

# MEETING MINUTES

## Board of Directors Meeting

Thursday October 6, 2022 @ 5:00 pm via Microsoft Teams



VALUES: Every day we deliver safe, high quality health care driven by our values.

I.C.A.R.E.

Integrity

Compassion

Accountability

Respect

Excellence

Member	Present/Response	Member	Present/Response
Norm Depta - Chair	Present	Nishika Jardine – Vice-Chair	Present
Jeff Stubbs – Treasurer	Regrets	John Murray – Past President	Regrets
Alison Howard	Present	Christina Wieder	Present
Colleen Butler	Present	David Knight	Present
Kevin Mullins	Present	Michael Vear	Present
Sheila Kaarlela	Present	Wendy Fairley	Present
Jody Levac – President and CEO	Present	William Bye – VP, CFIO	Present
Julia Sek – VP, CNE	Present	Dr. Jaco Scheeres, Chief of Staff	Regrets
Boris Pavlin – Chair, SMH Foundation	Present	Gary Munro – President of Auxiliary	Present
Dr. Ozzy Ramirez – Chair of Hosp. Med.	No Response	Sharon Crowe – Board Liaison, EA	Present

	Item for Discussion	Action/MRP
1.	<p><b>WELCOME, CALL TO ORDER AND LAND ACKNOWLEDGEMENT</b></p> <p><b>1.1 Quorum</b> N. Depta advised that a quorum was present.</p> <p><b>1.2 Declaration of Conflict of Interest</b> N. Depta 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.</p> <p>N. Depta also reminded Board members in attendance that they are deemed to have supported a motion if they do not expressly have their vote recorded otherwise in the minutes.</p> <p><b>1.3 Approval of the Agenda</b> <i>Motion: Moved by W. Fairley, seconded by C. Wieder.</i> <i>“That the agenda for the meeting, as presented, be and is hereby approved.”</i> <i>All in favour. Motion passed.</i></p>	N. Depta
2.	<p><b>PRESENTATION</b> There was no presentation this month.</p>	
3.	<p><b>CONSENT AGENDA</b></p> <p>3.1 Board of Directors September 1, 2022 3.2 Board Quality Committee Minutes – September 14, 2022 3.3 Governance and Nominating Committee Minutes – September 21, 2022</p>	N. Depta

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	<p>3.4 Finance, Audit and Property Committee Minutes – September 28, 2022</p> <p><i>Motion: Moved by S. Kaarlela seconded by A. Howard. “That the consent agenda items be hereby accepted.” All in favour. Motion passed.</i></p>	
4.	<p><b>REPORTS</b></p> <p><b>4.1 Report of the Chief of Staff</b></p> <ul style="list-style-type: none"><li>➤ Dr. Scheeres was absent from this meeting due to travelling with Team Broken Earth in Guatemala on a humanitarian mission. He is the lead surgeon for that group for surgeries that had been planned over the last 2 years.</li></ul> <p><b>4.2 Report of the VP, CFIO</b></p> <ul style="list-style-type: none"><li>➤ W. Bye referenced his written report which was including in the meeting package and presented a Power Point presentation on:<ul style="list-style-type: none"><li>• 2022-23 Financials</li><li>• 2022-23 Capital</li><li>• Technology updates</li></ul></li><li>➤ The presentation was sent to the board under separate cover.</li></ul> <p><b>4.3 Report of the VP, CNE</b></p> <ul style="list-style-type: none"><li>➤ J. Sek presented a Power Point presentation including updates on:<ul style="list-style-type: none"><li>• New and Ongoing Initiatives</li><li>• Staffing Update</li><li>• COVID-19 Cold and Flu Clinic</li><li>• COVID-19 update in the community and SMH</li><li>• Visitor Policy update</li></ul></li><li>➤ This presentation was sent to the Board under separate cover.</li></ul> <p><b>4.4 Report of the President and CEO</b></p> <ul style="list-style-type: none"><li>➤ J. Levac presented a Power Point presentation including updates on:<ul style="list-style-type: none"><li>• HHR Crisis and Overtime – Challenges/Strategies</li><li>• Redevelopment</li></ul></li><li>➤ This presentation was sent to the Board under separate cover.</li></ul> <p><i>Motion: Moved by W. Fairley, seconded by S. Kaarlela. “That the Board of Directors grants authority and permission for the CEO and Board Chair to award the contract to the successful bidder following BPSS compliance process outlined by Plexus and with legal guidance from Miller Thomson.”</i></p>	<p>Dr. Jaco Scheeres</p> <p>William Bye</p> <p>Julia Sek</p> <p>Jody Levac</p>

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	<p><i>All in favour. Motion passed.</i></p> <p><b>4.5 Report of President of Professional Staff</b></p> <ul style="list-style-type: none"><li>➤ Dr. Ramirez was not in attendance.</li></ul> <p><b>4.6 Report of the Foundation</b></p> <ul style="list-style-type: none"><li>➤ B. Pavlin referenced his report that was sent in the meeting package.</li><li>➤ Redevelopment campaign, running out of prospects and more need to be developed.</li><li>➤ Recruiting another staff member to support the campaign.</li><li>➤ Annual campaign supports capital requests from the hospital. Lack of donations may impact next year's capital ask.</li></ul> <p><b>4.7 Report of the Auxiliary President</b></p> <ul style="list-style-type: none"><li>➤ G. Munro updated that volunteers are starting to return to the hospital at the information desk and starting in Med/surg and the ER within the week. There will be seven day a week coverage for the coffee machine.</li><li>➤ Ran a Volunteer info session for students and had 14 students attend.</li><li>➤ Raffle sales 85% of tickets have been sold.</li><li>➤ Gift Shop looking to open again, no time line as of yet.</li></ul>	<p>Dr. Ramirez</p> <p>Boris Pavlin</p> <p>Gary Munro</p>
5.	<p><b>ONTARIO NOT-FOR-PROFIT CORPORATIONS ACT (ONCA) WORKING GROUP</b></p> <p><b>5.1 Monthly Report</b></p> <p>Deferred this month. Will do a presentation at the November board meeting.</p>	<p>J. Murray/C. Butler</p>
6.	<p><b>HOSPITAL QUALITY</b></p> <p><b>6.1 Integrated Risk Management Review (IRM)</b></p> <p>N. Jardine reviewed the two documents included in the meeting package.</p> <p><i>Motion: Moved by N. Jardine, seconded by S. Kaarlela.</i></p> <p><i>"That the Board of Directors accept the Integrated Risk Management Framework as received and reviewed by the Board Quality Committee."</i></p> <p><i>All in favour. Motion passed.</i></p>	<p>N. Jardine</p>

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	<p><b>6.2 Quality of Care – Critical Incidents</b> A critical incident was relayed to the Board.</p> <p><b>6.3 Patient Story</b> N. Jardine outlined a patient story from the Emergency Department.</p> <p><b>6.4 Approval of Policy 2.1-4 Ethical Decision Making</b> Policy was reviewed by the Board Quality Committee and no amendments were made to this policy.</p> <p><i>“MOTION: Moved by N. Jardine, seconded by M. Vear.</i></p> <p><i>“That the Stevenson Memorial Hospital Board of Directors approves Policy 2.1-4 – Ethical Decision Making as received and reviewed by the Board Quality Committee.</i></p> <p><i>All in favour. Motion passed.</i></p>	
7.	<p><b>GOVERNANCE AND NOMINATING</b></p> <p><b>7.1 New Redevelopment Governance Committee</b> The GNC had discussion about assembly of the new Redevelopment Committee. There will need to be a bylaw change as the previous RCEC was a standing committee and the new committee will be an ad hoc committee.</p> <p><b>7.2 Approval of Policy 4.1-1 Selection of Board Officers and Committee Chairs</b> <i>“MOTION: Moved by W. Fairley, seconded by N. Jardine.</i></p> <p><i>“That the Stevenson Memorial Hospital Board of Directors approves Policy 4.1-1 – Selection of Board Officers and Committee Chairs as received and reviewed by the Governance and Nomination Committee.</i></p> <p><i>All in favour. Motion passed.</i></p> <p><b>7.3 Approval of Policy 4.1-6 Role and Responsibility of a Committee Chair</b> <i>“MOTION: Moved by W. Fairley, seconded by N. Jardine.</i></p>	W. Fairley

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	<p><i>“That the Stevenson Memorial Hospital Board of Directors approves Policy 4.1-6 – Role and Responsibility of a Committee Chair as received and reviewed by the Governance and Nomination Committee.</i></p> <p><i>All in favour. Motion passed.</i></p> <p><b>7.4 Terms of Reference</b>                      W. Fairley reminded Committee chairs that each Committee should send their reviewed and revised Terms of Reference to the Governance and Nominating Committee for review this year. These are reviewed every 3 years by the GNC.</p> <p><b>7.5 Work Plan</b>                      W. Fairley reminded Committee chairs that each Committee should be reviewing and revising their work plans yearly to correspond to their Terms of Reference.</p>	
8.	<p><b>FINANCE, AUDIT AND PROPERTY</b></p> <p><b>8.1 Financial Statements as at August 31, 2022</b>  <i>MOTION: Moved by M. Vear, seconded by A. Howard.</i></p> <p><i>“That the Stevenson Memorial Hospital Financial Statements for the period ended August 31, 2022, as received and reviewed by the Finance, Audit and Property Committee, be and are hereby approved.”</i></p> <p><i>All in favour. Motion passed.</i></p> <p><b>8.2 Policy 2.5-3 Borrowing</b>  <i>“MOTION: Moved by M. Vear, seconded by A. Howard.</i></p> <p><i>“That the Stevenson Memorial Hospital Board of Directors approves Policy 2.5-3 – Borrowing as received and reviewed by the Finance, Audit and Property Committee.</i></p> <p><i>All in favour. Motion passed.</i></p>	M. Vear

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	<p><b>8.3 Policy 2.5-4 Investing</b>  <i>"MOTION: Moved by M. Vear, seconded by S. Kaarlela.</i></p> <p><i>"That the Stevenson Memorial Hospital Board of Directors approves Policy 2.5-4 - Investing as received and reviewed by the Finance, Audit and Property Committee.</i></p> <p><i>All in favour. Motion passed.</i></p>	
<p><b>9.</b></p>	<p><b>REPORT OF THE BOARD CHAIR</b></p> <p><b>9.1 Update on special major projects committee</b>            Still accepting letters of interest from the board for interest in serving on the committee. Over the next month or two we will be reaching out.</p> <p><b>9.2 In person meetings</b>            In the process of looking at locations for hybrid type meetings.</p> <p><b>9.3 Accept All Reports</b>  <i>Motion: Moved by S. Kaarlela, seconded by D. Knight.</i></p> <p><i>"That all reports be and are hereby accepted as presented."</i></p> <p><i>All in favour. Motion passed.</i></p>	<p>N. Depta</p>
<p><b>10.</b></p>	<p><b>IN CAMERA</b>  <i>Motion: Moved by N. Jardine, seconded by C. Wieder.</i></p> <p><i>"That the Board moves to in-camera session."</i></p> <p><i>All in favour. Motion passed.</i></p> <p> </p> <p><i>Motion: Moved by D. Knight, seconded by K. Mullins</i></p> <p><i>"That the Board moves into open session."</i></p> <p><i>All in favour. Motion passed.</i></p> <p> </p> <p>The Board Chair advised that the following motions arose from the in-camera session:</p>	<p>N. Depta</p>

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	Approval of: <ul style="list-style-type: none"><li>• Seven (7) new applications for privileges for members of the medical staff;</li><li>• Four (4) additions to scope of practice privileges for members of the medical staff.</li><li>• Six (6) extensions in privileges for members of the medical staff; and</li><li>• Five (5) changes in privileges for members of the medical staff.”</li></ul>	
11.	<b>UPCOMING MEETING DATES/SPECIAL EVENTS</b> <ul style="list-style-type: none"><li>• Board Meeting – November 3, 2022</li><li>• Community Strategic Planning Event – October 13, 2022 Gibson Centre</li></ul>	N. Depta
12.	<b>DIRECTORS ONLY MEETING</b>	N. Depta
13.	<b>ADJOURNMENT</b> There being no further business, the meeting adjourned at 7:56 p.m.	N. Depta
14.	<b>Action Items Summary</b>	

A handwritten signature in black ink, appearing to read "Norm Depta".

**Norm Depta, Board Chair**

Minutes recorded by: Sharon Crowe