

MEETING MINUTES

Board of Directors Meeting

Thursday October 5, 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	Regrets
Tanja Webster	Present	Christina Wieder	Present
Sheila Kaarlela	Present	David Knight	Present
Kevin Mullins	Present	Michael Vear	Present
Julia Mullen – VP, CNE	Present	Wendy Fairley	Present
Jody Levac – President and CEO	Present	William Bye – VP, CFIO	Present
Dr. Modar Safar – Chair of Hosp. Med	Regrets	Dr. B. Nathanson, Chief of Staff	Present
David Green – Chair, SMH Foundation	Present	Carla Beckett – President of Auxiliary	Present
Dr. O. Ramirez – Chair of Hosp. Med.	Regrets	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.</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 C. Wieder, seconded by M. Vear.</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 this month.</p>	
3.	<p>CONSENT AGENDA</p> <p>3.1 Board of Directors Meeting Minutes - September 7, 2023 3.2 Board Quality Committee Minutes – September 13, 2023 3.3 Governance and Nominating Committee Minutes – September 21, 2023 3.4 Finance, Audit and Property Committee Minutes – September 27, 2023</p> <p><i>Motion: Moved by C. Wieder, seconded by W. Fairley.</i> <i>“That the consent agenda items be hereby accepted.”</i> <i>All in favour. Motion passed.</i></p>	N. Depta

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4.	<p>HOSPITAL QUALITY</p> <p>4.1 Quality of Care</p> <ul style="list-style-type: none">➤ Critical Incidents There were no critical Incidents to report.➤ Patient Story N. Jardine outlined a patient story included in the meeting package.➤ Patient Experience Feedback Report N. Jardine displayed the patient experience slides sent out in the meeting package. Courtesy and attitude, Care/Treatment and Communication were the top three feedback themes identified in Q1. <p>4.2 Board Scorecard</p> <ul style="list-style-type: none">➤ Briefing note sent out in the Meeting package. There were no questions or concerns with this at this time. <p>4.3 Approval of Policy 2.4-1 – Quality of Safe Patient Care</p> <p><i>“MOTION: Moved by N. Jardine, seconded by M. Vear</i></p> <p><i>“That the Stevenson Memorial Hospital Board of Directors approves Policy 2.4-1 – Quality of Safe Patient Care as received and reviewed by the Board Quality Committee.</i></p> <p><i>All in favour. Motion passed.</i></p>	N. Jardine
5.	<p>REPORTS</p> <p>5.1 Report of the VP, CFIO</p> <ul style="list-style-type: none">➤ W. Bye presented a Power Point presentation under the Investment pillar of the Strategic Plan.<ul style="list-style-type: none">• Financials for the month ending August 31st, 2023. He showed the Forecast for 2023/24. Updated on the working capital for 2023/24 and remediation measures to date. He also updated the Board on the funding proposals submitted to Ontario Health.• The Board Directors showed a lot of concern about the financial situation as presented and asked numerous questions.• W. Bye also advised the Board that due to cybersecurity risks, only SMH emails will be used for communication going forward.	William Bye

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<p>5.4 Report of the President and CEO</p> <ul style="list-style-type: none">➤ J. Levac presented a Power Point presentation including updates based on the four pillars of the Strategic Plan<ul style="list-style-type: none">• Objectives in the four pillars for 2023/24 reviewed.• Updates on projects in the four pillars reported on.• HR People Strategy document was displayed for 2023-2028• Golden Thread for the Strategic Plan explained.• CEO MPP QIP Measurements displayed. <p>5.5 Report of President of Professional Staff</p> <ul style="list-style-type: none">➤ Dr. Modar Safar was not present at the meeting. <p>5.6 Report of the Foundation</p> <ul style="list-style-type: none">➤ D. Green referenced his report that was sent in the meeting package.<ul style="list-style-type: none">• 50/50 should launch November 1st.• D. Green asked the Board to let the Foundation know of any connections they have in the Community that may lead to donations. <p>5.7 Report of the Auxiliary President</p> <ul style="list-style-type: none">➤ C. Beckett updated the Board on the following:<ul style="list-style-type: none">• Lottery ticket sales are ending. Nov 15th is the final draw. Money from this will purchase 74 Trocars for the OR and a bassinet for the Obstetrics Unit.• Gift shop is bringing in \$5000 a month.• The coffee machine in the ED lobby is being utilized.• Volunteers have done 615 hours and students 82 hours.• A vending machine in the lobby is coming soon, donated by Gary and Diane Munro. Auxiliary will maintain and stock the machine. Benefits to Capital equipment.• Nine new student volunteers. Eight students stayed on from last year as well.• Tree of lights event scheduled for December 1st.• Spiritual Care has not returned since COVID. Rebuilding this program. <p>N. Jardine left the meeting at 6:02 pm</p>	<p>Jody Levac</p> <p>Dr. Modar Safar</p> <p>David Green</p> <p>Carla Beckett</p>

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6.	ONTARIO NOT-FOR-PROFIT CORPORATIONS ACT (ONCA) WORKING GROUP 6.1 Monthly Report – J. Murray was not in attendance this evening.	J. Murray
7.	GOVERNANCE AND NOMINATING ONCA has been added to the GNC Terms of Reference and Work Plan. Evaluation of Committees discussed, and the Board encouraged to participate. W. Fairley to connect with N. Jardine regarding finding a Base Borden Rep for the Board Quality Committee. Naming Policy discussed and will be coming back to the November GNC meeting and December Board meeting for approval. 7.1 Recruitment of Board Director Thank you for S. Kaarlela and K. Mullins for re-writing the interview questions. W. Fairley has requested directors to be on the interview team. 7.2 Approval of Policy 3.3-1 Board Orientation <i>“MOTION: Moved by K. Mullins, seconded by C. Wieder. “That the Stevenson Memorial Hospital Board of Directors approves Policy 3.3-1 – Board Orientation as received and reviewed by the Governance and Nomination Committee. All in favour. Motion passed.</i> 7.3 Approval of Policy 4.3-1 Board Meetings <i>“MOTION: Moved by D. Knight, seconded by S. Kaarlela. “That the Stevenson Memorial Hospital Board of Directors approves Policy 4.3-1 – Board Meetings as received and reviewed by the Governance and Nomination Committee. All in favour. Motion passed.</i> 7.4 Meeting Frequency and Effectiveness Will await the result of the OHA survey below, which may impact structure of our meetings going forward. K. Mullins will be looking at this data and will bring a report back to the Board. 7.5 OHA Board Self-Assessment Survey	W. Fairley

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	W. Fairley informed that SMH is taking part in this survey again this fall and it has been sent to the Board already. It closes on October 27 th and then can access the results.	
8.	FINANCE, AUDIT AND PROPERTY 8.1 Financial Statements as at August 31, 2023 <i>MOTION: Moved by D. Knight, seconded by K. Mullins.</i> <i>“That the Stevenson Memorial Hospital Financial Statements for the period ended August 31, 2023, as received and reviewed by the Finance, Audit and Property Committee, be and are hereby approved.”</i> <i>All in favour. Motion passed.</i> 8.2 Policy 2.3-2 Accounting Practices <i>“MOTION: Moved by T. Webster, seconded by S. Kaarlela.</i> <i>“That the Stevenson Memorial Hospital Board of Directors approves Policy 2.3-2 – Accounting Practices as received and reviewed by the Finance, Audit and Property Committee.</i> <i>All in favour. Motion passed.</i>	M. Vear
9.	REPORT OF THE BOARD CHAIR 9.1 N. Depta noted that he attended the initial KCI steering committee meeting with the Foundation and he is meeting regularly with J. Levac and Dr. Nathanson to discuss their MPPs. 9.2 Accept All Reports <i>Motion: Moved by M. Vear, seconded by W. Fairley.</i> <i>“That all reports be and are hereby accepted as presented.”</i> <i>All in favour. Motion passed.</i>	N. Depta
10.	IN CAMERA <i>Motion: Moved by T. Webster, seconded by D. Knight.</i> <i>“That the Board moves to in-camera session.”</i> <i>All in favour. Motion passed.</i> <i>Motion: Moved by C. Wieder, seconded by D. Knight.</i> <i>“That the Board moves into open session.”</i> <i>All in favour. Motion passed.</i>	N. Depta

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	<p>The Board Chair advised that the following motions arose from the in-camera session: Approval of:</p> <ul style="list-style-type: none"> • Three (3) new applications for privileges for members of the medical staff; • One (1) addition to scope of practice privileges for members of the medical staff. • Four (4) extensions in privileges for members of the medical staff; and • Six (6) changes in privileges for members of the medical staff.” 	
11.	<p>UPCOMING MEETING DATES/SPECIAL EVENTS</p> <ul style="list-style-type: none"> • Board Meeting – November 2, 2022 – Lions Hall – in person and Teams 	N. Depta
12.	DIRECTORS ONLY MEETING	N. Depta
13.	<p>ADJOURNMENT There being no further business, the meeting adjourned at 7:40 p.m.</p>	N. Depta
14.	Action Items Summary	

Norm Depta, Board Chair

Minutes recorded by: Sharon Crowe