

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

September 5, 2019
Physical Therapy Department
5:00 p.m.

In attendance:

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

Ex Officio Directors: Jody Levac, President & CEO; Carrie Jeffreys, VP, Patient Services & Chief Nursing Executive; Margaret Barber, Board Chair, Foundation;

Staff: William Bye, Chief Financial & Information Officer; Sharon Crowe, Board Liaison; Dr. Barry Nathanson, Chief of Staff

Guests: Tanya Wall, Executive Director SMH Foundation

Regrets: Gary Munro, President SMH Auxiliary; David Knight; John Murray; Dr. O. Ramirez, President of Professional Staff;

1.0 WELCOME & CALL TO ORDER

C. Butler welcomed our new Board Directors, Alison Howard, Nishika Jardine and Kevin Mullins to the Board.

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 Approval of the Agenda

Motion: Moved by N. Depta, seconded by J. Tweedy.

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

All in favour. Motion passed.

2. PRESENTATION – Tanya Wall – Capital Campaign

T. Wall did a verbal presentation of the Capital Campaign and the launch taking place on October 1st. All Board Members should attend if able.

3. CONSENT AGENDA

- 3.1** Board of Directors Minutes – June 6, 2019
- 3.2** Board of Directors Minutes – June 12, 2019
- 3.3** Board of Directors Minutes – June 26, 2019

The following changes to the minutes were requested – Change June 6th minutes under 6.1 to Simcoe County Council.

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

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

All in favour. Motion passed.

4. REPORTS

4.1 Report of CEO

J. Levac provided the following Power Point update:

- Financials – DND and P4R
- OHT’s Update and Governance
- ICU-implementation and challenges
- Letter writing and political engagement
- Staff BBQ and updates on food trucks to SMH
- Signage and Building update
- Meeting with Executive-CEO performance
- Meditech Update
- Honda and Mr. Bye
- RPNAO Award

4.2 Report of the Chief of Staff

Dr. Nathanson’s provided the following update:

- ICU Update – Remote Critical Care support through Telehealth Ontario
- Current on site physicians will remain the MRP with remote support if needed
- Respiratory Therapist will help all patients in the hospital, not just the ICU
- Staff are hunkering down and working hard

4.3 Report of President of Professional Staff

Dr. Ramirez did not attend the meeting.

4.4 Report of VP, Patient Services/Chief Nursing Executive

C. Jeffreys provided the following update:

- J. Levac covered her items in his comprehensive report, ICU, OHT.

APPROVED

4.5 Report of the Foundation

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

- D. Knight and B. Pavlin have been working on the financial report
- Strategic planning and capital planning is in the written report
- Gala was a success –profit was approx. \$220,000. Will be doing something different for their big fundraiser next time

4.6 Report of Auxiliary

G. Munro was not at the meeting.

5.0 Safe, Quality Care – S. Kaarlela

5.1 Patient Experience Update – from June meeting – This will be deferred until the October Board meeting as the investigation is wrapping up and will be completed soon.

6.0 Report of Board Chair

C. Butler discussed the following:

6.1 Board Work Plan. This was reviewed and can be updated as necessary.

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

The Board of Directors approves the Board Work plan as received.

All in favour. Motion carried.

6.2 Balanced Scorecard Update - Every board meeting we will have a discussion on red indicators on the Scorecard. Management team personnel can come and present. Each item has an action plan and briefing note and is presented to Board Quality 4 times a year. This is brought to the Board in the next meeting following Quality. There are 7 red items at this time, and will be looked at over the next 3 meetings.

6.3 Board MOU Agreements – C. Butler wanted to bring to the attention of the Board the two MOU agreements we have. These were reviewed. C. Butler and M. Barber will sit down and look at the MOU between the Board and Foundation to see if it needs updating. J. Levac and T. Wall could be included. This meeting will happen after October 1st.

6.4 Board Orientation - A 1-hour Orientation session will be held for new board members and any other Board member that requests it. This will be a 1:1 Q&A with J. Levac. Send J. Levac questions when you have them. Orientation will be streamlined to questions.

6.5 Committees - C. Butler handed out a 2019-2020 Committee Summary for Elected Directors. This summarizes the committees we had last year to the committees we have this year. This highlights the committee, the Chair and the Board members on each committee.

APPROVED

*Motion: Moved by W. Fairley, seconded by N. Jardine.
"That the Board of Directors received all reports as presented"
All in favour. Motion passed.*

7. In Camera Session

*Motion: Moved by S. Kaarlela , seconded by J. Stubbs.
"That the Board moves to the in-camera session." All in favour. Motion passed.*

*Motion: Moved by N. Jardine, seconded by N. Depta.
"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:

- *Nine (9) new applications for medical staff;*
- *Seven (7) changes in privileges for members of the medical staff; and*
- *Five (5) renewals of temporary privileges."*

5. Next Meeting Date

The next Board meeting will be held on Thursday, October 3, 2019.

There being no further business, the meeting adjourned at 7:30 p.m. Moved by S. Cunningham.



Colleen Butler, Board Chair

Recording Secretary: Sharon Crowe

APPROVED