

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

May 5, 2022
Teams Meeting
5:00 p.m.

In attendance:

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

Ex Officio Directors: Jody Levac, President & CEO; Dr. J. Scheeres, Chief of Staff, Boris Pavlin, Chair, Foundation; William Bye, VP, CFIO, Gary Munro, Auxiliary President; Julia Sek, VP, CNE

Staff: Sharon Crowe, Board Liaison

Guests: Paul Clarry, Nicole Harada

Regrets: Dr. O. Ramirez, President of Professional Staff, Alison Howard

1.0 WELCOME, CALL TO ORDER & LAND ACKNOWLEDGEMENT – 5:02 pm

1.1 Quorum

J. Murray advised that a quorum was present.

1.2 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. None were declared.

1.3 Approval of the Agenda

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

"That the agenda for the meeting, as presented, be and is hereby approved."

All in favour. Motion passed.

2. PRESENTATIONS

2.1 Redevelopment – Next Steps – Paul Clarry

P. Clarry outlined the next steps for the Phase 1 Redevelopment project including the consultants needed to obtain approval to proceed to Stage 3, the role of Infrastructure Ontario and potential timelines.

2.2 MAID (Medical Assistant in Dying) Presentation – Dr. J. Scheeres, J. Sek

Dr. Scheeres reviewed a Power Point presentation on recent updates to MAID legislation and protocols.

J. Sek presented the nurse's role in MAID, where it can take place and the importance of health care providers debriefing to reflect on their experience.

3. CONSENT AGENDA

3.1 Board of Directors Minutes – April 7, 2022

3.2 Executive Committee Minutes – April 12, 2022

3.3 Board Quality – QIP Minutes – April 28, 2022

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

"That the consent agenda items, as amended, be and hereby accepted."

All in favour. Motion passed.

4. BUSINESS ARISING FROM CONSENT AGENDA-There were no items.

5. REPORTS

5.1 Report of the Chief of Staff

Dr. J. Scheeres provided updates to the Board on the following:

- Organized an interdepartmental physician wellness meeting to address burnout, COVID and finance issues. This was held at the Gibson Centre. Dr. Scheeres would like this to continue every 2 months to coincide with the PSA meetings. These meetings will help to elevate physician morale which will lead to better patient outcomes.

5.2 Report of President of the Professional Staff

Dr. Ramirez did not attend this meeting.

5.3 Report of the VP of Clinical Services/CNE

J. Sek provided updates to the Board on the following:

- Introduced the new clinical directors
- Health Human Resources (HHR) and COVID-19 related absences
- Quality and Risk data
- Assessment Centre and COVID Cold and Flu clinic
- OHT and COVID@home
- Strategic Direction and Planning

5.4 Report of the VP Corporate Services/CFIO

W. Bye provided a short presentation on the following:

- 2021-22 Year End Observations
- Technology Update
- Facilities Update

5.5 Report of President and CEO

J. Levac updated the Board on the following items:

- Redevelopment RFP Update
- Historical Society of Alliston update
- Simcoe County Hospital Alliance presentation and follow up
- MRI Update

5.6 Report of the Auxiliary President

G. Munro provided the following update:

- Treasures and Treats sidewalk sale was very successful. Another sale is planned during staff appreciation week in June
- The Raffle will have 5 early bird draws
 - \$2705 in gift cards were collected from local businesses
 - Raffle tickets cost \$5 each with a book of 5 at \$20
- Vending machine should be in this month for hot drinks
- Tag days will be held June 10th and 11th

5.4 Report of the Foundation Board Chair

B. Pavlin referenced his report included in the Meeting package including:

- Cash raised to date is short of the goal for the year
- \$43 million goal, \$30 million of this is for the local share of Redevelopment costs.

6. RECRUITMENT

6.1 Board Recruitment Update – W. Fairley

Team of 5 board members did interviews. 2 new directors will be recommended to GNC. Will come to the Board for approval in June. Both are advisory members on committees at present. Interview questions will be updated for future interviews.

6.2 Advisory Ad

An advertisement seeking additional Advisory members for SMH Committees was placed in the Alliston Herald during the weeks of April 25th and May 2nd. Interviews for the resulting candidates will be held during the week of May 16th.

7. EXECUTIVE

7.1 Report of the Chair, Executive Committee – J. Murray

J. Murray advised that the Executive Committee had met on April 12th, 2022. There will be an update during the In-camera session. Policy 2.8-1 “Relationships” was reviewed, and proposed changes will be sent to the Governance and Nominating Committee.

7.2 Policy 2.1-3 Board Code of Conduct

J. Murray advised that the Executive Committee reviewed this policy, and no changes were recommended.

7.3 Policy 2.3-1 Performance Oversight

J. Murray advised that the Executive Committee reviewed this policy, and no changes were recommended.

7.4 2022/2023 Executive Work-Plan

J. Murray advised that the Executive Committee reviewed and updated the 2022/2023 Executive Work Plan.

8. QUALITY

8.1 QIP Narrative – J. Sek/N. Harada

Motion: Moved by S. Kaarlela, seconded by N. Jardine.

“That the Board of Directors approves the 2022/2023 QIP Narrative as presented”.

All in favour, motion passed.

8.2 QIP Workplan – J. Sek/N. Harada

Motion: Moved by N. Jardine, seconded by C. Butler.

“That the Board of Directors approves the 2022/2023 QIP Workplan as presented”.

All in favour, motion passed.

9. REPORT OF THE BOARD CHAIR

J. Murray advised on his activities in the past month including:

- Attended Committee meetings for Executive on April 12th and the Board Quality Committee to approve the QIP on April 28th. Attended an Advisory applicants meeting on April 18th.
- Reviewed and signed multiple funding letters
- \$6 million planning grant approval received last month
- Multiple phone meetings with J. Levac
- Succession/Transition planning meeting with N. Depta.
- Meeting tomorrow with C. Butler re: ONCA. Will send notes to Gary Munro.
- Attended Campaign cabinet meeting on May 5

AGM Date

Moved by N. Jardine, seconded by K. Mullins

MOTION: To change the date of the AGM to June 27th at 6 pm virtually

All in favour. Motion passed.

ACCEPT ALL REPORTS

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

“That all reports be and are hereby accepted as presented.”

All in favour. Motion passed.

10. IN CAMERA SESSION

Motion: Moved by S. Kaarlela, seconded by D. Knight.

DRAFT

*"That the Board moves to in-camera session."
All in favour. Motion passed.*

*Motion: Moved by D. Knight, seconded by S. Kaarlela.
"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:

- Four (4) new applications for privileges for members of the medical staff were approved;
- Six (6) extension of privileges for members of the medical staff were approved;
- Seven (7) changes in privileges for members of the medical staff were approved; and
- Seven (7) additions to Scope of Practice for members of the medical staff were approved.
- CEO Management Performance Plan results, as recommended by the Executive Committee, were approved.

11. NEXT MEETING DATE

The next Board meeting will be held Thursday June 9, 2022.

There being no further business, the meeting adjourned at 8:17 p.m. Moved by K. Mullins.
Motion passed.



John Murray, Board Chair

Recording Secretary: Sharon Crowe