

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

February 7, 2019

Physical Therapy Department

5:00 p.m.

In attendance:

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

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

Staff: William Bye, Chief Financial & Information Officer

Regrets: Wendy Fairley, Carrie Jeffreys, Sheila Kaarlela, Gary Munro

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 M. Martin.

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

All in favour. Motion passed.

2.0 PRESENTATIONS

Dr. Barry Nathanson, Chief of Staff provided a Board education presentation titled "The Evolution of Health Care, Natural Selection and Other Forces of Change". Topics included in the presentation included:

- 1) Forces of Change
- 2) Barriers to Physician Engagement

Board Approved

3.0 CONSENT AGENDA

3.1 Board of Directors Minutes December 6, 2018

3.2 Special Board Meeting Minutes December 6, 2018

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

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

All in favour. Motion passed.

4.1 Audit Minutes – December 11, 2018

4.2 Board Quality – January 8, 2019

4.3 Human Resources Minutes – January 17, 2019

4.4 Governance & Nominating – January 18, 2019

4.5 Community Engagement & Communications Minutes – January 22, 2019

4.6 Finance Minutes – January 24, 2019

5. BUSINESS ARISING

5.1 None

6. REPORTS

6.1 Report of President & CEO

J. Levac provided the following update:

- Pushing ahead with the four Hospital partnership
- The new County Warden is George Cornell and Deputy Warden is Barry Burton
- The SMH Holiday Party was well attended and due to a generous donor there were over 300 prizes to be won including a flat screen television provided by AMC
- HIRF funding for new elevators has been secured
- Provided an update on the HR changes in the C Suite
- Meditech seems to be entering a stabilization period – next will be the optimization period
- His Management Performance Plan (MPP) was reviewed with the Executive Committee
- Has reached out to Jim Wilson and they will be meeting in the coming weeks
- Community Engagement activities have included myFM interviews, Foundation Philanthropy group and meeting with Honda
- Has received a letter from Base Borden in support of the Redevelopment

6.2 Report of Chief of Staff

Dr. Barry Nathanson provided the following update:

- Melanie Metherall will be providing administrative support for himself and the Medical Staff

Board Approved

- Alliston Diagnostic is a local medical service that is in competition with some of the services available at Stevenson and will be coming to present at the next Professional Staff Association (PSA) meeting
- He continues to participate in the Premier's council
- Revision of Physician's contracts is on going
- A community Hematologist is looking to provide transfusions/infusions services at SMH

6.3 Report of President of Professional Staff

Dr. Shazia Ambreen provided the following update:

- The next PSA meeting is on Feb 26
- Meditech is being well received by physicians
- There is a significant positive difference in Radiology reporting
- The PSAs position on Alliston Diagnostics is that resources here at the Hospital should be the first priority

6.4 Report of Foundation Board Chair

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

7. SAFE, QUALITY CARE

7.1 Patient Experience

J. Tweedy shared a patient story regarding a donation and letter that came in after a patient spent some time in the emergency department.

7.2 Critical Incident Report

Nothing to report

7.3 Report of the Quality Committee

J. Tweedy advised the following:

- A presentation on Emergency Preparedness came to Board Quality and included information on emergency code reviews
- The Chemical, Biological, Radiological and Nuclear (CBRNe) tent was recently pulled out and opened up and found to still be fit to be used in the event of a disaster
- The 2019/20 QIP will come to Board Quality on Feb 28 and approval at the Board on March 7, 2019

8 POWER IN PARTNERSHIPS

8.1 Report of the Community Engagement & Communications Committee

J. Levac advised the following:

- The committee received the Q3 report on communication efforts

Board Approved

- Information on the opening of the Rapid Access Addictions Medicine (RAAM) Clinic in partnership with our mental health team to work with addiction services will be the next press release
- The Media Crisis plan was reviewed
- The committee discussed the preliminary plans for this year's AGM

9 CHAMPIONS OF CARE

9.1 Report of Chair, Human Resources Committee

N. Depta advised of the following:

- The committee was informed of a Health and Safety review incident with a patient in the parking lot and as a result non-violent crisis intervention training will be rolled out to all staff
- Meditech does allow for flagging patients that could be violent or a flight risk
- Both Union contracts were settled without going to arbitration
- Meditech isn't a good payroll system as both the old system and new system are needing to be run for the time being.

10 FINANCIAL HEALTH

10.1 Report of Chair, Finance Committee

D. Knight advised the following:

- Board Finance policies have been reviewed and should come to the Governance Committee at the next meeting
- The SHINE project is still on budget
- Redevelopment is also still on budget

Financial Statements

W. Bye provided a finance presentation which highlighted a deficit of (\$39, 782) for the month and a year-to-date surplus of \$307,634 for the month of December 2018.

- The second HIS loan which was interest only until December will now be a blended principle/interest loan starting in January. We are checking into the feasibility and negotiating with the bank to combine the loans to possibly take advantage of a lower interest rate
- Medical gas outlets, nitrous oxide outlets and medical vacuum pumps will also be upgraded with the surplus of the HIRF funds
- Recently two standalone projects were approved with the LHIN. \$150,000 for the nurse call bell system, \$8,000 for Pharmacy partnership support
- Cameras are being installed soon and in the future emergency buttons in the parking lot and nurse call bell system with code white and code blue technology as part of a capital ask to increase security in the building

Board Approved

Dr. Nathanson requested the Board go in camera at this time to approve the credentials and annual reappointments as he was being called to leave to see patients.

In Camera Session

Motion: Moved MP. Lussier, seconded by D. Knight.

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

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

“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:

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

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

- *Two (2) new applications for medical staff; and*
- *Nine (9) renewals of temporary privileges for members of the medical staff; and*
- *Ten (10) changes in privileges for members of the medical staff.”*

All in favour. Motion passed.

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

“That the Board of Directors accepts the recommendation of the Medical Advisory Committee and approves the 2019 Professional reappointments.”

All in favour. Motion passed.

10.1 Report of Chair, Finance Committee (con't)

W. Bye continued his presentation.

2019/20 Hospital Accountability Submission (HAPS)

The initial HAPS was delivered to the Central Local Health Integration Network (LHIN) in January.

The initial gap to balance the budget is \$1.1M. The Hospital's internal planning approach is:

- Deficit reduction initiatives
- Revenue Generation
- Benchmark Intelligence Group Report
- LEAN Initiatives

Based on the deficit reduction efforts as well as initiatives to increase revenue it was determined that the 2019/20 operating budget of the Hospital will be \$29,422,709 with a small surplus of \$27,835.

Board Approved

Motion: Moved by MP. Lussier, seconded by M. Martin.

“That the Board of Directors accepts the recommendation of the Finance Committee to approve the 2019/20 Hospital Accountability Planning Submission showing a surplus of \$27,835 at the Operations line and a balanced budget of \$0 at the Corporate line.”

All in favour. Motion passed.

2019/20 Capital Budget

There were \$3.8M in requests and of that a capital budget of \$2,349,904 was approved by AMC, in addition The Foundation had also previously committed \$500,000 for the HIS campaign for 19/20 for a total of \$2,849,904. Of this total The Foundation will be asked for \$1,349,904 total to support HIS, Redevelopment and Building and Equipment, the balance to be funded by SMH working capital in the amount of \$100,000 and bank facility of \$1,400,000.

Motion: Moved by MP. Lussier, seconded by J. Stubbs.

“That the Board of Directors accepts the recommendation of the Finance Committee to approve the 2019/20 Capital Budget in the amount of \$2,849,904 subject to a funding commitment by the SMH Foundation in the amount of \$1,349,904 and the remainder from an approved banking facility.”

All in favour. Motion carried.

Action: The CEO and Board Chair will issue a letter to the Foundation requesting for \$1,349,904 to support the capital budget.

11. OTHER

11.1 Report of Chair, Governance & Nominating Committee

J. Tweedy advised the following:

- Reviewing the Terms of Reference of the committees
- Going forward the TORs will only come to Governance every three years

2018-2019 Committee Terms of Reference

Motion: Moved by S. Cunningham, seconded by J. Stubbs.

“THAT the Board of Directors accepts the recommendation of the Governance & Nominating Committee to approve that Terms of Reference for the Board Quality, Community Engagement & Human Resources Committees as presented. ”

Advisor appointment on the Finance Committee

Kevin Mullins was accepted as an advisory member to the Board in 2018. The decision was made to ask him to sit on the Finance Committee due to a vacancy.

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

“THAT the Board of Directors accepts the recommendation of the Governance & Nominating Committee to approve Kevin Mullins be appointed as an Advisory Member on the Finance Committee to fill the vacancy created by the resignation of J. Endert, to serve on this committee until the June 2019 Annual General Meeting of SMH.”

Board Approved

Board Education

The Board Education Requests were discussed.

Motion: Moved by MP. Lussier, seconded by N. Depta.

“THAT the Board of Directors accepts the recommendation of the Governance & Nominating Committee to approve the educational requests of David Knight, Sheila Kaarlela and John Murray in the amount of \$825.00 each to attend the OHA Conference - Effective Governance for Quality and Patient Safety in March 2019.”

All in favour. Motion passed.

*David Knight and John Murray abstained from the vote due to conflict.

Board Policy and Competency Matrix Update

The Governance and Nominating Committee provided the Board with an update of the work to review the Board policies and skills matrix. The Policy framework structure document and the new competencies profile were circulated for reference. This work is ongoing and is expected to take several years to complete.

12. Report of Hospital Board Chair

- Board Chairs from the four Hospitals partnerships continue to meet
- A Board Retreat will be held in April and will include a committee structure overview

Action: J. Tweedy will be asked to attend the planning meeting for the Board retreat.

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

“That the Board of Directors receives all reports as presented”

All in favour. Motion passed.

13. Next Meeting Date

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

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



Colleen Butler, Board Chair
Recording Secretary: Sarah MacDougall

Board Approved