

# Stevenson Memorial Hospital Meeting of Board of Directors

October 4, 2018

Physical Therapy Department

5:00 p.m.

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## **In attendance:**

**Elected Directors:** Colleen Butler, Board Chair; Darlene Blendick; Norm Depta; Jeff Stubbs (by phone); Wendy Fairley; Sheila Kaarlela; David Knight; Marie-Pierre Lussier; John Murray; Jan Tweedy

**Ex Officio Directors:** Jody Levac, President & CEO; Carrie Jeffreys, VP, Patient Services & Chief Nursing Executive; Margaret Barber, Board Chair, Foundation; Dr. Barry Nathanson, Chief of Staff; Dr. Shazia Ambreen, President of Professional Staff

**Staff:** William Bye, Chief Financial & Information Officer

**Guests:** Jodi Walker, Quality, Risk and Patient Experience Coordinator

**Regrets:** Shelly Cunningham, Carrie Jeffreys, Mike Martin, Gary Munro

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## **1.0 WELCOME & CALL TO ORDER**

### **1.1 Quorum**

C. Butler welcomed the Directors to the meeting and advised there was a quorum.

### **1.2 Declaration of Conflict of Interest**

C. Butler 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**

Move 3.2 to the Governance Report

Move 3.4 to the Finance Report

***Motion: Moved by J. Murray, seconded by J. Tweedy.***

***"That the Board of Directors accepts the agenda as amended."***

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

## 2.0 PRESENTATIONS

- **Board Scorecard**

J. Walker, Quality, Risk and Patient Experience Coordinator attended the meeting to present the Board Scorecard.

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

***“That the Board of Directors moves to receive the Board Scorecard as presented.”***

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

- **OHA Advanced Board Training Highlights**

C. Butler, MP, Lussier and J. Levac attended the OHA Rural Hospital and Advanced Board Training in May 2018. They provided the learnings from the Conferences.

## 3.0 CONSENT AGENDA

3.1 Board of Directors Minutes – Sept 6, 2018

3.3 Community Engagement & Communications Minutes – Sept 18, 2018

3.5 Board Quality Minutes – Sept 27, 2018

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

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

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

## 4.0 BUSINESS ARISING

### 4.1 Board Work Plan

C. Butler captured all the comments from the last meeting. Committees should review the terms of reference and work plans in conjunction with the Board work plan.

***Motion: Moved by N. Depta, seconded by W. Fairley.***

***“That the Board of Directors moves to receive the Board Work Plan as presented.”***

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

## 5.0 Reports

### 5.1 Report of President & CEO

J. Levac provided the following update:

- Continues to meet with local politicians to highlight the needs of the Hospital
- Two recent emergency teleconferences with Minister Elliott’s Office
- Continuing to build a relationship with local donors as they have a philanthropic committee which supports initiatives within the community

- Dr. Nathanson has accepted an invite to participate on a provincial advisory committee to represent critical care in small and medium size hospitals

## **5.2 Report of Chief of Staff**

Dr. Nathanson provided the following update:

- The Medical Affairs and Chief of Staff are without Administrative assistance at the moment
- Meditech – is on the physician advisory team at Southlake as Stevenson’s representative
- LEAN initiative is bringing about a sophistication needed here
- The Quality Improvement efforts should be mindful of efficiency vs. effectiveness
- Surge in the Hospital is due to a spike in respiratory illnesses
- Taking a role in driving the evolution of critical care services at Southlake
- Narcan kits are available on request from pharmacies as an antidote to opiate overdose
- SickKids event learning event hosted by SMH was well attended

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

Dr. Ambreen provided the following update:

- Next PSA meeting Nov 1<sup>st</sup>

Dr. Ambreen left the meeting at this time.

## **5.4 Report of Auxiliary President**

G. Munro circulated a written report.

## **5.5 Report of Foundation Board Chair**

M. Barber circulated a written report

## **6.0 SAFE, QUALITY CARE**

### **6.1 Patient Experience**

S. MacDougall read a letter from a patient who had visited the Hospital in Aug 2018 who was pleasantly surprised compared to a previous visit in 2011/12.

S. MacDougall provided the Board an update on the painting of SMH.

### **6.2 Critical Incident Report**

S. Kaarlela advised there was nothing to report.

**Action:** The Board requested information from the Critical Incident brought forward in the spring regarding a stroke patient.

### **6.3 Report of Chair, Quality Committee**

S. Kaarlela advised the following:

- The committee changed the terms of reference to increase to three advisory members
- Chair of the Quality meeting is cross appointed to the Ethics Committee
- The committee work plan was adjusted to ensure the committee will receive regular updates on the progress of the six LEAN projects and meetings will begin at the Huddle Board

### **7.0 POWER IN PARTNERSHIPS**

#### **7.1 Report of Chair, Community Engagement & Communications Committee**

W. Fairley advised the following:

- Quorum was not achieved
- Foundation is now going to send representation to the CECC
- The Hospital's Media Crisis Plan was reviewed

### **8.0 FINANCIAL HEALTH**

#### **8.1 Report of Chair, Finance Committee**

D. Knight advised the following:

- The July 31 decision to submit a balanced budget and revised HSAA agreement needs to be brought back to the Finance Committee later in October
- Foundation Financial Report is in development
- Emergency Planning Committee to be split reporting – Emergency Planning to come to Board Quality and Business Continuity will be reported to the Finance Committee

3.4 Finance Minutes – Sept 20, 2018

(5.8 the Quality Committee referred to is the Board Quality)

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

***“That the Board of Directors receives the Finance Committee Minutes as amended.”***

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

W. Bye provided a finance report on the Financials as at August 31<sup>st</sup>. Distributed with the agenda were the August 31, 2018 financial statements which showed a surplus of \$95, 242 for the month and a year-to-date surplus of \$237,503. The goal is to achieve at least a balanced budget after depreciation and amortization.

The revenue resources of the Hospital were reviewed. The parking revenue is down. Increased compensation for the LEAN projects and Meditech is looming. Funding for surge is now going to

reimbursed following this activity rather than received at the beginning of the season and based on projections. SHINE is ramping up; some technology upgrades have been necessary but the cost is covered by the surplus built into the project.

**Action:** Donors who invested in SHINE should be invited back for go live.

Jeff Stubbs left the meeting at this time.

## 9. GOVERNANCE

### 9.1 Report of Chair, Governance & Nominating Committee

J. Tweedy advised the following:

The 3.2 Governance & Nominating Minutes – Sept 7, 2018 were reviewed and the following changes were made:

Based on the results of the both the Board Assessment and Individual Director Assessment, it is the recommendation of the Governance & Nominating Committee that:

- 1) The Executive and HR committees jointly review the policies and if possible compress for CEO and COS management and report back to the Governance & Nominating Committee prior to going to the full Board for approval.
- 2) The revised selection and succession plan policies of the CEO and COS should be reviewed with the Elected Directors.
- 3) The Board Chair and Executive Committee continue monitoring the CEO and COS MPPs and report to the Elected Directors quarterly.
- 4) The Elected Directors should approve the CEO and COS MPPs annually.

The relevant policies that govern the CEO succession, performance and compensation will be circulate when the plans are reviewed.

**Action:** The CEO and COS succession plans will come to the Board with a presentation.

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

***“That the Board of Directors accepts the minutes of the Governance & Nominating Committee as amended.”***

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

There are four requests to attend the upcoming session, OHA Financial Literacy for Hospital Board Directors on Oct 19, 2018 with the cost being \$625/Director.

***Motion: Moved by J. Murray, seconded by MP. Lusseier.  
“That the Board of Directors accepts the recommendation of the Governance & Nominating Committee approves the requests for Board Education.”  
Motion passed. All in favour.***

\*Note: Colleen Butler, Norm Depta and Wendy Fairley abstained from voting.

## **10. Report of Hospital Board Chair**

C. Butler advised the following:

- The Board Orientation was held on Sept 19, 2018 and featured a more dynamic presentation which included a great session from Mary Beth Hennin on the Clinical Services of the Hospital
- Attended the Foundation’s Power Hour. Foundation representatives M. McLean and T. Wall will be coming on Nov 1<sup>st</sup> to do an education session for the Board.
- John Murray will chair the November 1<sup>st</sup> Meeting.
- 2019 Foundation Gala will be in June – ticket information has been circulated.
- BIG Healthcare coming to a later meeting to give a presentation.
- Dr. Nathanson will be giving a presentation to the Board in January 2019.

***Motion: Moved by J. Murray, seconded by D. Blendick.  
“That the Board of Directors receives all reports as presented”  
All in favour. Motion passed.***

## **11. In Camera Session**

***Motion: Moved D. Blendick, seconded by W. Fairley.  
“That the Board moves to the in-camera session.” All in favour. Motion passed.***

***Motion: Moved by J. Tweedy, seconded by J. Murray.  
“That the Board move back into the open session.” All in favour. Motion passed.***

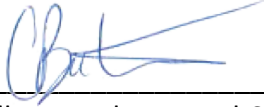
The Board Chair advised that the following motions arose from the in-camera session:

***Motion: Moved by D. Blendick, seconded by J. Murray.  
“That the Board of Directors directs the Board Chair and CEO to sign the planning grant as presented on September 28, 2018. The Board also encourages the CEO to continue to negotiate with all parties, for an integrated approach on the matter.”  
All in favour. Motion passed.***

**12. Next Meeting Date**

The next Board meeting will be held on Thursday, November 1, 2018.

There being no further business, the meeting adjourned at 8:05 p.m.



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Colleen Butler, Board Chair

Recording Secretary: Sarah MacDougall