



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

April 1, 2021  
Teams Meeting  
5:00 pm

**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  | R   | 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     | P   | Alison Howard   | P     | Nishika Jardine | P   |
| Jody Levac  | E,P | Carrie Jeffreys | E,P | William Bye     | E,P   | Barry Nathanson | E,P |
| Tim Macdonald   | G,P | Gary Munro      | E,P | Oswaldo Ramirez | E, LE | Jodi Walker     | G   |
|   |     |                 |     |                 |       |                 |     |

Chair: John Murray

Recorder: Sharon Crowe

**1.0 WELCOME AND CALL TO ORDER – J. Murray**

Meeting called to order at 5:02 pm.

**1.1 Quorum**

J. Murray advised the Directors 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 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 S. Cunningham, seconded by S. Kaarlela.  
"That the Board of Directors accepts the agenda as amended."  
All in favour. Motion passed.*

**2. PRESENTATION/EDUCATION**

**2.1 Board Scorecard – Jodi Walker**

J. Walker went through the Scorecard Brief that was circulated with the Meeting package. As the QIP is on pause and NRC has suggested hospitals stay status quo and will see a new program next year. Will keep the Scorecard the same for the next fiscal.

J. Walker left the meeting at this time. 5:29 pm

**3. CONSENT AGENDA**

- 3.1 Board of Directors Minutes – March 4, 2021**
- 3.2 Board Quality Minutes – March 10, 2021**
- 3.3 Finance, Audit and Property Committee Minutes – March 24, 2021**
- 3.4 Governance and Nominating Committee Minutes – March 26, 2021**

*Motion: Moved by A. Howard, seconded by K. Mullins.*

*“That the Board of Directors accepts the April 1, 2021 consent agenda as presented.”  
All in favour. Motion passed.*

#### **4. BUSINESS ARISING FROM CONSENT AGENDA**

Request from the Governance and Nominating Committee to the Chief of Staff to review the Professional staff bylaws.

#### **5. REPORTS**

##### **5.1 Report of the VP/CNE**

C. Jeffreys presented the following update in a Power Point presentation:

- Assessment Centre
- Positivity Rates
- SMH Occupancy Rates
- Rapid Testing – Additional Analyzers
- LTC/Simcoe Manor
- Staff Vaccinations

A copy of C. Jeffreys’ presentation was sent the Board of Directors under separate cover.

##### **5.2 Report of the VP/Chief Finance and Information Officer**

W. Bye referenced his report which was sent out in the Board package including:

- Deficit at the end of February
- COVID expenses and reimbursements
- Monthly CFO meetings with the LHIN
- Capital Budget
- Novari Project (e-referral/e-booking system)

##### **5.3 Report of the President of the Professional Staff**

Dr. O. Ramirez updated on the following items:

- Professional Staff haven’t had another meeting. Focusing on getting everyone’s Professional Development credits. Running ACLS and NRP and making sure physicians have their minimum credits required by the College of Physicians.
- Donations, working on getting everyone to contribute to the foundation. The entire ER staff has donated and going to be looking at other staff.
- Alliston and Area Physician Recruitment committee fund new physicians coming to town with a bursary. They have asked for donations for next year. They are donating to finishing the On call rooms for staff.

#### **5.4 Report of the Chief of Staff**

Dr. B. Nathanson updated the Board on the following matters:

- Pandemic Update. CRCI (COVID related critical illness) patients, seeing a massive surge in cases. ICU's running out of equipment. Running low on Tocilizumab, a drug that has helped in COVID care. Encouraged the Board Directors to get their COVID vaccine when available.
- The Alliston and Area Physician Recruitment Committee - J. Levac and Dr. B. Nathanson appealed to this committee in helping to outfit the new on call rooms and they have committed to donating \$15,000.
- Final report will be presented to AMC on an issue that Dr. Nathanson has been working through. Board of Directors will be updated as needed.
- On call rooms are in progress, flooring, painting being done this week.
- Collaboration between Southlake Regional Health Care and SMH for rapid care and intervention for acute cardiac cases.
- Surgical Assist program schedule has been put together.

#### **5.5 Report of the President and CEO**

J. Levac updated the Board on the follow matters:

- COVID – yearly reflections and the next 3 months
- Honda Update
- Redevelopment – Technical submission submitted and Political and Community Engagement Plan – Town Hall on April 22nd  
Budget Announcement – SMH not mentioned
- Jim Wilson
- Management Performance Plan Update
- Outside volunteering and the CEO contract

A copy of J. Levac's presentation was sent to the Board of Directors under separate cover.

#### **5.6 Report of the Auxiliary President**

G. Munro updated the Board on the following issues:

- Working on final touchups on the yearly raffle.
- Volunteering at the vaccination clinic in town.

#### **5.7 Report of the Foundation Board Chair/Representative**

T. MacDonald referenced his written report circulated with the Board Package.

CEO search, survey has been done by the 2 boards. Designed to get feedback on what the CEO should have. Position is posted on the KCI Website until the end of April.

Thanked everyone who participated in the survey.

Have recruited one new board member and have received 9 other applicants for interviews.

Will end up the year with 2.2 million in donations. Matching gift campaign is underway.

**6. SAFE, QUALITY CARE**

**6.1 Patient Experience**

S. Kaarlela went through a Power Point regarding two patient experience stories, one positive reflection story and one patient experience complaint.

**7. FINANCE**

**7.1 Financial Statements as at February 28, 2021**

MOTION: Moved by J. Stubbs, Seconded by K. Mullins.

“That the Board of Directors approve the Financial Statements as at February 28, 2021 as recommended by the Finance, Audit and Property Committee.”

All in favour, Motion passed.

**7.2 Audit Update – BDO Engagement Letter**

G. Ventrcek from BDO went over the Audit plan and engagement letter at the Finance, Audit and Property meeting and discussed upcoming engagement with SMH and will meet again at the conclusion of the audit.

**8. GOVERNANCE**

**8.1 Report of the Chair of Governance and Nominating Committee**

J. Tweedy wanted to ensure that all Board Directors have the following 4 documents:

- Corporate Bylaws
- Policy Manual
- Professional Staff Bylaws
- Guide to Good Governance

**8.2 Motion to appoint an Advisory Member to the Board Quality Committee after the 2021 AGM**

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

“That the Board of Directors approves the appointment of Dawn Davidson to the Board Quality Committee following the 2021 AGM, as recommended by the Governance and Nominating Committee.”

All in favour, motion passed.

**8.3 Board Education and Training**

Budget is \$5000 per year for Board Education. None of the budget has been used this year. Send any requests for training to J. Murray.

Dr. Nathanson left the meeting at this time. 7:16 pm

**9. REPORT OF THE HOSPITAL BOARD CHAIR**

J. Murray updated the Board on the following:

- Attended Campaign cabinet meetings

- Attended Foundation solicitor training
- Social media training
- Will be starting to meet regularly with Dr. Nathanson
- Parking pass reminder to send information to S. Crowe

**ACCEPT ALL REPORTS**

*Motion: Moved by S. Kaarlela, seconded by N. Depta.  
"That the Board of Directors accepts all reports as presented."  
All in favour. Motion passed.*

T. Macdonald and G. Munro left at this time. 7:22 pm

**8. IN-CAMERA SESSION**

*Motion: Moved by J. Tweedy, Seconded by N. Jardine.  
"That the Board moves to in-camera session."  
All in favour. Motion passed.*

*Motion: Moved by S. Kaarlela, seconded by K. Mullins.  
"That the Board moves into open session."  
All in favour. Motion passed.*

The Board Chair advised that the following motions had been considered in the in-camera session:

- One (1) new application for privileges for a member of the medical staff."

**9. UPCOMING MEETING DATE**

The next Board meeting will be held on Thursday May 6, 2021.

There being no further business, the meeting adjourned at 7:41 p.m. Moved by W. Fairley.



John Murray, Board Chair  
Recording Secretary: Sharon Crowe