

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

October 7, 2021
Teams Meeting
5:00 p.m.

In attendance:

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

Ex Officio Directors: Jody Levac, President & CEO; Carrie Jeffreys, VP, Patient Services & Chief Nursing Executive; William Bye, VP, CFIO; Boris Pavlin, Chair, Foundation; Dr. Barry Nathanson, Chief of Staff

Staff: Sharon Crowe, Board Liaison

Guests: Jodi Walker, Director of Quality, Risk and Patient Experience; Dawn Davidson; Michael Vear; Sylvia Biffis

Regrets: Dr. O. Ramirez, President of Professional Staff; Gary Munro, President, Auxiliary

1.0 WELCOME, CALL TO ORDER & Land Acknowledgment – 5:02 pm

1.1 Quorum

J. Murray advised there was a quorum.

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. No declarations were made.

1.3 Approval of the Agenda

Motion: Moved by S. Kaarlela, seconded by D. Knight.

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

All in favour. Motion passed.

2. PRESENTATIONS

John Murray welcomed the advisory members from our Board Committees who had been invited to attend the educational portion of the meeting.

2.1 **Integrated Risk Management Framework – Jodi Walker**

J. Walker reviewed the new process of using the HIROC database to capture IRM's, using integrated risk management intake forms.

Retired risks were reviewed and two new risks were introduced to the Committee.

Wayne Willcott joined the meeting to help explain the risk: Operating Room – Humidity Control. The other new risk is the Medication Bar Code Scanning risk.

The Final Risk List was displayed which included 9 risks.

2.2 **Updated Not-For-Profit Legislation – S. Cunningham**

S. Cunningham presented a Power Point presentation on the new Ontario Not-for-Profit Legislation. The presentation was included in the meeting package.

S. Cunningham highlighted:

- Current and Future state
- Application and Transition to ONCA
- 12 tips cited by the PHA when transitioning
- What is next

Recommendation is that the Governance and Nominating Committee would determine a plan for us to transition to compliance.

ACTION: Look at Executive TOR about that Committee being able to make a decision regardless of the Board.

3. **CONSENT AGENDA**

3.1 Board of Directors Minutes – September 2, 2021

Motion: Moved by C. Butler, seconded by W. Fairley.

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

All in favour. Motion passed.

4. **BUSINESS ARISING FROM CONSENT AGENDA** – There was none.

5. **REPORTS**

5.1 **Report of the Chief of Staff**

Dr. B. Nathanson advised:

- Deliberation at MAC for support for the local and regional vaccination policies
- 4th wave of the Pandemic, gives kudos to the Government as we are in a favourable current state
- Meeting tomorrow with infectious disease specialists across Southern Ontario re: modality to treat mild COVID

5.2 **Report of the VP/CFIO**

W. Bye referenced his written report included in the meeting package, highlighting:

- Still struggling through COVID pressures. Working based on calculated risks without formal confirmation of funding in writing for Q3. Basing a lot of decisions

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on these calculated risks. Good reimbursement from govt. Cash flow has fluctuated.

- On capital side, W. Willcott and J. Walker have talked about the HVAC system. We received Exceptional circumstance funding of \$750,000.
- Working on new phone system RFP. 3 major vendors.
- Items on capital list include: new local server and new fire walls and new servers and firewalls at Tekicor for our HIS system. Keeping everything up to date. Concentrating a lot on the Cybersecurity front.
- Security company Garda having trouble filling shifts. This is across the industry. Hospital guards received a shift premium during COVID. When this was canceled, many guards quit. We have decided to bring security in house. Consistent 24/7 coverage. 3 full time and 3 part time staff. Security Budget has gone up quite a bit over the years.
- Going to hire a PSA (Personal Service Attendant).

5.3 Report of VP, Patient Services/Chief Nursing Executive

C. Jeffreys updated on:

- South Simcoe OHT Update
- Visitor Policy
- Assessment Centre
- Vaccination Update, staff and community
- Local COVID-19 incidence
- SMH COVID-19 positivity rates
- SMH occupancy rates

5.4 Report of President and CEO

J. Levac advised the Board on the following matters:

- Ontario Science Table – 4th wave
- Tottenham/Beeton Chamber of Commerce Presentation
- Redevelopment and Lou Biffis
- Strategic Plan
- Ontario Health update

5.5 Report of the President of Professional Staff

Dr. Ramirez was absent. No report received.

5.6 Report of the Foundation Board Chair

B. Pavlin referenced the written report circulated with the agenda and highlighted the following:

- HR matters – new CEO, doing well. New admin staff are onboarding but another staff member has left. 50% of the staff is new.
- Attended first campaign cabinet meeting. Lots of energy and enthusiasm. Very committed to reaching goals. New reporting and tracking system.
- Recent announcements show signs of momentum and big things happening.

- Discussion about board collaboration between SMH Board and Foundation Board.

5.7 Report of Auxiliary President

G. Munro was absent for the meeting.

6.0 CARE

6.1 Report of the Chair, Board Quality Committee

A. Howard advised the Board of the following:

Board Quality Terms of Reference were reviewed and no changes made. J. Walker attended the meeting and presented the Integrated Risk Management Framework. A. Howard also informed the Board she and J. Levac met with Committee Member Tony Singh regarding his deployment and his recommendation for a new committee member from CFB Borden.

MOTION: Moved by A. Howard, seconded by C. Butler

“That the Board of Directors approves the Integrated Risk Management Framework as recommended by the Board Quality Committee.”

All in favour, Motion passed.

6.2 Board Scorecard

A. Howard pointed out the Board Scorecard and Scorecard brief that were included in the Board Package. Not a lot of changes. Discussion about some areas that need to be looked at by Decision Support. Discussion about reporting of Violent Incidences and changing the target.

MOTION: Moved by A. Howard, seconded by S. Cunningham

“That the Board of Directors approves the Board Scorecard with amendments regarding #2 – Medication Reconciliation at discharge, target is 72%, we are at 91% but box is red, and # 11 – Discharge summaries received by primary care provider within 48 hours.

Target is 80%, we are at 87% with a red box.”

All in favour, Motion passed.

6.3 Patient Story

A. Howard highlighted the Patient Story that was included in the Board Package. Discussion that the Board would like the Patient Stories to be tightened up, and they would like more context relating to these stories.

7.0 INVESTMENTS

7.1 Report of the Chair, Finance, Audit and Property Committee

J. Stubbs advised the Board of the following:

Committee met on Sept 22nd. Presentation from W. Willcott on Facilities and approval of capital plans for the year. Terms of Reference and Work plan reviewed.

7.2 Financial Statement as of August 31, 2021

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J. Stubbs reviewed the Financial Statement as recommended by the Finance, Audit and Property Committee.

Approval of the Financial Statements

MOTION: Moved by J. Stubbs, Seconded by K. Mullins

“The Board of Directors approves the Financial Statements as of August 31, 2021 as recommended by the Finance, Audit and Property Committee.”

All in favour. Motion passed.

7.3 Policy Review – 2.5-1 - Annual Operating and Capital Plans Development

This policy was reviewed by the Finance, Audit and Property Committee and no changes made.

8.0 GOVERNANCE

8.1 Report of the Chair, Governance and Nominating Committee

S. Cunningham referenced her written report that was included in the Meeting Package. Board Education was discussed and a number of topics were suggested.

8.2 Board Evaluation Results – OHA

S. Cunningham discussed the survey results that were included in the Meeting Package. Some recommendations were, let’s get back to in person meetings, looking at the manner in which Board Meetings are evaluated and ideas for Board Education.

8.3 Policy Review – 2.2-1 – Roles and Responsibilities of Individual Board Directors and 3.2-1 – Process for Recruitment and Nomination of Directors

These policies were reviewed by the Governance and Nominating Committee and no changes were made.

Also talked about the Strategic planning policy from the Executive Committee which will be updated and taken to the Governance and Nominating Committee for review.

9.0 Report of the Board Chair

J. Murray advised:

- Executive committee met with committee chairs and minutes are included in the Consent Agenda
- Met 1:1 with J. Levac and Dr. B. Nathanson
- Attended campaign cabinet meeting
- Attended Foundation presentation yesterday. BMO donated \$430,000 which is 1% of the local share

Accept All Reports

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

“That the Board of Directors accepts all reports as presented.”

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All in favour. Motion passed.

10. In Camera Session

Motion: Moved by W. Fairley, seconded by N. Jardine.

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

All in favour. Motion passed.

Motion: Moved by A. Howard, seconded by D. Knight.

“That the Board moves into open session.”

All in favour. Motion passed.

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

- *Four (4) new applications for medical staff were approved; and*
- *Four (4) changes in privileges for members of the medical staff were approved.”*

5. Next Meeting Date

The next Board meeting will be held on Thursday, November 4, 2021.

There being no further business, the meeting adjourned at 8:15 p.m. Moved by D. Knight.



John Murray, Board Chair

Recording Secretary: Sharon Crowe