

Stevenson Memorial Hospital Meeting of Board of Directors

November 1, 2018
Cafeteria
5:00 p.m. – 8:00 p.m.

In attendance:

Elected Directors: John Murray, Board Vice Chair (Chair of this meeting); Mike Martin; Darlene Blendick; Shelly Cunningham; Norm Depta; Wendy Fairley; David Knight; Sheila Kaarlela; Marie-Pierre Lussier (by teleconference); Jeff Stubbs (by teleconference and in person); Jan Tweedy

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

Staff: William Bye, Chief Financial & Information Officer; Sarah MacDougall, Board Liaison

Guests: Tanya Wall, Executive Director, SMHF, Melody McLean, Director of Development, SMHF

Regrets: Colleen Butler; Carrie Jeffreys; Dr. Shazia Ambreen

1.0 WELCOME & CALL TO ORDER

1.1 Quorum

J. Murray welcomed the Directors to the meeting and advised there was a quorum.

1.2 Declaration of Conflict of Interest

J. Murray reminded those in attendance of their responsibilities as Board members with respect to conflicts of interest, as outlined in the Corporation's Bylaws, and requested that Board members declare any conflicts of interest. No declarations were made.

1.3 Approval of the Agenda

Motion: Moved by S. Kaarlela, seconded by J. Tweedy.

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

All in favour. Motion passed.

2. PRESENTATION

Tanya Wall and Melody McLean of the Stevenson Memorial Hospital Foundation attended the meeting to provide a report on the Foundation's current fund-raising activities. They noted that

fund-raising goals for the new Health Information System (HIS) and Stevenson Redevelopment Project were 25% and 50% achieved, respectively.

3. CONSENT AGENDA

- 3.1 Board of Directors Minutes – Oct 4, 2018
- 3.2 Human Resource Committee Minutes – Oct 18, 2018
- 3.3 Stevenson Redevelopment Committee Minutes – Oct 23, 2018
- 3.4 Executive Committee Minutes – Oct 24, 2018
- 3.5 Finance Committee Minutes – Oct 25, 2018

***Motion: Moved by M. Martin, seconded by D. Knight.
“That the Board of Directors approves the consent agenda as presented.”
All in favour. Motion passed.***

4. BUSINESS ARISING FROM CONSENT AGENDA

4.1 Critical Incident – Stroke Patient

Jodi Walker, Coordinator of Quality, Risk and Patient Experience provided a written report regarding a critical incident involving the stroke bypass protocol.

5. REPORTS

5.1 Report of the President & CEO

J. Levac provided the following update:

- Temporary Executive Assistant will be starting on Monday, November 5, 2018 to assist the Management Team.
- The VP and CNE is currently away due to illness. Her duties have been assumed by two other staff members pending her recovery.
- The Meditech HIS “go live” is still planned for December 1, 2018.
- The Erie Shores Executive Team is coming to visit and tour SMH to learn from SMH’s current LEAN initiative.
- The CEO’s Management Performance Plan (MPP) was reviewed with the Executive Committee and approved.
- The first Briar Hill visit went well.
- The Executive Committee suggested that a Board Retreat (perhaps to be facilitated by KM&T) should be held in February, 2019.
- The CEOs from Southlake Regional Health Centre and SMH will be meeting with the CEO of Royal Victoria Hospital (RVH) to discuss RVH’s planned Innisfil site.

5.2 Report of the Chief of Staff

Dr. Nathanson provided the following update:

- Current shortage of administrative support staff (to be addressed next week) has hampered operations somewhat. Kudos to other staff for stepping up to keep things moving!

- Support for the Credentialing Committee was a concern but is now being covered by an internal staff member.
- The SHINE physician advisory team meets every two weeks and will be a trained super user of the new system.
- Board members are encouraged to attend at the Bridge on Wednesday morning to witness the ongoing LEAN initiative in action.
- The Chief of Staff has been invited to participate in advisory meetings by the MOHLTC, however, no meetings have been scheduled to date.

5.3 Report of President of Professional Staff

Dr. Ambreen sent her regrets as the PSA is meeting at the same time.

5.4 Report of Auxiliary

G. Munro provided the following report:

- It has been a good month for Auxilliary activities.
- Fall craft show and the winners of the “Wheelbarrow of Wine” were announced.
- The estimated fundraising is approximately \$8000.00.
- Gift Shop Sales this month were \$9400.00.
- 5 new student volunteers will be starting.
- The coffee corner had an increase in sales due to an increase of food options.
- The annual Tree of Lights will be held on November 30, 2018, at 6:00pm.

5.5 Report of the Foundation

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

6. HUMAN RESOURCES

6.1 Report of the Chair, Human Resources Committee

N. Depta referenced the minutes from the recent committee meeting held October 18, 2018. Of note were the announcement that the Hospital will be moving to annual performance reviews and that substance abuse policies were being developed and will be circulated.

7. FINANCE

7.1 Report of Finance Committee Chair

D. Knight advised that the Finance Committee had reviewed and recommended that the Board approve the revised 2018/19 budget, and ratify the signing of the Hospital Service Accountability Agreement (HSAA).

***Motion: Moved by: M. Martin, seconded by S. Kaarlela,
That the Board of Directors approves the revised 2018/19 budget, as recommended by the
Finance Committee, and ratifies the execution and submission of the HSAA reflecting such
revised budget. Motion passed.***

7.2 Chair of the Audit Committee

D. Blendick reviewed the process adopted by the Audit Committee in selecting new auditors for SMH. She noted that the Committee would meet soon to finalize its recommendation, which would be circulated to the Board by email for electronic approval. A members meeting would then be called, if required, to approve the incoming audit firm.

W. Bye noted that SMH was required to have an interim audit performed to facilitate implementation of the HIS. It was agreed that SMH's current auditors would be contacted to provide this.

8. Stevenson Redevelopment Committee

M. Martin reviewed the current status of the SMH Redevelopment Project, noting that:

- The Foundation needed to amend its donation targets and be made aware of expected planning/construction outflows so that donation dollars (some of which are not to be fully paid until 2030) could be matched to such outflows. This will save significant interest.
- J. Wilson, MPP, has undertaken to approach Treasury Board regarding the promised planning grant.

9. Board Chair

J. Murray provided the following update on behalf of C. Butler:

- At the recent meeting of the Executive Committee, it was decided to amend the terms of reference for the Executive Committee to contemplate oversight of CEO and COS performance. Other HR matters would be referred to the HR Committee.
- The final 4-Hospital MOU was circulated for review and discussed, after which the Committee agreed to recommend to the Board that the MOU should be executed.

Motion: Moved by D. Blendick, seconded by J. Tweedy.

"That the Board of Directors directs the Board Chair and CEO to sign the 4 -Hospital MOU as presented."

Motion passed. All in favour.

Motion: Moved by W. Fairley, seconded by D. Blendick.

"That the Board of Directors receive all reports as presented"

All in favour. Motion passed.

8. Next Meeting Date

The next Board meeting will be held on Thursday, December 6, 2018.
There being no further business, the meeting adjourned at 8:00 p.m.

John Murray, Board Vice Chair

Recording Secretary: Sarah MacDougall