

**Stevenson Memorial Hospital
Meeting of the Board of Directors
Thursday, May 14, 2015**

5:00 p.m.

Offices of Township of Adjala-Tosorontio
7855 30th Sideroad, Alliston, ON

In attendance:

Elected Directors: Alan Dresser, Board Chair; Colleen Butler; Harry Cassie; Paul Edmonds; Paul Heck; Michael Martin; Catherine Morden; John Swinden; Jan Tweedy

Ex Officio Directors: Jody Levac, President & CEO; Shannon Landry, Vice President/Chief Nursing Officer; Ann Hamby, President SMH Auxiliary; Marg Barber, SMH Foundation; Dr. Oswaldo Ramirez, Chief of Staff; Dr. Stephen Tomini, President of Medical Staff

Guests: Tom Tworzynski, Chair, Fundraising Committee, SMH Foundation

Consultants: Susan Conner, Tannis Chefurka; Ryan Stitt

Regrets: Darlene Blendick; Robert Jurmalietis; Dr. Ihab Khalil, VP, Medical Staff; Terry Kuula, CFO

The Board held a moment of silence in memory of the late Glenn Rae, President, Stevenson Memorial Hospital Foundation.

1. Call to Order

A. Dresser called the meeting to order.

2. Approval of the Agenda

The agenda was accepted as circulated.

3. Conflict of Interest

A. Dresser reminded those in attendance of their responsibilities as Board members with respect to the Conflict of Interest as outlined in the Corporation Bylaws and asked if anyone present wished to declare a conflict of interest. No declarations were made.

4. Approval of the minutes – April 2, 2015

The Board minutes of April 2, 2015 were circulated with the agenda. The Board Chair declared them accepted as presented.

5. Business Arising from previous minutes

Further to the critical incident reported on at the April Board meeting, S. Landry advised that a root cause analysis is being undertaken and update will be reported at the June Board meeting.

6. Foundation Update – Tom Tworzyanski, Chair, Fundraising

T. Tworzyanski provided the following update:

- Hired a contract person with experience in philanthropy and donor development.
- Retained Campaign Counsel to advise the Foundation on campaign planning and development.
- Will formally launch the campaign when about 60% of the funds have been raised.
- Over 500 guests attending the May 29th Gala
- Live, Silent and Equipment auction held at Gala.
- Foundation Board Members have made a personal financial commitment and are challenging the Hospital Board Members to match or exceed its commitment.

7. Stevenson Memorial Hospital/Southlake Regional Health Centre – Management Services Agreement/Memorandum of Understanding Evaluation

The Board was asked to complete and submit an evaluation form related to the Stevenson/Southlake Management Services Agreement/Memorandum of Understanding. The Southlake Board will also be completing the evaluation.

8. Stevenson Redevelopment Committee (SRC) Update

P. Edmonds introduced and welcomed the consultants: Susan Conner, Tannis Chefurka, and Ryan Stitt to the meeting.

8.1 SRC Master Plan Presentation: SMH Redevelopment: 3 Design Options

a) Part A: Master Program and Service Delivery Report

T. Chefurka provided a presentation which summarized the historical and projected workload comparison data for the 5 key areas (ER, OR, DI, Lab and Beds), along with a description of modelling methodology used. All projections and associated space modelled for each of the 5, 10 and 20 year timeframes.

b) Three (3) Distinct Hospital Redevelopment Plans and Layouts for review and discussion

R. Stitt presented 3 distinct options for the Master Plan. It was highlighted that all 3 options are very different from each other and show an expansion to the southwest, northwest, and the north end of the hospital. It was pointed out that these options were presented to user groups and the medical staff for input on their preferred option.

Further to a question raised at the April 28th Stevenson Redevelopment Committee (SRC) meeting, the consultants confirmed that it is not feasible to place the helipad on the roof of the hospital. The Pre Capital submission planned for the helipad to be offsite, however strong opposition has been expressed by the medical and hospital staff who would like to see it

preserved on hospital property if at all possible. The Board concurred with the medical and hospital staff preference, however agreed it should not have an impact on the decision to choose a preferred option for the redevelopment of the hospital.

It was noted that other technical questions were also raised at the April 28th SRC meeting regarding the 3 options which will be addressed by the consultants at the next SRC meeting. For Board member's information, the responses to those questions were circulated.

c) Project Costs and Local Share Estimates

The Board reviewed the project costs and local share estimates for all 3 options.

d) Critical Path – Stage 1 Completion

S. Conner reviewed the critical path for completion of Stage 1 in order for the Proposal to be submitted to the Ministry of Health & Long Term Care (MOHLTC) and Central Local Health Integration Network (Central LHIN) the week of June 22, 2015.

8.2 Stakeholder: Engagement and Feedback

P. Edmonds reviewed the results from various stakeholders which respect to the 3 Master Plan options.

S. Connor also advised that a meeting was held with the MOHLTC and the Central LHIN on May 7th to review the draft Stage 1 Proposal; she highlighted the positive feedback received from the meeting.

8.3 Next Steps to Arrive at a Preferred Design Option

Susan Conner highlighted next steps:

- Consultants will undertake a Structural Assessment of Options A & C (Option B is similar to Option C so data will be comparable).
- Complete Phasing Plan, Update Costing Preliminary Schedule to Complete Construction for Option A & C (Option B is similar to Option C so data will be comparable).
- A special meeting of the SRC and Board will be called to review the results of the above two items that need to be further investigated before the Stage 1 Proposal is submitted to the MOHLTC and Central LHIN.
- At the May 7th meeting, the MOHLTC and Central LHIN indicated a preference for Option C. They expressed views of staffing efficiencies due to adjacency and operationally more efficient.

9. Comparative Operating Efficiencies

- **Inpatient Team (Birthing and Med/Surg on same floor): Option C**
- **Inpatient Team (Birthing and Med/Surg on 2 floors): Option A**

The Consultants reviewed with the Board two different options with the Inpatient Team (Birthing and Med/Surg) being on the same Floor (Option C) or being on 2 separate floors (Option A) and discussed the pros and cons in efficiencies and cost of both options.

The MOHLTC and Central LHIN indicated that they viewed efficiency between design Option C vs. A in that the Birthing and Med/Surg being on same floor adjacent. The value of this efficiency is being completed to SMH Administration.

10. Report of CEO

J. Levac provided an update on the following:

- Since declaring an outbreak of Clostridium Difficile on April 15, 2015, the hospital has had zero transmission of the bacteria.
- Alliston & Area Physician Appreciation Event will be held on June 18th for any Board Members wishing to attend.
- North York General Hospital will be partnering with SMH and providing training to our Leadership Team on the Patient Experience.
- Acknowledged and thanked Shannon Landry, along with all Stevenson Nurses in recognition of Nurses Week.

11. Next Meeting Date

The next Board meeting is scheduled for June 4th followed by another special Board meeting (date to be determined) so that the Board may vote on its preferred master plan option.

There being no further business, the meeting terminated at 8:30 p.m.



Alan Dresser, Board Chair

Recording Secretary: Sharon Knisley