

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

Thursday, April 4, 2013  
Physical Therapy Department  
5:00 p.m.

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**In attendance:**

**Elected Directors**

John Swinden, Board Chair; Scott Anderson; Darlene Blendick; Alan Dresser; Paul Farley; Debbie Hudson; Marilyn Lawrence; Michael Martin; Catherine Morden; Jim Poling; David Purvis

**Ex Officio Directors**

Annette Jones, President & CEO; Shannon Landry, Vice President/Chief Nursing Officer; Glenn Rae, President, SMH Foundation ; Dr. Nancy Merrow, Interim Chief of Staff; Dr. Stephen Tomini, President of Medical Staff

**Staff**

Terry Kuula, interim Chief Financial Office

**Regrets:**

Paul Edmonds; Diane Munro, President SMH Auxiliary

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**1. Call to Order**

J. Swinden called the meeting to order.

**2. Conflict of Interest**

J. Swinden 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.

**3. Minutes of the meeting held on March 7, 2013**

***Motion: Moved by P. Farley, seconded by A. Dresser, CARRIED.***

***“That the Board of Directors approves the minutes of March 7, 2013 as presented.”***

**4. Goal 1 – Safe, Quality Care**

**4.1 Patient Experience**

There was no patient story to share this month.

#### **4.2 Critical Incident Report**

There were no new critical incidents to report.

#### **4.3 Report of Quality Committee**

The Committee has not met since the last Board meeting.

#### **4.4 Report of President of Medical Staff**

Dr. Tomini provided the following update:

- General meeting staff. Medical staff dues will increase and medical staff Officers will be exempt from paying dues as a small form of compensation.
- Presentation provided on quality based procedures (QBPs) to provide a general understandings of the new funding formula and possible impacts of funding on the Hospital.
- Reviewed and accepted the draft Professional Staff Bylaws.

#### **4.5 Report of Chief of Staff**

Dr. Merrow referenced her written report circulated with the agenda and highlighted the following:

- Chief of Service/Physician Leaders undertook 360 Review. Each Chief will have a performance plan on the Hospital Strategic Goals, and exigencies in their respective departments.
- The Medical Advisory Committee approved the draft Professional Staff Bylaws which will now be forwarded to the Governance & Nominating Committee for review and then subsequently to the Board for approval.
- A draft outlined of the Hospitalist Program Rules and Regulations was reviewed by the Medical Advisory Committee. A final draft will be presented at their next meeting for approval.

***Motion: Moved A. Dresser, seconded by D. Purvis, CARRIED.  
"That the Board moves to the in-camera session."***

***Motion: Moved by A. Dresser, seconded by D. Blendick, CARRIED.  
"That the Board move back into the open session."***

The following motions were arising from the in-camera session.

#### **New Applications**

***Motion: J. Swinden, seconded by D. Purvis, CARRIED.***

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

- ***change in privileges for three (3) members of the medical staff; and***
- ***reoccurring temporary privileges for twenty-five (25) members of the medical staff."***

**6. Goal 2 – Champions of Care**

**6.1 Report of Human Resources Committee**

The Committee has not met since the last Board meeting. The next meeting is scheduled for April 11, 2013.

**7. Goal 3 – Power in Partnerships**

**7.1 Report of the Communication Committee**

- **Report of Communication Specialist**
- **Media Report**

Circulated with the agenda were the minutes of March 13, 2013 along with the Report of the Communication Specialist and Media Report.

J. Poling advised that the Annual General Meeting (AGM), scheduled for June 18, 2013, will be held in the cafeteria at the Hospital. Dr. Merrow has agreed to be the guest speaker for the evening.

The Committee has not done any further work to define the term clinical integration in layman's terms of the general public. The recent CEO column in local media focused on clinical integration in order to get the message out to the public in a forum that was easy to understand.

Stevenson will be celebrating its 85<sup>th</sup> anniversary this summer. In recognition of this event, the Herald is publishing a special edition to recognize the 85<sup>th</sup> anniversary. Likely a small event will be held for staff.

**8. Goal 4 – Finance**

**8.1 Report of Finance Committee**

- **Financial Statements as at March 21, 2013**

Circulated with the agenda were the minutes of March 21, 2013.

The financial statements show a surplus of \$4,938 for the month of February and a year-to-date deficit of \$46,180. The Hospital continues with its moratorium on overtime and minor equipment purchases. The Hospital is moving in the right direction to achieve its target of a balanced budget, however, it is currently projecting a deficit of approximately \$18K at March 31, 2013.

Circulated with the agenda was the draft Hospital Service Accountability Agreement (H-SAA) Amending Agreement that has been signed by both the CEO and Board Chair and submitted to the Central LHIN. The extension is for 6 months until a final agreement is prepared by the Central LHIN for Board approval.

Management is working on the 2013/14 budget and expects it will be reviewed by the Finance Committee at its April meeting and then subsequently, be presented to the Board at its May meeting.

The Finance Committee was provided with a presentation on the 2012-2016 IT/IM Strategic Plan for the ICT (Information and Communications Technology) Collaborative for Stevenson Memorial Hospital, Southlake Regional Health Centre and MacKenzie Health. As part of the electronic health record, the ICT Collaborative hopes to reach stage 6 of 7 in the next 3 years. Currently, Stevenson expects to meet Stage 3 once it has implemented the Electronic Nurse Charting Horizon Expert Documentation. As Stevenson proceeds with the above, the Hospital will need to find very imaginative ways to fund and pay for the IT initiatives.

## **9. Goal 5 – Building the Best**

### **9.1 Report of Future Health Care Centre Committee (FHCCC)**

The Committee has not met since the last Board meeting. The Hospital does not expect to hear back from the Central LHIN until sometime in May after the LHIN Board meets.

## **10. Other Committees**

### **10.1 Report of Governance & Nominating Committee**

The Committee has not met since the last Board meeting.

The Board members were provided with an electronic copy of the Corporate Bylaws which had been electronically circulated for their review and comment. It is expected that the draft Corporate Bylaws will be presented at the May Board meeting for approval and subsequent ratification at the AGM.

The draft Professional Staff Bylaws will be circulated to the Board in the near future for review and approval following the above timeline.

The Board Evaluation forms were circulated to the Board electronically and are due April 17<sup>th</sup>. Upon compilation of the results, the Governance & Nominating Committee will review the results at their May meeting and then a summary of the results will be presented to the Board at a subsequent meeting.

### **10.2 Report of Executive Committee**

The Committee has not met since the last Board meeting. The Committee will next meeting on April 17, 2013.

*Motion: Moved by A. Dresser, seconded by D. Purvis, CARRIED.*

*“That the Board of Directors accepts all reports of the Board Committees as presented.”*

## **11. Reports**

### **11.1 Report of CEO:**

A. Jones provided the following update:

- Two IT/IM Strategic Planning sessions for the ICT Collaborative are being held in April/May and Board members have been invited to participate.
- Town Council presentations are now complete and were well received by the local Councils (attended New Tecumseth, Adjala/Tosorontio, Essa and Innisfil).
- Preparing for the Accreditation re-submission to go for Gold standard. From Management's perspective, all of the Leadership is working hard on the outstanding items. Once submitted, the Hospital expects to hear back from Accreditation Canada in May if it will receive the Gold rating.
- The Hospital is eligible to receive \$868K for the 2013/14 Pay For Results (P4R) funding for the Emergency Room (increase of \$140K from 2012/13). For the month of February, Stevenson placed 4<sup>th</sup> out of 74 hospitals across Ontario in meetings its P4R targets (this year monthly statistics have been between 12<sup>th</sup> – 16<sup>th</sup> place). Stevenson has done extremely well in reducing its PIA (Physician Initial Assessment) times to on average 2 hours (previously was approximately 3.5 hours and the target is 2.5 hours). This has successfully been achieved by new initiatives implemented and the ER is looking to sustain this impressive time. Dr. Merrow acknowledged Dr. O. Ramirez, Chief of the ER, who has taken the lead on improving the PIA target.

### **11.2 Report of the Auxiliary President**

D. Munro report was circulated with the agenda. There were no questions as she was absent from the meeting. The Board acknowledged the Auxiliary's donation to the Foundation in the amount of \$52K which will be applied to the purchase of an operating table for the urology program.

### **11.3 Report of Foundation President**

G. Rae provided the following update:

- April Home Show - will be managing the entrance to the event will ask for a donation to the Foundation in lieu of an entry fee to the Home Show.
- Gala is scheduled for May 3<sup>rd</sup> and tickets are still available through the Foundation office.
- May 15<sup>th</sup> presentation to Green Briar/Briar Hill community – by A. Jones & Dr. I. Kogan.

### **11.4 Report of the Board Chair**

J. Swinden provided an update on his activities this past month including the following:

- Health Hubs – The LHIN is encouraging hospitals and other health providers to work together in Health Hubs. The local Health Hubs would plan and provide health care services based on the unique needs of the community, to meet the health care needs of the population served and support individuals in accessing health care as close to home as possible.

- A meeting was held in April with both the Board Chair and Vice-Chair, CEO and Chief of Staff between Stevenson and Southlake to discuss clinical integration. Further information will be provided as it becomes available.

## **12. Next Meeting Date**

The next Board meeting will be held on Thursday, May 2, 2013.

There being no further business, the meeting terminated at 6:50 p.m.



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John Swinden, Board Chair

Recording Secretary: Sharon Knisley