

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

April 7, 2022  
Teams Meeting  
5:00 p.m.

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**In attendance:**

**Elected Directors:** John Murray, Board Chair; Shelly Cunningham, Norm Depta, Vice Chair, Wendy Fairley, Sheila Kaarlela, Jan Tweedy, Alison Howard, Kevin Mullins, Nishika Jardine, Colleen Butler, Jeff Stubbs, Treasurer, David Knight

**Ex Officio Directors:** Jody Levac, President & CEO; Dr. J. Scheeres, Chief of Staff, Boris Pavlin, Chair, Foundation; William Bye, VP, CFIO, Gary Munro, Auxiliary President; Julia Sek, VP, CNE

**Staff:** Sharon Crowe, Board Liaison

**Guests:**

**Regrets:** Dr. O. Ramirez, President of Professional Staff

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**1.0 WELCOME, CALL TO ORDER & LAND ACKNOWLEDGEMENT – 5:03 pm**

**1.1 Quorum**

J. Murray advised that a quorum was present.

**1.2 Declaration of Conflict of Interest**

J. Murray 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.

**1.3 Approval of the Agenda**

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

*“That the agenda for the meeting, as presented, be and is hereby approved.”*

*All in favour. Motion passed.*

**1.4 Introduction of new VP, CNE – Julia Sek**

J. Levac introduced Julia Sek to the Board. J. Sek reviewed her history and qualifications. Board members introduced themselves and welcomed J. Sek to the hospital.

**2. PRESENTATIONS – There were none this month.**

**3. CONSENT AGENDA**

**3.1 Board of Directors Minutes – March 3, 2022** (D. Knight reminded us to bring forward In-Camera motions to the Minutes).

**3.2 Board Quality Minutes – March 9, 2022**

**3.3 Governance and Nominating Minutes – March 11, 2022**

**3.4 Finance, Audit and Property Minutes – March 23, 2022**

**3.5 Finance, Audit and Property Minutes – March 30, 2022**

*Motion: Moved by S. Cunningham, seconded by J. Tweedy.*

*“That the consent agenda items, as amended, be and hereby accepted.”*

*All in favour. Motion passed.*

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

##### **4.1 Organizational Charts of the SMH Foundation and Campaign Cabinet**

These charts were included in the meeting package. There were no questions or comments.

#### **5. REPORTS**

##### **5.1 Report of the Chief of Staff**

Dr. J. Scheeres provided updates to the Board on the following:

- 6<sup>th</sup> wave of COVID, this is a relentless virus
- Staff morale has declined due to pressures of COVID and increased positive testing among physicians. However, staff are being diligent with PPE.
- Acuity in the hospital is still high. Overall, staff have adjusted well.
- There are a strong group of physicians who stand together.
- Some leadership changes in the past month, there is a good team and all spots have been filled. This will boost morale.

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

Dr. Ramirez did not attend this meeting.

##### **5.3 Report of the VP Corporate Services/CFIO**

W. Bye's report was circulated with the meeting package and he provided a short presentation on the following:

- Tracking a large surplus at the end of February.
- Strategically spent on small equipment in all departments, trying to finish the fiscal year at a balanced position. Outlook for next year is also very good.
- Discussion about Cybersecurity and board documents and in particular security of In-Camera items. The option of displaying in-camera documents during the Board meeting and not sending to Board members was discussed.

##### **5.4 Report of President and CEO**

J. Levac updated the Board on the following items:

- COVID and the Provincial Data
- Strategic Planning update
- Ontario Health Teams update
- Political update
- Redevelopment and the RFP
- Ministry of Labour visit

The Board raised questions about whether the current RCEC was appropriately structured to provide governance oversight as the redevelopment project moves into Stage 2. It was agreed that this would be addressed with legal counsel and others in due course.

### **5.5 Report of the Auxiliary President**

Gary Munro shared the following update:

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- Auxiliary held 2 sidewalk sales in March.
- Planning for raffle, including early bird draws. The main draw will take place in November.
- Local businesses are donating gift cards for the early bird draws.
- Auxiliary members approved acquiring vending machines for the Coffee Corner.
- Tag days will be held June 10<sup>th</sup> and 11<sup>th</sup>.

### **5.6 Report of the Foundation Board Chair**

B. Pavlin referenced his report included in the Meeting package including:

- Campaign cabinet meeting today, team is dedicated and committed.
- Could use some more solicitors to contact potential donors.
- Campaign is energized with the large matching gift campaign under way now.

## **6. SAFE, QUALITY CARE**

### **6.1 Report of the Chair, Board Quality Committee – A. Howard**

A. Howard advised that the Board Quality Committee had met on March 9<sup>th</sup>. There was a presentation by E. Speight on Paramedial services and by W. Willcott on facilities upgrades. Board Quality will have a special meeting on April 28<sup>th</sup> to approve the QIP.

### **6.2 Patient Experience Story**

A. Howard reviewed the patient experience story that was included in the package. Board members asked several questions.

### **6.3 Patient Experience Feedback Report**

A. Howard reviewed the patient experience feedback reports which were included in the meeting package. There were no comments or concerns about this data.

## 7. GOVERNANCE

### 7.1 Report of the Chair, Governance and Nominating Committee – S. Cunningham

S. Cunningham advised that the GNC had met on March 11<sup>th</sup>. Recruitment for board directors is ongoing. Recommendations will come to GNC to make recommendations to the Board of Directors. Discussed ONCA and J. Murray will update below. There was also discussion about updating the orientation manual. The GNC reviewed Policy 2.2-3 – Reimbursement of Board Director Expenses policy and recommended revisions will be reviewed by the Board at its next meeting.

### 7.2 AGM Date

Discussion about in person or virtual. Leaning towards Virtual. New date will be June 30<sup>th</sup>.

*MOTION: Moved by S. Cunningham, Seconded by W. Fairley.*

*“The date of the 2022 Annual General Meeting be and is hereby fixed as Thursday June 30<sup>th</sup>, 2022.”*

*All in favour. Motion passed.*

### 7.3 Monthly Report from the ONCA Working Group – J. Murray

C. Butler and J. Murray met and will meet again on May 6<sup>th</sup>. Looked at steps to make sure that SMH is compliant with new *Ontario Not-for-profit Corporations Act, 2010* (ONCA). A draft Work plan was circulated. Based on their review, we are largely compliant or exempt. The corporate By-law is the only apparent outlier. There are good templates to help us work through this process.

## 8. INVESTMENTS

### 8.1 Report of the Chair, Finance, Audit and Property Committee – J. Stubbs

J. Stubbs reported that the FAP held two regular meetings in March for regular committee business and then met a third time later in the month to consider and approve the Operating and Capital budget.

### 8.2 Financial Statements as at February 28, 2022

#### **Approval of the Financial Statements**

*MOTION: Moved by J. Stubbs, seconded by K. Mullins.*

*“That the Stevenson Memorial Hospital Financial Statements for the period ended February 28, 2022, as recommended by the Finance, Audit and Property Committee, be and are hereby approved.”*

*All in favour. Motion passed.*

### 8.3 Approval of the 2022/23 Operating Budget

*MOTION: Moved by J. Stubbs, seconded by S. Kaarlela.*

*“That the Stevenson Memorial Hospital 2022/23 Operating Budget, as recommended by the Finance, Audit and Property Committee, be and is hereby*

*approved.”*  
*All in favour. Motion passed.*

**8.4 Approval of the 2022/23 Capital Budget**

*MOTION: Moved by J. Stubbs, seconded by C. Butler.*

*“That the Stevenson Memorial Hospital 2022/2023 Capital Budget in the amount of \$2,197,391, as recommended by the Finance, Audit and Property Committee, be and is hereby approved, subject to a funding commitment by the SMH Foundation and approved banking facility.”*

*All in favour. Motion passed.*

**8.5 Approval of the 2021/22 Capital Carry Over**

*MOTION: Moved by J. Stubbs, seconded by N. Depta.*

*“That the Stevenson Memorial Hospital 2021/22 Capital Carry Over, as recommended by the Finance, Audit and Property Committee, be and is hereby approved.”*

*All in favour. Motion passed.*

**9. REPORT OF THE BOARD CHAIR**

J. Murray advised on his activities in the past month including:

- Premier’s visit in mid-March was the highlight of the month. Very impressed with staff presentations from various functional areas highlighting the impacts on patient care of SMH’s outdated facilities during the tour. These were very professionally done and underscored the commitment of SMH staff and physicians to the redevelopment project.
- Attended Campaign cabinet meeting. Group is excited by the Premier’s announcement.
- Attended Committee meetings for Finance, Audit and Property Committee, Governance and Nominating Committee as well as Board Quality Committee. Sub-committee for ONCA was established and initial work performed.
- Reviewing multiple funding letters

**ACCEPT ALL REPORTS**

*Motion: Moved by N. Jardine, seconded by A. Howard*

*“That all reports be and are hereby accepted as presented.”*

*All in favour. Motion passed.*

**10. IN CAMERA SESSION**

*Motion: Moved by D. Knight, seconded by W. Fairley.*

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

*All in favour. Motion passed.*

*Motion: Moved by K. Mullins, seconded by J. Stubbs.*

*“That the Board moves into open session.”*

*All in favour. Motion passed.*

**DRAFT**

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

- Five (5) new applications for privileges for members of the medical staff.”

**11. NEXT MEETING DATE**

The next Board meeting will be held Thursday May 5, 2022.

There being no further business, the meeting adjourned at 7:20 p.m. Moved by N. Depta.  
Motion passed.



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John Murray, Board Chair

Recording Secretary: Sharon Crowe