

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

September 6, 2018

Physical Therapy Department

5:00 p.m.

In attendance:

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

Ex Officio Directors: Jody Levac, President & CEO; Carrie Jeffreys, VP, Patient Services & Chief Nursing Executive (via teleconference); Gary Munro, President SMH Auxiliary; Margaret Barber, Board Chair, Foundation; Dr. Shazia Ambreen, President of Professional Staff

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

Guests: Patsy Morrow, KM&T; Jodi Walker, Quality, Risk & Patient Experience Coordinator

Regrets: Dr. Barry Nathanson

1.0 WELCOME & CALL TO ORDER

Colleen Butler welcomed our new Board Director, Jeff Stubbs, new Chief Financial and Information Officer (CFIO), Bill Bye, and the new President of the Auxiliary, Gary Munro to the Board.

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 Approval of the Agenda

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

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

All in favour. Motion passed.

2. CONSENT AGENDA

2.1 Board of Directors Minutes – June 7, 2018

The following changes to the minutes were requested – in section 5.2 change “in were” to just “were”.

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

“That the Board of Directors accepts the consent agenda as amended.”

All in favour. Motion passed.

3. REPORTS

3.1 Report of CEO

J. Levac provided the following update:

- Warm welcome to William (Bill) Bye who has joined our team as our new CFO.
- Redevelopment – J. Levac met with the new Minister of Health and Long Term Care, Christine Elliott, and Minister of Economic Development, Job Creation and Trade, Jim Wilson, to discuss redevelopment and the planning grant. As a result of this meeting, SMH is preparing a draft Stage 2 (to be an Addendum to the Refresh) to be submitted in the fall. Honda sent a letter to Premier Ford and the appropriate cabinet Ministers supporting the redevelopment. The local municipal politicians have also been engaged and support the redevelopment.
- Political Landscape – The new provincial government will likely focus on fiscal restraint. J. Levac is attending an OHA conference in Collingwood regarding the government’s priorities in healthcare.
- Meditech – Go Live at Markham Stouffville was on Sept 1, 2018. Southlake and SMH are on schedule to go live December 1, 2018.
- HSAA resubmission – SMH resubmitted its HSAA to a balance position on July 31st.
- Community Engagement – SMH increased its presence on social media with a number of announcements and press releases.

3.2 Report of the Chief of Staff

Dr. Nathanson’s written report was circulated with the meeting package.

3.3 Report of President of Professional Staff

Dr. Ambreen provided the following update:

- PSA met on June 19th and had a presentation on security and privacy and discussed HIS and physician involvement
- Meditech Training to start in Oct and Nov
- Neonatal Team will be training on the new CPAP machine
- The Hospitalist group provided \$1,500 for staff lounge furniture
- The ED is receiving a new Ultrasound and Glidoscope

Approved October 4, 2018

3.4 Report of VP, Patient Services/Chief Nursing Executive

C. Jeffreys introduced Patsy Morrow of KM&T who presented the 6 Lean Quality Improvement projects.

3.5 Report of the Foundation

M. Barber referenced her written report circulated with the agenda and highlighted the following:

- Sept 13 Power Hour – share the foundation’s engagement strategy
- Donor Bill of rights

*Action – S. MacDougall to circulate more information on the Foundation Power Hour

3.6 Report of Auxiliary

G. Munro referenced his written report circulated with the agenda and highlighted the following:

- Tree of lights will be held on Nov 30, 2018 at 6:15. Santa will be followed by Banting school and choir
- Auxiliary Raffle tickets are for sale

3.7 Report of Board Chair

C. Butler provided the following update:

- Board Work Plan is in development and was circulated and revisions were discussed. The Board Work Plan to be revised as discussed and distributed at the October board meeting.
- Board Orientation is in Sept 18, 2018 from 9 to 11 am.
- Board Software Programs are being discussed
- Jody and Colleen have been in a series of meetings to discuss an alliance of local Hospitals and the Board will be informed a future meetings of the outcome of these discussions

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

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

All in favour. Motion passed.

4. Presentation from Patsy Morrow, KM&T – Quality Improvement, SMH Golden Thread

P. Morrow, a consultant for the firm KM &T, made a presentation to the Board about lean principals. She discussed the implementation of the strategic plan and the work being done to embed the golden thread – in which the mission, vision and values of the new strategic plan are woven throughout the organization. Patsy will be working with SMH on six quality improvement projects to help the teams identify and eliminate waste in the systems and processes in the patient care. This will lead to increase efficiency in the organization as well as a streamlined experience for both patients and staff.

5. In Camera Session

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

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

Motion: Moved by D. Knight, seconded by M.P. Lussier.

"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 W. Fairly, seconded by N. Depta.

"THAT the Board of Directors supports that Jody Levac apply for the position of Honorary Appointment to the Canadian Forces Health Services Group at Base Borden."

All in favour. Motion passed.

Approval of Medical Staff Appointments

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

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

- two (2) new applications for medical staff;*
- nine (9) changes in privileges for members of the medical staff; and*
- eight (8) renewals of temporary privileges."*

All in favour. Motion passed.

6. Next Meeting Date

The next Board meeting will be held on Thursday, October 4, 2018.

There being no further business, the meeting adjourned at 8:20 p.m.



Colleen Butler, Board Chair

Recording Secretary: Sarah MacDougall

Approved October 4, 2018