

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

April 6, 2017

Physical Therapy Department

5:00 p.m.

In attendance:

Elected Directors: Michael Martin, Board Chair; Darlene Blendick; Colleen Butler; Alan Dresser; Wendy Fairley; Marie-Pierre Lussier; Derik McArthur; Catherine Morden; John Murray; 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. Barry Nathanson, Chief of Staff; Dr. Shazia Ambreen, President of Professional Staff

Staff: Paul Heck, Chief Financial & Information Officer

Regrets: Paul Edmonds; Robert Jormalietis; Dr. Ihab Khalil, Vice-President Professional Staff

Guest: Suresh, Parmachand, Stratovate Group

1.0 WELCOME & CALL TO ORDER

1.1 Quorum

M. Martin welcomed the Directors to the meeting and advised there was a quorum. He also welcomed new Board Directors Marie-Pierre Lussier and Derik McArthur.

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

Items deferred on agenda:

3.3 Human Resources Committee minutes – March 30, 2017

8.1 LHIN Resolution – Voluntary Integration

9.0 Report of Stevenson Redevelopment Committee

10.1 Policies – Process for Nomination of Directors; Investments; Hedging and Derivative

Motion: Moved by D. Blendick, seconded by A. Dresser.

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

All in favour. Motion passed.

2.0 SAFE, QUALITY CARE

2.1 Patient Experience

The Q4 data will be presented at the next Board meeting.

2.2 Critical Incident Report

There were no new critical incidents to report.

2.3 Report of Chair, Quality Committee

J. Tweedy advised the following:

- A new policy on Family Presence – 24/7 Visiting will be implemented. There will be a family lounge set up in the cafeteria for families. An official launch will be held in April.
- C. Jeffreys provided a presentation to the Quality Committee on “Transforming Care at Stevenson”. Looking to make performance visible in the hospital and as a result, there will be a corporate huddle board located in the hallway, across from the Foundation’s donor wall, which will articulate the hospital’s strategic goals, ICARE values, and corporate initiatives. As well, huddle boards will be located on all units which will feed into the corporate Board. It is expected that in the future, Board huddles will take place at the beginning of meetings.

At this point in time, J. Murray joined the meeting.

3.0 CHAMPIONS OF CARE

3.1 Report of Chair, Human Resources Committee

D. Blendick advised that the Committee is focusing on the Executive Compensation Framework and will have an update at the June Board meeting.

4.0 PRESENTATIONS

• Medical Assistance in Dying (MAID)

Dr. B. Nathanson provided a presentation on Medical Assistance in Dying (MAID), a copy of the presentation is included in the minute book. He spoke to the history, principles, legislation in dealing with medical assistance in dying, and steps. As of June 17, 2016, Canadians who meet specific criteria have the legal right to access medical assistance in dying. Any requests through Stevenson should be directed to Dr. Nathanson, Chief of Staff.

At this point in time, P. Heck joined the meeting and Drs. Nathanson and Ambreen left the meeting.

- **Stratovate Group**

S. Parmachand provided a presentation entitled “Building a Community and Marketing Engagement Plan,” a copy of which is included in the minute book. The presentation covered their approach, services, cultural charter and discussion on branding of Stevenson. A round of questions and answers followed.

M. Martin thanked S. Parmachand for his informative presentation and then he left the meeting.

The Committee discussed the presentation and debated the pros and cons of hiring a company versus hiring one employee for Corporate Communications. The Committee agreed that the major benefit to the hospital will be the breadth of experience and expertise available to the hospital. Stratovate has provided a list of deliverables to the CEO.

The Board agreed to undertake a 6 month trial period to see how this model works for the hospital. The cost would be \$30K for 6 months.

Motion: C. Morden, seconded by J. Murray.

“That the Board of Directors accepts the recommendation of the Communications Committee to hire Stratovate Group for Corporate Communications. The term of the contract will be for a 6 month period at a cost of \$30K.”

All in favour. Motion carried.

5.0 CONSENT AGENDA

As discussed under 1.3, the Human Resources Committee Minutes – March 30, 2017 was removed from the consent agenda.

- 5.1 Board of Directors Minutes – March 2, 2017
- 5.2 Quality Committee Minutes – March 14, 2017
- 5.3 Communications Committee Minutes – March 14, 2017
- 5.4 Finance Committee Minutes – March 16, 2017
- 5.5 Governance & Nominating Committee Minutes – March 10, 2017

Motion: Moved by D. Blendick, seconded by C. Morden.

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

All in favour. Motion passed.

6.0 FINANCIAL HEALTH

6.1 Report of Chair, Finance Committee

A. Dresser advised the following:

- **Financial Statements**

Advised that the hospital has a surplus of \$3,971 for the month of February and a year-to-date surplus of \$93,334K.

- **2017/18 Capital Budget**

Presented the 2017/18 Capital budget and source of funds to offset the capital purchases which is primarily the Foundation plus other funding sources, e.g., Health Infrastructure Renewal Fund (HIRF) and SMH contingency funding.

Motion: Moved by A. Dresser, seconded by MP Lussier.

“That the Board of Directors accepts the recommendation of the Finance Committee to approve the capital budget in the amount of \$6,459,094 subject to a funding commitment by the SMH Foundation, HIRF, and approved banking facility.”

All in favour. Motion carried.

- **Shared Health Information Network Exchange (SHINE)**

The project is progressing well. The Finance Committee has suggested that it could take the lead to monitor the controls and report on the status of the project to the Board. The Board was receptive to this suggestion.

Motion: Moved by A. Dresser, seconded by C. Butler.

“That the Board of Directors accepts the recommendation of the Finance Committee that regular updated reports and budget reports for SHINE be adopted as a regular standing agenda item to be reported to the Finance Committee on a monthly basis.

All in favour. Motion carried.

10. OTHER

10.1 Report of Chair, Governance & Nominating Committee

J. Murray advised the following:

- **Board Policy V-B-14 – Process for Review of Advisory Members to Serve on Board Committee**

The Board reviewed and agreed to the amended policy.

Motion: Moved by A. Dresser, seconded by C. Butler.

“That the Board of Directors accepts the recommendation of the Governance & Nominating Committee and approves Board Policy V-B-14 – Process for Review of Advisory Members to Serve on Board Committee as presented.”

- **Board Director Interviews**

Interviews with candidates will be held next week.

11. REPORTS

11.1 Report of President & CEO

J. Levac provided the following update:

- Kick Off meeting for the Health Information System project - held in March with Southlake Regional Health Centre and Markham Stouffville Hospital.
- Long Term Service Awards - presented to staff at a special ceremony held at the Hospital on March 7th.
- Strategic Plan Request for Proposal – in the process of evaluating the proponents' proposals.
- Capital Branch, Ministry of Health & Long Term Care – meeting and site visit held at Stevenson in March.
- Media Event – held by Jim Wilson, MPP, at Stevenson on March 24th. Mr. Wilson will be presenting a resolution at Queens Park, on May 18th, requesting that Stevenson receive a planning grant for redevelopment. Mr. Wilson is hoping that stakeholders will come to Queen's Park on May 18th to support our support. (**Note:** Queen's Park event will now take place on June 1, 2017).

11.2 Report of VP, Patient Services & Chief Nursing Executive

C. Jeffreys provided a presentation entitled "ED Report #1" a copy of which is included in the minute book. The report provided an analysis of the ED data from 14/15 to current and projects out to end of 2016/17. She highlighted that there has been a significant increase in Canadian Triage and Acuity Scale (CTAS) Level 1 (% wise), higher than increase in patient number of CTAS 4&5. Overall, 11% increase year over year in ER. C. Jeffrey noted that the ER is currently understaff compared to other similar sized hospitals. Additional ER resources will be added.

11.3 Report of Chief of Staff

The Report of the Chief of Staff was circulated with the agenda and there were no questions posted by the Board.

11.4 Report of President of Professional Staff

There was no report of the Professional Staff. Next meeting will be held later in April.

11.5 Report of Auxiliary President

D. Munro provided the following update:

- Biodegradable paper cups will now be used at the Coffee Corner.
- Recruiting a Convener for the Coffee Corner.
- On April 24th, 6 Auxiliary Members and 3 Student Volunteers will be attending the Ontario Volunteer Service Awards in Barrie.

11.6 Report of Foundation Board Chair

In addition to her written report, M. Barber presented the Naming Opportunities document that outlined the donor value ranges, \$50K to \$500K, for the purpose of

presentation to donor for naming rights. The term of naming rights will be for the life of the area (not to exceed 25 years) or the life of the equipment.

Motion: Moved by A. Dresser, seconded by W. Fairley.

“That the Board of Directors approves the naming opportunity values ranging from \$50,000 to \$500,000 as presented by the Stevenson Memorial Hospital Foundation for the purposes of presentation to donors for naming rights and that this presentation may be updated from time to time. Naming recognition may include an accumulation of gifts received for the Transforming Stevenson Campaign and the Redevelopment Campaign. The term of naming rights will be for the life of the area (not to exceed 25 years) or the life of the equipment.”

All in favour. Motion carried.

Motion: Moved by D. Blendick, seconded by A. Dresser.

“That the Board of Directors receives all reports as presented”

All in favour. Motion passed.

12. Next Meeting Date

The next Board meeting will be held on Thursday, May 4, 2017.

There being no further business, the meeting adjourned at 9:00 p.m.



Michael Martin, Board Chair

Recording Secretary: Sharon Knisley