

Stevenson Memorial Hospital Meeting of Board of Directors

September 7, 2017

Physical Therapy Department

5:00 p.m.

In attendance:

Elected Directors: Michael Martin, Board Chair; Darlene Blendick; Colleen Butler; Norm Depta; Wendy Fairley; Sheila Kaarlela; David Knight; Marie-Pierre Lussier; 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 (via teleconference)

Staff: Paul Heck, Chief Financial & Information Officer

Regrets: Paul Edmonds; Robert Jurmalietis; John Murray; Dr. Ihab Khalil

1.0 WELCOME & CALL TO ORDER

1.1 Quorum

M. Martin welcomed everyone, including the new Directors, to the meeting and advised there was a quorum. The new Directors provided a brief background on themselves.

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 Approval of the Agenda

Motion: Moved by C. Butler, seconded by J. Tweedy.

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

All in favour. Motion passed.

2. CONSENT AGENDA

2.1 Board of Directors Minutes – May 31, 2017

Board of Directors Minutes - June 13, 2017

Motion: Moved by MP Lussier, seconded by W. Fairley.

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

All in favour. Motion passed.

3. REPORTS

3.1 Report of CEO

J. Levac provided the following update:

- Stevenson Redevelopment Committee meeting has been scheduled for September 26th. Ongoing discussions continue with the Central Local Health Integration Network (CLHIN) and Ministry of Health and Long Term Care (MOHLTC). First round of User Groups held this week with staff seeking input for the Stage 2 Functional Plan Submission; second round of User Groups will be held the last week of September. It is expected that the Stage 2 Submission will be forwarded to the MOHLTC by March 31, 2018.
- Staff appreciation BBQ held on June 26th; great turn out.
- KM&T has been engaged to refresh the Hospital's Strategic Plan.
- Transforming Care Huddle Boards have been posted throughout the Hospital. In the future, the Board will start their meeting at the Corporate Huddle Board to get an update on how the organization is performing.
- Presented on Redevelopment at the Alliston Business Mixer (Mix at 6) on June 25th.
- The Senior Leadership Team sponsored 2 staff to participate in the Nottawasaga Golf Tournament.
- Continue to peruse the Charity Bingo in which the proceeds going to the Town and the Hospital being the benefactor.
- Hired Chief Information Officer (Bill Meredith) for the Meditech partnership with Southlake Regional Health Centre and Markham Stouffville Hospital.
- Presented on Redevelopment at the Mayor's Breakfast on June 15th.
- Excellent turnout for the June 1st Queen's Park Rally.
- Kelly Rowntree has been hired as the new Manager, Quality, Risk and Patient Experience.
- Attended the CEO County of Simcoe Alliance meeting on June 23rd in which a resolution was passed for the County for the Hospital's shares. SMH will receive \$10M over 15 years.
- On June 28th, attended a cheque presentation in which Flato donated \$50K to the Foundation.
- In the process of hiring an individual for Corporate Communications who will be shared between the Hospital and Foundation.
- Will be presenting at a Town Hall Meeting at Kingsmere on September 21st on Redevelopment.
- Recognized C. Jeffreys and the significant work she has been doing in development of several proposals for the CLHIN to obtain additional funding.
- Attended a meeting at Base Borden to talk about hospital services for their employees which, in turn, creates revenue for the Hospital.
- In July, had the opportunity to represent Stevenson and drive a Honda vehicle in the Indy Parade.

3.2 Report of the Chief of Staff

Dr. Nathanson referenced his written report circulated with the agenda. He recognized the professional staff who is doing a great job at the Hospital considering they are working with a limited IT system and antiquated Hospital. Professional staff welcome the implementation of the Meditech system.

3.3 Report of President of Professional Staff

Dr. Ambreen advised she expects to have an update at the next Board meeting following the September meeting of the Professional Staff.

3.4 Report of VP, Patient Services/Chief Nursing Executive

C. Jeffrey provided the following update:

- Provided an update on the Transforming Care initiatives. The Board to Bedside Wall, which is located in the hall adjacent to the Emergency Room, is progressing and the Board will start with a 15 minutes huddle before each Board meeting. The Hospital is still in the early stages of the journey of the huddle boards. She noted that the senior leadership huddles weekly before their meetings. As well, all departments have their own huddle board and are starting to populate with relevant data.
- The Hospital did make an investment in the ER to help with increased visits based on the ER data previously presented to the Board.
- The Patient & Family Advisory Council (PFAC) has suggested that privacy curtains be hung in the ER hallways to provide patient privacy to those who are in stretchers in the hall. This is being trialed for feedback from staff and patients.
- Recently submitted 3 proposals for the CLHIN for additional one-time funding for telemedicine; mental health team, and ER Surge improvement pilot project.

3.5 Report of Foundation

In addition to her written report circulated with the agenda, M. Barber referenced the updated Case for Support circulated at the meeting for Board members' information.

3.6 Report of Auxiliary

In addition to her written report circulated with the agenda, D. Munro advised that effective May 2017, the Auxiliary has a full slate of Officers.

3.7 Report of Board Chair

M. Martin advised the following:

- J. Levac's Secondment has come to an end and he is now a permanent employee of Stevenson. The Management Services Agreement (MSA) between Stevenson and Southlake will be amended to reflect this change.
- Referenced an investigation report on the Brant Health Care System that has recently gone into supervision. The report raises relevant points on how Boards can learn to do a better job. The link will be shared with the Board.

4. Report of the Governance & Nominating Committee

C. Butler advised that the Governance & Nominating Committee undertook interviews of individuals to sit on different Board Committees that had Advisory Member vacancies.

Motion: Moved by N. Depta, seconded by S. Kaarlela.

That the Board of Directors accepts the recommendation of the Governance & Nominating Committee and appoints the following Advisory Members:

- 1. THAT Janice Britton, Shelly Cunningham, and Cheryl Nuttal be recommended to the Board for appointment as Advisory Members;**
 - 2. THAT Janice Britton and Cheryl Nuttal be recommended to the Board for appointment as Advisory Members to the Audit Committee;**
 - 3. THAT Shelly Cunningham be recommended to the Board for appointment as an Advisory Member to the Finance Committee;**
 - 4. THAT Janice Britton and Shelly Cunningham be recommended to the Board for appointment as Advisory Members to the Governance and Nominating Committee;**
 - 5. THAT Shelly Cunningham be recommended to the Board for appointment as an Advisory Member to the Human Resources Committee; and**
 - 6. THAT Janice Britton be recommended to the Board for appointment as an Advisory Member to the Quality Committee.”**
- All in favour. Motion passed.**

5. Report of Human Resources

The Human Resources Committee has been meeting over the summer to review the Executive Compensation Framework. The MOHLTC has changed the rules which resulted in the Committee going back to the Consultant to align the submission with the new requirements. The Framework is due September 29th. Information will be posted on the website for 30 days for public consult (date to determine). It was agreed that the Board should approve the information to be posted on the Hospital website.

6. Finance Update

P. Heck provided an update on the financial position of the Hospital advising of the year-to-date surplus as at July 31, 2017 is \$236K. Expect another surplus for the month of August. Finance is building up reserves for when surge hits in the winter months which will have a financial impact on the Hospital. Some of the surplus has been achieved through gapping of positions; however most of these positions will be filled in the Fall.

7. Shared Health Information Network Exchange (SHINE)

P. Heck advised that all teams continue to meet weekly in the building of the new Meditech System. The SHINE Executive Committee meets bi-weekly to monitor the progress. The draft SHINE Master Agreement will be presented to the Board in October and will require a motion to approve. This information will be sent out well in advance of the meeting for the Directors to review. The Go Live Date for Stevenson and Southlake has been pushed out to March 31, 2018. Markham-Stouffville Hospital will Go Live December 1, 2017. Overall, the project is on budget.

Motion: Moved by J. Tweedy, seconded by W. Fairley.
“That the Board of Directors receives all reports as presented”
All in favour. Motion passed.

Motion: Moved W. Fairley, seconded by MP. Lussier.
“That the Board moves to the in-camera session.” All in favour. Motion passed.

Motion: Moved by D. Blendick, seconded by J. Tweedy.

"That the Board move back into the open session." All in favour. Motion passed.

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

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

"That the Board accepts the recommendation of the Medical Advisory Committee to approve the following medical staff appointments:

- ***five (5) new applications;***
- ***three (3) change in privileges; and***
- ***one (1) renewal of privileges."***

All in favour. Motion passed.

10. Next Meeting Date

The next Board meeting will be held on Thursday, October 5, 2017.

There being no further business, the meeting adjourned.



Michael Martin, Board Chair

Recording Secretary: Sharon Knisley