> <i>“That the Stevenson Memorial Hospital Board of Directors approves Policy 5.2 – SMH Commitment of Funds Approval Authority Schedule as received and reviewed by the Finance, Audit and Property Committee.</i> <i>All in favour. Motion passed.</i></p>	M. Vear

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9.	<p>REPORT OF THE BOARD CHAIR</p> <p>N. Depta updated the Board that he attended the Town Hall in Tottenham, attended the Campaign Cabinet meetings, attended meeting at Honda with J. Levac and M. Thomas.</p> <p>He also is attending the KCI meetings with the foundation.</p> <p>N. Depta has crafted a letter that was sent off to the Premier and Ministry of Health regarding funding of all neighboring hospitals and when is Stevenson’s funding letter coming. Received no reply.</p> <p>Meeting with MPP Saunderson and S. Biffis tomorrow together with J. Levac.</p> <p>Motion to Accept all Reports <i>MOTION: Moved by N. Jardine, seconded by J. Murray. “That all reports be and are hereby accepted as presented.” All in favour. Motion passed.</i></p> <p>Dr. Safar left the meeting at this time – 6:45 pm</p>	N. Depta
10.	<p>IN CAMERA</p> <p><i>Motion: Moved by S. Kaarlela, seconded by T. Webster. “That the Board moves to in-camera session.” All in favour. Motion passed.</i></p> <p><i>Motion: Moved by S. Kaarlela, seconded by C. Wieder. “That the Board moves into open session.” All in favour. Motion passed.</i></p> <p>The Board Chair advised that the following motions arose from the in-camera session:</p> <ul style="list-style-type: none"> • One (1) new application for privileges for members of the medical staff; • Sixteen (16) extension in privileges for members of the medical staff; and • One (1) change in privileges for members of the medical staff.” 	
11.	<p>UPCOMING MEETING DATES/SPECIAL EVENTS</p> <p>Next Board Meeting will be held February 1, 2024 (No meeting in January)</p>	N. Depta

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12.	ADJOURNMENT There being no further business, the meeting adjourned at 6:58 p.m. Moved by S. Kaarlela.	N. Depta
13.	DIRECTORS ONLY MEETING	N. Depta

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

Norm Depta, Board Chair

Minutes recorded by: Sharon Crowe