

Stevenson Memorial Hospital Meeting of Board of Directors

April 4, 2019

Physical Therapy Department

5:00 p.m.

In attendance:

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

Ex Officio Directors: Jody Levac, President & CEO; Mike Dupuis, Vice-Chair, Foundation; Dr. Barry Nathanson, Chief of Staff; Dr. Shazia Ambreen, President of Professional Staff; Gary Munro, Auxiliary President

Staff: William Bye, Chief Financial & Information Officer, Sharon Crowe, Board Liaison, Jodi Walker, Quality Risk and Patient Experience Coordinator

Regrets: John Murray, Carrie Jeffreys

1.0 WELCOME & CALL TO ORDER

1.1 Quorum

Meeting started at 5:04 pm. D. Knight welcomed the Directors to the meeting and advised there was a quorum.

1.2 Declaration of Conflict of Interest

D. Knight 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 Amendments to the Agenda

Motion: Moved by W. Fairley, seconded by M. P. Lussier.

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

All in favour. Motion passed.

2.0 PRESENTATIONS

2.1 Jodi Walker, Quality Risk and Patient Experience Coordinator, presented the Board Quality Corporate Scorecard for 2019-2020.

Board Approved

- Discussion regarding whether “Top Box” data is the best approach.
- Board recommended to include top two boxes on scorecard.

ACTION: C. Butler suggested amending the Board work plan to include regular scorecard review.

Jodi Walker left the meeting at this time.

2019-2020 Corporate Scorecard

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

“THAT the Board of Directors accepts the recommendation of the Quality, Human Resources and Finance Committees to approve the 2019/20 indicators and targets on the Corporate Scorecard with amendments.”

All in favour. Motion passed.

3.0 CONSENT AGENDA

3.1 Board of Directors Minutes March 7, 2019

Motion: Moved by M. P. Lussier, seconded by J. Stubbs.

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

All in favour. Motion passed.

4.1 Board Quality – March 12, 2019

4.2 Governance & Nominating – February 28, 2019

4.3 Community Engagement & Communications Minutes –March 19, 2019

4.4 Finance Minutes – March 21, 2019

4.5 Ethics Committee Minutes – March 28, 2019

Received by the Board. No questions or comments on the reports.

5. BUSINESS ARISING

5.1.1 SMH Foundation Financial Reporting and Strategic Plan Presentation *DEFERRED* until September 2019 meeting.

6. REPORTS

6.1 Report of President & CEO

J. Levac provided the following update:

- Bill Bye has been fantastic in his first year-trying to tackle so many physical facilities issues, morale and HR issues and Meditech. With respect to Meditech, Bill has effectively navigated the partnership which helped improved the roll out.

Board Approved

- Pleased to report that Carrie Jeffreys and Sharon Knisley are both back.
 - Thanks given to Melanie and Tanisha who assisted Jody in Sharon's absence.
 - Jody welcomed Sharon Crowe as the Board Liaison.
 - Thanks given to Dr. Nathanson for his work and leadership.
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- 1) The Simcoe County Alliance met this past month. New Tecumseth is fully engaged in our need for redevelopment and there is also significant support from Simcoe County.
 - 2) the Mayor of Essa-Sandie Macdonald agreed to join the Governance and Nominating Committee and the Deputy Mayor of Essa, Mike Smith, will join the Stevenson Redevelopment Committee.
 - 3) Jody did a deputation to New Tecumseth Council regarding redevelopment and Council passed a resolution in support of getting an approved project.
 - 4) M. Martin, C. Butler and J. Levac went to a community/political meeting facilitated by the Biffis family with Jim Wilson present regarding redevelopment. A plan was discussed for South Simcoe Mayors to meet with the Minister on redevelopment.
 - 5) J. Levac reported on his farewell meeting with Bill Easdale at Honda and looking forward to meeting the new VP at Honda and continuing the good relationship with Honda.
 - 6) P. Morrow, C. Butler, J. Tweedy, J. Walker and J. Levac had a meeting in preparation for the board retreat. The directors' feedback is being compiled to review at the retreat. The goal of the retreat is to find ways to operate more efficiently.
 - 7) J. Levac was the guest of honour and spoke at the annual Base Borden mess dinner.
 - 8) HIRF is on track for the installation of the new elevators. HIRF was also used for minor renovations to the ED.
 - 9) J. Levac participated in the recent town halls on Ontario Health Teams and will look to develop an OHT with local partners.

6.2 Report of Chief of Staff

Dr. Barry Nathanson provided the following update:

- MAC / Credentials Committees – Amalgamation – The meeting administrators are still in the process of fine-tuning a collaborative model.
- Physician Parking – Physicians on call parking spots are being used by “non-emergency/on-call” physicians and non-physician staff members.
- Specialists and Services Directory – CLHIN Request for information
- Physician Chief contracts have been completed and signed.
- Dr. Simms will be stepping down from MAC further to Dr. Scheeres being appointed Chief of Obstetrics and Gynecology.
- Devlin table – Will continue to advocate for SMH at the provincial level.
- Dr. Nathanson has submitted his resignation as the Leader of Critical Care at SRHC.

6.3 Report of President of Professional Staff

Dr. Shazia Ambreen provided the following update:

- PSA submitting a letter to the MOH and Minister Elliott regarding the Redevelopment and the challenges physicians face working in a small and aged facility with outdated equipment.
- Dr. Nadia Alam of the OMA coming to SMH to speak to doctors on April 17th.

Board Approved

6.4 Report of Auxiliary President

Gary Munro referenced the written report circulated with the minutes.

6.5 Report of Foundation Board Chair

M. Dupuis referenced the written report circulated with the agenda.

7. SAFE, QUALITY CARE

7.1 Patient Experience

S. Kaarlela shared a patient story regarding a patient who spent some time in the emergency department. Great feedback from a very grateful patient.

7.2 Critical Incident Report

Critical Incident was reported and mitigation strategy was discussed with the Board.

7.3 Report of the Quality Committee

S. Kaarlela advised the following:

- QIP and Scorecard have been the priority for the Quality committee

7.4 M.A.I.D. Policy & Procedure – attached

7.5 Ethics Brochure

- Ethics Committee – Appendix A – Policy SRHC to be replaced with SMH.
- Brochure for staff and patients.

Dr. Nathanson left the meeting at this time.

8 POWER IN PARTNERSHIPS

8.1 Report of the Community Engagement & Communications Committee

W. Fairley advised the following:

- Community Engagement Plan has been put on temporary hold with focus being placed on the OHT.
- AGM will be on June 18th and will be held at Stevenson's Farm. There will be presentations from community partners. Want to make the patient journey a focus for the AGM.
- A recurring quarterly article is being developed for a local newspaper to be used specifically to promote redevelopment, as well as the efforts to improve the patient experience.

Dr. Ambreen left the meeting at this time.

Board Approved

9 Human Resources

9.1 Report of Chair, Human Resources Committee

N. Depta advised of the following:

- Meditech not working well with payroll, have gone back to Legacy
- No outstanding HR issues – next meeting April 18th.
- Performance Reviews to be done annually and J. Manicom is overseeing the process to follow up on having the reviews completed.

10 FINANCIAL HEALTH

10.1 Report of Chair, Finance Committee

D. Knight advised the following:

- New member of finance committee from Honda, Kevin Mullins.

Financial Statements as at February 28, 2019

- W. Bye provided a finance presentation which highlighted a deficit of (\$27,000) for the month and a year-to-date surplus of \$230,000 at the end of February.
- Purchasing working well, lots of savings. There were overages in the OR that needs to be reviewed.
- Medical staff remuneration is up as well likely due to the OR. Staff is really trying to help in saving on supplies. Finances are right on target.
- Balance sheet is in a good position
- Foundation assisted with projects to be done by March 31st. Foundation budget for next year will be \$1.34 million. Last year's budget of \$1.2 million was spent.

11. GOVERNANCE

11.1 Report of Chair, Governance & Nominating Committee

J. Tweedy advised the following:

- Reviewing the Terms of Reference of the committees
- Going forward the TORs will only come to Governance every three years

11.2 Terms of Reference – Finance

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

“THAT the Board of Directors accepts the recommendation of the Governance & Nominating Committee to approve the Terms of Reference for the Board Finance Committee as presented. “

11.3 Director to fill vacant position to AGM

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

Board Approved

“THAT the Board of Directors accepts the recommendation of the Governance & Nominating Committee to approve the appointment of Kevin Mullins to the Director position at the Annual General Meeting of SMH in June 2019.”
All in favour. Motion passed.

11.4 Policy Review Update – Sample circulated with meeting package.

11.5 Competency Matrix – *deferred to May meeting*

Report of Chair, Governance & Nominating Committee

J. Tweedy advised the following:

- Talked about the work on the policies and how they are shortening all the policies
- Competency matrix

12. Report of Hospital Board Chair (C. Butler)

- Board Retreat May 2nd at Nottawasaga Inn
- Thanked the Foundation for approving the budget for \$1.34 million
- Foundation Strategic Plan meeting was attended by D. Knight and C. Butler and J. Levac.
- C. Butler is doing the Memorial Run.
- Attending 4 hospital collaboration meeting lunch in April

13. In Camera Session

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

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

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

“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 M. W. Fairley, seconded by J. Tweedy.

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

- *Three (3) new applications for medical staff; and*
 - *Two (2) renewals of temporary privileges for members of the medical staff; and*
 - *One (1) change in privileges for members of the medical staff.”*
- All in favour. Motion passed.***

14. Board Work Plan

- Put on each agenda
- Survey from Governance to go out in May and discuss in Sept

Board Approved

***Motion: Moved by D. Blendick, seconded by C. Butler.
"That the Board of Directors receives all reports as presented"
All in favour. Motion passed.***

15. Adjournment

The next Board meeting will be held after the Board Retreat, on Thursday, May 2, 2019, at the Nottawasaga Inn.

There being no further business, the meeting adjourned at 7:30 p.m. Moved by W. Fairley



David Knight, Acting Board Chair

Recording Secretary: Sharon Crowe/Melanie Metherall

Board Approved