

Stevenson Memorial Hospital Meeting of Board of Directors

March 2, 2017

Physical Therapy Department

5:00 p.m.

In attendance:

Elected Directors: Michael Martin, Board Chair; Darlene Blendick (via teleconference); Colleen Butler; Alan Dresser; Paul Edmonds; Wendy Fairley; Robert Jurmalietis; Catherine Morden; Jan Tweedy

Ex Officio Directors: Jody Levac, President & CEO; Carrie Jeffreys, VP, Patient Services & Chief Nursing Executive; Diane Munro, President SMH Auxiliary; Marg Barber, Board Chair, Foundation; Dr. Shazia Ambreen, President of Professional Staff (via teleconference)

Guests: Kathy Stevenson, Manager, Quality, Risk & Patient Experience

Regrets: Dr. Barry Nathanson, Chief of Staff; John Murray, Paul Heck, Chief Financial & Information Officer; Dr. Ihab Khalil, Vice-President of Professional Staff

1. 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 Amendments to the Agenda

The following item was added to the agenda: Quality Improvement Plan

Motion: Moved by J. Tweedy, seconded by W. Fairley.

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

All in favour. Motion passed.

1.4 Presentation: Medical Assistance in Dying (MAID)

Dr. Nathanson will provide a presentation on MAID at the May Board meeting.

1.5 Presentation: 2017-18 Quality Improvement Plan (QIP)

K. Stevenson reviewed with the Board the following: 2016/17 Action Plan and what will be done for the indicators we have not yet met; draft 2017-18 QIP; and the narrative to accompany the QIP.

She advised that the draft QIP has been reviewed by internal stakeholders and in depth by the Board Quality Committee.

The Board held a lengthy discussion on the indicators and proposed targets and suggested some minor amendments. The Board agreed that the two targets to be tied to Executive Compensation will be: 1. Total ED length of stay (defined as the time from triage or registration whichever comes first to the time the patient leaves the ED) where 9 out of 10 complex patients completed their visits and 2. Would you recommend this hospital to your family and friends (inpatient care).

The Board agreed that the same compensation at risk used in 2016/17 will be used in 2017/18.

MOTION: Moved by A. Dresser, seconded by C. Butler, CARRIED.

"That the Board of Directors accepts the recommendation of the Quality Committee and approves of 2017-18 Quality Improvement Plan as amended."

All in favour. Motion passed.

2. CONSENT AGENDA

2.1 Board of Directors Minutes – February 2, 2107

2.2 Audit Committee Minutes – January 8, 2017

Motion: Moved by W. Fairley, seconded by R. Jurmalietis.

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

All in favour. Motion passed.

3. FINANCIAL HEALTH

3.1 Report of Chair of Finance

- **Update on Health Information System (HIS)**

A. Dresser provided the following update:

- Walk through meetings were held at Stevenson, Markham Stouffville Hospital, and Southlake Regional Health earlier this week and tomorrow a Kick-Off meeting will be held at Southlake.
- Both the Meditech contract and Letter of Intent have been signed and deposit paid.

At this point in time, Dr. S. Ambreen joined the meeting via teleconference.

M. Martin, on behalf of the Board of Directors, extended congratulations to Dr. Ambreen for her recent Council Award from the College of Physicians and Surgeons of Ontario. This prestigious Award is presented four times a year to physicians who have demonstrated excellence in the eight physician roles identified as the essential qualities needed to practice modern medicine.

3.2 Report of Chair of Audit Committee

D. Blendick provided an updated on the Audit Committee meeting on behalf of J. Murray who was absent from the meeting.

The January 8th Audit Committee planning meeting went very well and it is expected that it will be a smooth and straightforward audit. It was noted that the Finance Department does considerable work in advance of the Auditors being on-site in order to keep the audit time and costs down. At the meeting, both the Auditors and Management had an opportunity to meet with the Audit Committee, without each other in attendance, and there were no areas of concern expressed by either party.

The audited financial statements will be presented at the June Board meeting and then subsequently at the Annual General Meeting scheduled for June 13, 2017.

Due to the workload (e.g., implementation of HIS, Stage 2 Redevelopment proposal, year-end audit) and the amount of work to complete a Request for Proposal (RFP) for an Auditor, before the Annual General Meeting (AGM) when the auditors are appointed, the Board agreed the hospital should defer the RFP for an Auditor for 2018/19 and reappoint BDO at this year's AGM.

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

"That the Board of Directors recommends that the Hospital defer going out for a Request for Proposal for an Auditor for presentation at Annual General Meeting in 2018/2019."

3.3 Foundation Fundraising Report

M. Barber referenced her written report and highlighted that the Foundation has been focused on the "Transforming Stevenson Campaign" which is a \$8M campaign to raise funds for HIS, annual capital requirements and redevelopment planning costs." The campaign will be publically launched on April 1, 2017.

3.4 Capital Budget – Spending & Funding Update

The Hospital is in receipt of a letter from the Foundation, dated February 6, 2017, in which they confirm that the Hospital may reallocate the unspent redevelopment planning dollars from the 2016/17 capital budget to HIS and capital equipment.

4. Building the Best

4.1 Report of Chair of Stevenson Redevelopment Committee

- **Sole Sourcing Project Manager**

Early 2017, the Hospital's contracted Project Manager for the redevelopment tendered his resignation to pursue other activities. The Hospital is looking to fill this contracted position through a single sourcing option, versus going through a Request for Proposal, as there is an urgency to fill this position with the kick-off of Stage 2. Under the Public Sector (BPS) guidelines, it is possible to do this as long as you meet the eligible criteria for which Stevenson does.

The Stevenson Redevelopment Committee passed a motion recommending that the Hospital proceed to single source a Project Manager and authorized the President & CEO to establish a contact.

The Board discussed and agreed that it is satisfied that Management is working within the BPS guidelines and provided direction to the President & CEO to proceed with the hiring of a new Project Manager.

5. Our People

5.1 Report of Chair of Human Resources Committee

- **Update on Executive Compensation Plan**

D. Blendick advised that Hospitals are required to complete and post their Executive Compensation Plan on their website. The Human Resources Committee is taking a lead in the development of the Plan. The Hospital is currently working with an HR professional consulting company to provide some HR expertise and they are able to provide assistance in the development of the Executive Compensation Plan, therefore, there is no need to go out to a Request for Proposal on this item. The draft Plan will be posted on the website for 30 days for public consultation not later than September 2017. Once complete, the Plan must be forwarded to the Ministry for approval.

6. Other

6.1 Report of Chair of Governance & Nominating Committee

C. Butler provided a report on behalf of J. Murray who was absent from the meeting:

- **Role of Audit & Finance Committee** - this year, a joint Audit and Finance Committee meeting will be held with the Auditors to review the draft audited financial statements versus separate meetings.
- **Board Education Survey Results** - as a result of the Board education survey, items have been identified for Board education in the future; it is hoped that some of these items will be incorporated into the Board meetings. M. Martin suggested that some of the education budget can be used for Board education on Credentialing and Privilege issues for medical staff.
- **Advertisement for New Directors** – the ad for the Board vacancies has been advertised in local media for the last 2 weeks; deadline for applications is tomorrow.

7. REPORTS

7.1 Report of President & CEO

J. Levac provided the following update:

- The New Tecumseth Council passed a motion advising that Stevenson Memorial Hospital will be the charity of choice for any bingo/casino proceeds and the money will go towards HIS.
- Looking at an innovative and cost effect way to assist with community and political engagement and corporate communications. There will be a presentation at the upcoming Communications Committee meeting later this month.
- Working closely with the Central Local Health Integration Network (CLHIN) to finalize some one-time funding for Stevenson and possible base funding increase for the future.

7.2 Report of VP, Patient Services & Chief Nursing Executive

- Will be providing a presentation to the Board in the near future regarding transforming care at Stevenson. Part of this process will include corporate and departmental huddle boards which will be tied to the Hospital's Vision/Mission/Values, Strategic Plan, hospital projects and priorities.
- Lighthouse NINE Group has been engaged to provide leadership development with the senior leadership and managers.

7.3 Report of Chief of Staff

There was no report of the Chief Staff as he was absent from the meeting.

7.4 Report of President of Professional Staff

Dr. Ambreen advised that a solution is being worked on to provide the Obstetricians with a physician sleep room within the hospital.

7.5 Report of Auxiliary President

D. Munro provided the following update:

- The Auxiliary will be presenting the cheque to the Foundation in the amount of \$25K. Total contribution to the Foundation's Refurbish a Room Campaign is \$75K.
- Working on a joint project with Matthews House Hospice and My Sister's Place for Volunteer Week – a banner of volunteer appreciation will be hung in the Town the week of April 25th which will include all 3 organization's logos.
- Next project for the Auxiliary will be fundraising for 2 dialysis chairs; hope to raise enough money through Tag Day.

7.6 Report of Foundation Board Chair

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

- On behalf of the Foundation, extended congratulations to Dr. Ambreen.
- The Foundation will be publically launching their "Transforming Stevenson" campaign April 1, 2017. This is an \$8M campaign to raise funds for HIS and annual capital requirements.

7.7 Report of Hospital Board Chair

M. Martin advised he had nothing else to report on as all topics had been covered above.

Motion: Moved by P. Edmonds, seconded by C. Butler.

"That the Board of Directors receives all reports as presented"

All in favour. Motion passed.

8. In Camera Session

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

"That the Board moves to the in-camera session." All in favour. Motion passed.

Motion: Moved by R. Jurmalietis, seconded by D. Blendick,

"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: A. Dresser, seconded by P. Edmonds.

"That the Board accepts the recommendation of the Medical Advisory Committee to approve:

- Five (5) new applications for medical staff; and*
- Four (4) change in privileges for members of the medical staff."*

All in favour. Motion passed.

9. Next Meeting Date

The next Board meeting will be held on Thursday, April 6 2017.

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

Michael Martin, Board Chair

Recording Secretary: Sharon Knisley