

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

April 5, 2015

Township of Adjala-Tosorontio Office

5:00 p.m.

In attendance:

Elected Directors: Alan Dresser, Board Chair; Darlene Blendick; Colleen Butler; Harry Cassie; Paul Heck; Robert Jurmalietis; Michael Martin; Catherine Morden; John Swinden; Jan Tweedy

Ex Officio Directors: Jody Levac, President & CEO; Shannon Landry, Vice President/Chief Nursing Officer; Ann Hamby, President SMH Auxiliary; Dr. Oswaldo Ramirez, Chief of Staff; Dr. Stephen Tomini, President of Medical Staff

Staff: Terry Kuula, Chief Financial Officer

Regrets: Paul Edmonds; Glenn Rae, President, SMH Foundation; Dr. Ihab Khalil, Vice-President, of Medical Staff

1. Call to Order

A. Dresser called the meeting to order and welcomed Dr. Dave Williams, President & CEO of Southlake Regional Health Centre to the meeting.

2. Conflict of Interest

A. Dresser 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.

3. Memorandum of Understanding – Dr. Dave Williams

Dr. Dave Williams noted that the Management Services Agreement (MSA) which is the overarching agreement between Stevenson Memorial Hospital and Southlake Regional Health Centre expires in five year. The Memorandum of Understanding (MOU) which outlines the services purchased has just been updated and signed for the period April 1, 2015 to March 31, 2016.

The Board discussed and agreed that the relationship between Stevenson and Southlake has been working well and would to see both Hospitals continue to build creating opportunities for integrated patient care.

Both Boards will be asked to participate in a survey to evaluate the partnership and to look for areas of improvement, especially in the areas of patient care.

At this point in time, Dr. Williams left the meeting.

4. Approval of the Minutes

Circulated with the agenda were the minutes of February 5 and February 26, 2015.

As there were no amendments to the minutes, Alan Dresser declared the minutes accepted.

5. Report of CEO

J. Levac provided the following update to the Board:

- **Redevelopment Update**
 - Month of March saw remarkable progress on the Stage 1 planning front. User Group meetings were held in February with hospital and medical staff. Current volumes were verified and further service volumes were projected in order to complete the draft master program.
 - A joint meeting with the Ministry of Health & Long Term Care and the Central Local Health Integration Network is scheduled for May 7, 2015 to present the draft Stage 1 submission along with its preferred option.
- **Community Engagement Update**
 - Highlighted the community engagement initiatives that took place this past month which also included community and political engagement.
 - Final round of interviews being held with the preferred candidates for the Community Engagement Specialist.
 - Draft version of the Hospital's Community Engagement Strategic Plan will be reviewed by the Board Communications Committee at its upcoming meeting.
- **General Updates**
 - Dr. O. Ramirez, Chief of Staff, will be the guest speakers at the Hospital's Annual General Meeting scheduled for June 16, 2015.
 - Cancer Care Ontario issued a press release which included recognition of Stevenson Memorial Hospital and its' Wait Times; Stevenson has the seconded shortest Emergency Department Waits Times in the province of Ontario for small hospitals.

6. Goal 5 – Building the Best

6.1 Report of Stevenson Redevelopment Committee (SRC)

Circulated with the agenda were the minutes of March 24, 2015. M. Martin highlighted the following items:

- The role of the SRC has been revitalized and has a real and prominent role in the development of the Stage 1 submission.
- The Consultants attended and provided a meaning presentation to the SRC which highlighted the 3 master planning options. Future User Group sessions will be set up with the hospital and medical staff to garner their feedback to the submission.
- The Hospital must demonstrate to the Ministry that we have looked at 3 alternative master planning options and present the preferred option. M. Martin reiterated that the Hospital is not considering a greenfield option at this point in time.

7. Goal 1 – Safe, Quality Care

7.1 Patient Experience

There is no patient experience story this month.

7.2 Critical Incident Report

S. Landry advised of an incident that occurred yesterday and reviewed the strategies that have been put in place. Investigation is ongoing.

7.3 Report of Quality Committee

There were no minutes as the Committee did not meet since the last Board meeting.

7.4 Report of President of Medical Staff

Dr. Tomini advised that a special meeting of the Medical Staff Association will be held in April and the consultants to review the 3 master planning options for input and feedback.

7.5 Report of Chief of Staff

Dr. Ramirez referenced his written report circulated with the agenda and highlighted the following:

- The Perioperative Committee is in the process of reviewing the applicants CV's as well as discussing next steps for the Selection Committee for a General Surgeon.
- Continue to make improvements to enhance standards in the Perioperative Program and focus on providing high quality patient care.
- The Central Sterile Reprocessing Department will be undergoing a major renovation in April.
- Dr. Hunt has returned to his practice and ongoing recruitment is taking place for an additional Paediatrician to support the program.

8 Goal 2 – Champions of Care

8.1 Report of Human Resources Committee

There were no minutes as the Committee did not meet since the last Board meeting.

9 Goal 3 – Power in Partnerships

9.1 Report of the Communication Committee

There were no minutes as the Committee did not meet since the last Board meeting.

10. Goal 4 – Finance

10.1 Report of Finance Committee

- **Financial Statements as at February 28, 2015**
Circulated with the agenda were the minutes of March 19, 2015.

T. Kuula provided a finance presentation which highlighted a surplus of \$15K for the month of February and a year-to-date surplus of \$188K.

The Hospital continues to work on generating a surplus which will directly contribute to an improved working capital position which is necessary before the Hospital submits the Stage 1 Proposal. It is expected that the Hospital's working capital will be balanced by July 2015.

- **2015-16 Capital Budget**

T. Kuula provided a presentation on the 2015-16 Property, Plant and Equipment Capital budget in the amount of \$2,234,908 which includes carryover funds from 2014-15 of related to the Project Stage 1 Proposal. Upon discussion, the Board was in agreement with the budget.

MOTION: Moved M. Martin, seconded by J. Tweedy, CARRIED.

"That the Stevenson Memorial Hospital Board of Directors accepts the recommendation of the Finance Committee and approves the 2015-16 Capital Budget in the amount of \$2,234,908, subject to a funding commitment by the Stevenson Memorial Hospital Foundation; and furthermore, that Management makes the appropriate submission to the Foundation."

11. Other Committees

11.1 Report of Governance & Nominating Committee

Circulated with the agenda were the minutes of February 20, 2015.

In addition to the minutes, C. Butler presented the following policies for Board approval:

- V-A-2 Roles and Responsibilities of the Board of Directors
- V-A-5 Guidelines for the Selection of Directors
- V-A-8 Position Description for Board Chair
- V-A-9 Position Description for the Board Vice-Chair
- V-A-10 Position Description for the Board Treasurer
- V-A-11 Position Description for the Board Secretary
- V-A-14 Board Mentor
- V-B-2 Process for Selection of Board Officers and Standing Committee Chairs
- II-7 Occupational Health & Safety – Accountability Framework

Motion: Moved by J. Tweedy, seconded by C. Morden, CARRIED.

"That the Board of Directors accepts the recommendation of the Governance & Nominating Committee and approves the above noted policies as presented."

It is a requirement of the County of Simcoe that a county counselor member sits on a Hospital Board/Board Committee in order to be eligible for funding from the County. Mayor Mary Small Brett has agreed to sit as the municipal representative on the Governance & Nominating Committee (to replace the former Mayor Mike MacEachern).

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

“That the Board of Directors accepts the recommendation of the Governance & Nominating Committee that Mayor Mary Small Brett, Township of Adjala-Tosorontio, be appointed to the Governance & Nominating Committee as a municipal representative.”

11.2 Report of Executive Committee

There were no minutes as the Committee did not meet since the last Board meeting.

Motion: Moved by D. Blendick, seconded by H. Cassie, CARRIED.

“That the Board of Directors accepts all reports of the Board Committees as presented.”

12. Reports

12.1 Report of the Auxiliary President

A. Hamby provided the following update:

- Auxiliary will no longer be contributing to Morrow Banting Award for the Banting Memorial High School commencement. Instead, the Auxiliary will use these funds to choose a student volunteer who is not going into a health related field. The Auxiliary also provides a Bursary to a student going on to a post-secondary education in a health care field in the amount of \$1,000.
- Tag Day will be held on May 22, 2015.
- Auxiliary will be providing a cheque to the Foundation in the amount of \$25,000 to refurbish two patient areas.

11.2 Report of Foundation President

On behalf of G. Rae who was absent from the meeting, A. Dresser reported that the Foundation will be hiring 2 additional staff to assist with the fundraising for the Hospital redevelopment and other capital needs of the Hospital.

11.3 Report of the Board Chair

A. Dresser advised that at the next meeting, the Board will be provided with 3 master plan options and will be required to decide on the preferred option to be presented to the Ministry of Health & Long Term Care and the Central Local Health Integration Network as part of its Stage 1 Proposal for Hospital Redevelopment.

13. In Camera Session

Motion: Moved M. Martin, seconded by J. Tweedy, CARRIED.

“That the Board moves to the in-camera session.”

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

“That the Board move back into the open session.”

The Board Chair advised that the following motions arose from the in-camera session:

Motion: Moved by M. Martin, seconded by C. Morden, CARRIED.

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

- ***two (2) new applications for medical staff; and***
- ***one (1) renewal of temporary privileges for members of the medical staff.”***

14. Next Meeting Date

The next Board meeting will be held on Thursday, May 7, 2015.

There being no further business, the meeting adjourned at 8:30 p.m.



Alan Dresser, Board Chair

Recording Secretary: Sharon Knisley