

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

May 3, 2018

Physical Therapy Department

5:00 p.m.

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**In attendance:**

**Elected Directors:** Michael Martin, Board Chair; Colleen Butler; Shelly Cunningham; Norm Depta; Paul Edmonds; Wendy Fairley; David Knight; Sheila Kaarlela; Marie-Pierre Lussier; John Murray; Jan Tweedy

**Ex Officio Directors:** Carrie Jeffreys, VP, Patient Services & Chief Nursing Executive; Diane Munro, President SMH Auxiliary; Marg Barber, Board Chair, Foundation; Dr. Barry Nathanson, Chief of Staff; Dr. Shazia Ambreen, President of Professional Staff

**Guests:** Heather Vanderlinde, Corporate Communications Specialist

**Regrets:** Darlene Blendick, Paul Heck, Jody Levac

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On May 1<sup>st</sup>, 2018 the Stevenson Memorial Hospital Board of Directors passed an electronic motion to approve the Foundation Case for Support and Key Messages that were reviewed and revised by a subcommittee of the Board as well as Hospital and Foundation Staff.

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

***"THAT that the Hospital Board of Directors approve the Foundation Case for Support and Key Messages documents as revised by the subcommittee."***

***All in favour. Motion passed.***

**1.0 WELCOME & CALL TO ORDER**

**1.1 Quorum**

M. Martin welcomed the Directors to the meeting and advised there was a quorum.

**1.2 Declaration of Conflict of Interest**

M. Martin 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

The following agenda items were added at the time of the meeting:

4b – Community Engagement & Communications Committee AGM update

4c – Redevelopment Update

***Motion: Moved by J. Murray, seconded by P. Edmonds.***

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

***All in favour. Motion passed.***

## 2.0 PRESENTATIONS

### 2.1 Social media for Board Directors

Heather Vanderlinde, Corporate Communications Specialist attended the meeting to give a presentation on the social media campaign of the Hospital and how Directors can access and use social media to support SMH. SMH has Facebook, Twitter, Instagram, and LinkedIn accounts that are all managed the Corporate Communications Department.

Ms. Vanderlinde provided information as to the use of social media to bring awareness to the Hospital events and promote services. Some examples of recent campaigns or hashtags were Faces of Stevenson - which garnered over 15,000 views on the post for the retirement of long standing employee Sue Heydon and Throwback Thursday – which showed a historical photo of the Mary McGill Building when still in use as a nurses’ residence.

**Action:** S. MacDougall will send the social media presentation to the Board electronically. H. Vanderlinde will present at a future meeting on Facebook security.

### 2.2 Alternate Funding Payment Models

M. Martin provided an information session on the funding alternatives for redevelopment.

Design Build Finance - In Design build finance the contractor funds the project until complete. This puts the responsibility on the contractor to stay on cost and schedule. This put another layer between the hospital and the Contractor (the lending company).

Build Finance – The Hospital is responsible for designing the project and then hiring a contractor to build it.

The difference between a traditional and design build is the addition of the design build contractor. The Hospital would put out a specification list as opposed to developing the design/drawings. The design build contractor is responsible for the design.

Design, Build, Finance and Maintain often this is for large hospitals. The Hospital then pays Lease to own payments to use the space and can charge back if services are not available/down.

### **3. CONSENT AGENDA**

- 3.1 Board of Directors Minutes – April 5, 2018
- 3.2 Finance Minutes – March 12, 2018

*Motion: Moved by S. Kaarlela, seconded by W. Fairley.*

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

*All in favour. Motion passed.*

### **4. REPORTS**

#### **4.1 Report of the Chief of Staff**

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

- Dept of surgery – a complete call rotation was held with no gaps for the first time.
- Equipment issues in the ED. Portable ultrasound & glide scope is being sourced.

#### **4.2 Report of VP, Patient Services/Chief Nursing Executive**

C. Jeffreys provided the following update:

- Next week is nurse’s week and there is a pancake breakfast, poutine bar, desert bar and pizza night planned. A nurse’s survival kit has been put together for the occasion. The theme nationally is “This is nursing”.
- Social media campaign for the Mammoth being held on May 15<sup>th</sup>.
- Sue Heydon is retiring with 50 years’ service at Stevenson. The retirement party is tomorrow.
- BIG Healthcare will be coming in to conduct an efficiency review.

#### **4.3 Report of the Foundation**

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

- A third party company called “This Run’s for You” hosted the SMHF Marathon the last weekend of April. There was double the number of participants and donations expected – over \$20K was raised for the Foundation.
- The Board was shown the Foundation Patient Impact video.

#### **4.4 Report of Auxiliary**

D. Munro referenced her written report circulated with the agenda and highlighted the following:

- 6 volunteers from Stevenson that received Ontario volunteer service awards from the Ministry of Citizenship & Immigration. One recipient received an award for 50 years of service.
- On June 26 a celebration for a volunteer Betty Beaven is planned to celebrate her 90<sup>th</sup> birthday. Betty averages close to 700 volunteer hours a year.
- D. Munro is stepping down after 5 years as President of the Auxiliary. There is a full slate of officers coming in and plans to stay on as a resource and will manage the coffee corner.

#### **4.b – AGM preparations**

W. Fairley provided the following report:

The AGM is to be held on June 19<sup>th</sup> at Beattie’s Distillers starting at 6:30pm. Dr. Barry Nathanson will be the keynote speaker. The look of the annual report will be different this year. The poster for the event is to go out next week.

#### **4.c – Redevelopment Update**

P. Edmonds provided the following update:

The planning grant letter of \$500K came with some requirements that need to be satisfied prior to receiving the cheque. The ministry is requesting that the stage one proposal be resubmitted with the outstanding questions answered. A letter from the Ministry expected to come and highlight the “planning parameters” and will have questions that require a response.

The Stage 2 submission is still being worked on. The narrative of the plans to raise the local share is being developed. As part of the functional programming that was completed to determine the specifications needed has increased the total cost of the build to \$150M. There is no impact to the local share as there was a contingency plan built in the \$30M ask.

The submission will have two parts, a priority capital plan & future capital plan.

May 31<sup>st</sup> is the tentative date for an SRC meeting and the submission will be submitted in July.

**Action:** M. Barber to direct the Foundation to change the narrative in the Foundation materials to read mid 2018 for the submission date.

#### **5. Report of Board Chair**

M. Martin provided the following update:

- A meeting with Mike MacEachern happened at the end of April in response to the question of additional funding request being denied and it was noted that the Central LHIN is the most underfunded LHIN in the network.
- CEOs and Board Chairs met recently and integrating opportunities were discussed.
- Recent meeting with the Chair of the Central LHIN – topics included integration, financials, and submissions.
- If the request is reasonable, the LHIN indicated they will advocate for the Hospital, but they are not in the business of finding the opportunities for the Hospitals.

**Action:** At a future meeting AMC should present the list of the all the clinical integrations at SMH.

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

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

***All in favour. Motion passed.***

**Approved June 7, 2018**

## 6. In Camera Session

**Motion: Moved N. Depta, seconded by P. Edmonds.**

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

**Motion: Moved by MP. Lussier, seconded by S. Kaarlela.**

***“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:

### **Approval of Medical Staff Appointments**

**Motion: J. Tweedy, seconded by D. Knight,**

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

- *four (4) new application for medical staff;*
- *two (2) changes in privileges; and*
- *one (1) renewal of temporary privileges.”*

***All in favour. Motion passed.***

## 7. Next Meeting Date

The next Board meeting will be held on Thursday, June 7, 2018.

There being no further business, the meeting adjourned at 7:50 p.m.



Michael Martin, Board Chair

Recording Secretary: Sarah MacDougall