



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

May 7, 2020

TEAMS Meeting

2:03 p.m. – 4:00 p.m.

Vision: Setting a New Standard for Community Hospital Care

Mission: Promising Progress, Pursuing Perfection

"P"= Present, "R"= Regrets, "A"=Absent, "T"=Teleconference, "S"= Staff, "G"= Guest, "E"= Ex-Officio							
Colleen Butler	P	John Murray	P	Norm Depta	P	David Knight	P
Wendy Fairley	P	Jan Tweedy	P	Sheila Kaarlela	P	Kevin Mullins	P
Shelly Cunningham	P	Jeff Stubbs	R	Alison Howard	P	Nishika Jardine	P
Jody Levac	E,P	Carrie Jeffreys	E,P	William Bye	E,P	Barry Nathanson	S,P
Margaret Barber	E,P	Gary Munro	E,P	Oswaldo Ramirez	E,P		

Chair: Colleen Butler

Recorder: Sharon Crowe

1.0 WELCOME AND CALL TO ORDER – C. Butler

1.1 Quorum

C. Butler advised the Directors 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 Bylaws and asked if anyone present wished to declare a conflict of interest. No declarations were made.

1.3 Approval of the Amended Agenda

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

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

All in favour. Motion passed.

2. CONSENT AGENDA

2.1 Board of Directors Minutes – March 5, 2020



March 5, 2020 -
Board Minutes - Dra

3.2 Board Quality Minutes – March 11, 2020



Board Quality
Minutes - March 11,

*Motion: Moved by J. Murray, seconded by J. Tweedy.
“That the Board of Directors accepts the May 7th, 2020 consent agenda.”
All in favour. Motion passed.*

8. IN CAMERA

Motion to move into closed session

*MOTION: Moved by K. Mullins, Seconded by N. Jardine.
“That the Board moves to the In-Camera session”.
All in favour, Motion passed.*

Recommendation to move all “motions” to the open session of the Board meeting.

Moved by K. Mullins, Seconded by J. Murray.

*“That the Board of Directors recommends to move all motions to the open session of the Board Meeting.
All in favour, motion passed.*

Motion to close in-camera session

*MOTION: Moved by J. Murray, Seconded by W. Fairley.
“That the Board of Directors move back into open session.”
All in favour. Motion passed.*

3. REPORTS

3.1 Report of President and CEO

J. Levac provided an update consisting of themes within the Strategic plan:

Care

Accreditation scheduled for November and this will likely be delayed.

Discussion about recent news reports that hospitals will be labelled COVID and non-COVID hospitals.

People

Government announced a \$4 an hour pandemic pay for hospital staff. List has come out and it has excluded a lot of employees. Clarification from the Ministry coming within the next week.

Investments

Redevelopment – continue to have conversations with Paul Clarry and Capital Branch. Will reconvene RCEC to keep the committee up to date on moving draft Stage 2 into final Stage 2 work.

3.2 Report of the Chief of Staff

Dr. Nathanson provided the following update:

Announced that HOCC payments have been increased by 3.5%.

Inspired by Professional Team and Senior team and how they have managed COVID.

3.3 Report of the President of the Professional Staff

Dr. Ramirez provided the following update:

Will give a full report on the Medical staff meeting at the next board meeting.

Met with the Board of the Millpond group regarding support. Has recruited some new family physicians to the area. Volume in ER is down 40-50% and looking forward to getting the After Hours Clinic open again. Looking for places to run the specialty clinics outside of the hospital. He noted that mental health patients are spiking as a result of the COVID pandemic.

3.4 Report of VP, Patient Services/Chief Nursing Executive

C. Jeffreys provided the following update:

Assessment Centre running Monday, Wednesday and Friday 3 pm-7 pm. Working with Honda to help them set up their own screening with swabs and connection to public health.

SMH has two long term care homes in the area. Good Samaritan did their own in house testing but reached out regarding IPAC support. SMH team did mass surveillance swabbing of 300 residents and staff at Simcoe Manor. At this time, the government has required hospitals to assist with long term care homes. If the order gets extended to retirement homes, SMH would be responsible for assisting with six retirement homes. Looking at ways to support these residences virtually.

Surge planning. Because of requirements for isolation with COVID or query COVID patients, patients need to be isolated into single rooms. SMH has increased bed capacity in preparation for surge. SMH also has reached out to RVH and inquired about its PRU modular unit, which is a 73 bed unit, and capacity for SMH patients if needed. Reiterated Dr. Ramirez's comment about surge of mental health patients.

PPE. Thanks to P. Wesson, the hospital has a month's supply of all PPE.

OHTs. Community has provided SMH with a large number of cloth masks and M. Metherall has reached out to OHT partners and provided masks for four organizations so far. No word from Government on OHT work as it has been paused.

3.5 Report of the VP, Chief Finance and Information Officer

W. Bye provided the following update:

Year end – \$30,000 deficit at the LHIN line and \$79,000 deficit at Corporate line. This is due to COVID expenses. Did receive \$80,000 in one-time funding in March. Still a strong financial position, no cash flow problems. MOH has declared they are going to reimburse

for most of the extra spending for COVID. Spent approximately \$600,000 in COVID expenses so far.

HIRF – W. Bye has had communication from LHIN that SMH will receive approximately \$300,000. This is not confirmed. B. Bye is putting in six business cases for exceptional circumstances. Major item is a fire suppression system for \$700,000. Other projects are demolition of storage garage, electronic access doors, lighting retrofit, air conditioning for kitchen and cafeteria and Code blue access points in the parking lot.

Cybersecurity – There has been no further action on the computer systems. New software is working and constantly scanning in real time. Multifactor authentication for VPN's has been installed and this will be rolled out to all users very soon. SHINE meeting recently looking at collaborative security for all platforms to make us more secure and additionally this will ensure connection to Ontario Health will be more secure.

3.6 Report of the Foundation Board Chair

M. Barber referenced her lengthy written report circulated with the Agenda. Questions regarding concerns about not reaching goals, expense ratios and admin costs.

ACTION: S. Crowe to set up a meeting with Foundation Board Executive and SMH Board of Directors Executive.

3.7 Report of the Auxiliary President

G. Munro referenced his attached Board Report. He questioned whether the Auxiliary could make gowns and bouffants. C. Jeffreys will check with IPAC.



SMHA Board
Report 20200429.do

4. GOVERNANCE – J. Tweedy

4.1 Approve Electronic Meeting Policy

J. Tweedy explained the new policy that was created and approved by the Governance and Nominating Committee. C. Butler and N. Jardine attended an in-service on Electronic meetings and they received the basis for this policy.



Electronic Meeting
Policy.pdf

MOTION: Moved by J. Tweedy, Seconded by W. Fairley.

“That the Board of Directors approves the Electronic Meeting Policy as amended”

All in favour, motion passed.

4.2 Existing Committee Structure

J. Tweedy identified that last June there was a reduction of Board committees from 8 down to 5 and it was agreed that this would be revisited after a year to see if there were any gaps. J. Tweedy has asked the Board members to spend some time reflecting on the committees. A serious look at membership needs to occur. Every director sat on 2 committees, which meant better knowledge for board meetings. Questions whether every director should be on 2 committees. Commented on number of PFAC members on committees as well.

5. INVESTMENTS – D. Knight

5.1 Auditor Update – Remote Audit is underway. Deadline dates have been agreed upon. Draft Audited Statements should be received by May 28th and the Finance, Audit and Property meeting is set for June 4th for approval.

6. CARE – S. Kaarlela

Met with J. Walker, QIP completely finished and downloaded on Government sites. Accreditation Board survey completed 100%. Waiting to hear if Accreditation is going to be postponed or extended. Employee satisfaction survey has been put on hold. Work life pulse and patient safety culture surveys were completed about 80% and once clear directions on time lines are received, these will start again. Ethics team has met virtually and is setting up guidelines for Medical staff in case of surge and shortage of ventilators. They will wait to see what the Government says once the province is in a surge.

Motion: Moved by D. Knight, seconded by K. Mullins.

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

All in favour. Motion passed.

7. REPORT OF THE HOSPITAL BOARD CHAIR

C. Butler provided the following update:

AGM to be scheduled for a date in June. SMH bylaws requires that the AGM be completed by July 31st. SMH needs to have the audited financial statements and set up committee structure with new executive and chairs of committees before able to hold the AGM. The Emergency order may give us additional time to hold the AGM but preference is to hold the AGM by July 31st if possible. AGM will be held virtually. All chairs continue to be chairs until the AGM. Have to notify public when the AGM is.

Received letter from Foundation for Capital list. Asked for \$1.5 million and to receive \$1.1 which includes COVID dollars of about \$600,000. This is a big decrease for capital expenditures required for the hospital. The joint executive meeting will focus on a mitigation strategy.

Normally setting J. Levac's MPP targets at this time. Executive has decided to defer this for now until back to regular hospital operations. Executive will touch base with J. Levac to set meaningful targets for the coming year.

C. Butler requested that committees start meetings again, using a virtual platform. To close off year end, committees and their chairs need to get required things done.

9. IN-CAMERA ELECTED DIRECTORS ONLY MEETING

Recommendation to move all "motions" to the open session of the Board meeting.

Moved by N. Jardine, Seconded by J. Tweedy.

"That the Board of Directors recommends to move all motions to the open session of the Board Meeting.

All in favour, motion passed.

Motion to close in-camera session

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

"That the Board of Directors move back into open session."

All in favour. Motion passed.

UPCOMING MEETING DATE

The next Board meeting is scheduled to be held on June 11, 2020.

There being no further business, the meeting adjourned at 5:00 p.m. Moved by N. Jardine.



Colleen Butler, Board Chair

Recording Secretary: Sharon Crowe