

Stevenson Memorial Hospital Meeting of Board of Directors

April 3, 2014

Physical Therapy Department

5:00 p.m.

In attendance:

Elected Directors

John Swinden, Board Chair; Darlene Blendick; Alan Dresser; Paul Edmonds; Paul Farley; Cory Jackman; Michael Martin; Catherine Morden; David Purvis; Jan Tweedy

Ex Officio Directors

Jody Levac, President & CEO; Shannon Landry, Vice President/Chief Nursing Officer; Diane Munro, President SMH Auxiliary; Marg Barber, Vice-President, SMH Foundation; Dr. Oswaldo Ramirez, Chief of Staff; Dr. Stephen Tomini, President of Medical Staff

Staff

Terry Kuula, Chief Financial Officer; Robin MacLennan, Corporate Communications

Regrets:

Glenn Rae, President, SMH Foundation; Andrew Morris

Guests: Scott Anderson; Doctors B. Khan & R. Seto; Dr. G. Lawson

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. Presentation

• Board Presentation

J. Swinden presented a certificate and a framed picture of the Hospital to retiring Board member Scott Anderson who volunteered for the new Board that Mark Rochon constituted during his mandate as Administrator of Stevenson Memorial Hospital in 2007/2008. A tribute to Scott and his leadership is in the Board minute book.

- **Ophthalmology**

Drs. B. Khan and R. Seto provided a presentation to the Board supporting the continuation of ophthalmology services at Stevenson Memorial Hospital. They shared Ophthalmology operation statistics for 2011-2014, a copy of which is included in the minute book.

Currently, all ophthalmology services in the Central Local Health Integration Network (LHIN) are currently being reviewed by the Eye Care Committee, in collaboration with the Central LHIN and other service providers. It is the goal at Stevenson to determine the best way in which the needs of its patients in the Hospital's catchment area can be met, while working diligently to align its services with the Central LHIN position statement and the Provincial Vision Strategy Task Force. Dr. Khan provided three different options that the Board could consider.

The Board thanked the Doctors for their presentation and advised they would further discuss the options presented. The Board expressed its desire to continue to work with the Doctors on this matter.

- **Obstetrics Update**

Dr. G. Lawson and S. Landry provided an update on the Obstetrics program including the recommendations that were included in the Obstetrical 4 Year Review Report, along with patient volumes, locum coverage and next steps.

Total annual births for 2013/14 are 353 (also includes midwifery delivery – approx. 1/3); this is the highest number of births since the unit reopened.

The Board thanked Dr. Lawson & S. Landry for their informative presentation.

4. Minutes of the meeting held on March 6, 2014

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

"That the Board of Directors approves the minutes of March 6, 2014 as presented."

5. Goal 1 – Safe, Quality Care

5.1 Patient Experience

There was no patient experience story to present this month.

5.2 Critical Incident Report

A. Dresser advised that there were no new critical incidents to report.

5.3 Report of Quality Committee

There were no minutes of the Quality Committee as it did not meet since the last Board meeting. A. Dresser noted that the Quality Committee is looking to reduce the number of meetings and will revamp its work plan accordingly.

5.4 Report of President of Medical Staff

There was no report.

5.5 Report of Chief of Staff

Dr. Ramirez referenced his written report circulated with the agenda and highlighted the following:

- Chief of Family Medicine position was posted April 1st with a closing of May 30th; successful candidate to begin training June 2014.
- Physician Recruiter resigned effective April 4, 2014.
- A Perioperative Sub-Committee has been developed to provide general direction and overview to the Perioperative Committee; enhancing communication and continuity.

6 Goal 2 – Champions of Care

6.1 Report of Human Resources Committee

There were no minutes of the Human Resources Committee as it did not meet since the last Board meeting. The next meeting is scheduled for April 10, 2014.

7 Goal 3 – Power in Partnerships

7.1 Report of the Communication Committee

There were no minutes of the Communications Committee as it did not meet since the last Board meeting. C. Morden noted that a Community Update newsletter is being developed for distribution in the community and also a new video on the Obstetrics Program is being developed.

8. Goal 4 – Finance

8.1 Report of Finance Committee

- **Financial Statements as at February 28, 2014**

Circulated with the agenda were the minutes of March 20, 2014.

T. Kuula provided a finance presentation which highlighted a surplus of \$18K for the month of February and a year-to-date surplus of \$55K. The goal is to achieve at least a balanced budget after depreciation and amortization.

The Board discussed the 2014-17 Multi-Sector Service Accountability Agreement (M-SAA) circulated with the agenda. T. Kuula noted that the Finance Committee and Board previously reviewed the Community Accountability Planning Submission (CAPS) which was used to populate the M-SAA.

Motion: Moved by M. Martin, seconded by D. Blendick, CARRIED.

“That the Board of Directors accepts the recommendation of the Finance Committee and approves the 2014-2017 Multi-Sector Service Accountability Agreement.”

The Board reviewed the 2013-14 Hospital Service Accountability (H-SAA) Amending Agreement circulated with the agenda. It extends the current H-SAA from April 1 to June 30, 2014 in order that the Central Local Health Integration Network (C-LHIN) may continue to flow the Hospital’s funding until a new H-SAA is available.

Motion: Moved by M. Martin, seconded by D. Blendick, CARRIED.

“That the Board of Directors provide direction to the Board Chair and Chief Executive Officer to sign the extension agreement of the 2013-14 Hospital Service Accountability Agreement to June 30, 2014.”

The Hospital has been advised that it will receive \$182,405 through the Health Infrastructure Renewal Funding (HIRF).

9. Goal 5 – Building the Best

9.1 Report of Future Health Care Centre Committee

There were no minutes of the Future Health Care Centre Committee as it did not meet since the last Board meeting. D. Purvis advised that that Hospital has now responded to questions posed by the Ministry of Health & Long Term Care (MOHLTC) with respect to the Schedule B submission. It is hoped that approval will be received from the MOHLTC within the next few months so that it may proceed to steps 1 of 5 of the capital planning process. Next step for the Committee is to ramp up communications on this initiative and activate more community engagement.

10. Other Committees

10.1 Report of Governance & Nominating Committee

There were no minutes of the Governance & Nominating Committee as it did not meet since the last Board meeting. A. Dresser noted the following:

- Feedback received from the Board on the Professional Staff Bylaws will be forwarded to the Medical Advisory Committee for further input.
- The Board now has 3 vacancies to fill (just received indication from a Board Director of their resignation effective the Annual General Meeting (AGM) June 2014). Potential candidates are being considered by the Governance & Nominating Committee.

- Requested Directors to forward their interest as to which Committees they would like to sit on post the AGM, plus any interest they may have in chairing a Board Committee or in an Officer position.
- Suggested to Committee Chairs that they consider scheduling their committee meetings everyone other month or quarterly in the future and that the Board should consider meeting every other month as both the Board and Committees have matured over the past several years where it is no longer necessarily a need to meet monthly.

At this point in time, Dr. Tomini left the meeting.

10.2 Report of Executive Committee

Circulated with the agenda were the minutes of March 18, 2014. The Committee's primary focus has been on the renewal of the Management Services Agreement (MSA).

Motion: Moved by J. Tweedy, seconded by C. Jackman, CARRIED.

"That the Board of Directors accepts all reports of the Board Committees as presented."

11. Reports

11.1 Report of CEO:

J. Levac provided the following update:

- Attended the recent CLHIN Board meeting in which ophthalmology was discussed.
- Has now met with all local Mayors and will be meeting with MPP Jim Wilson tomorrow to provide him with an update on the Hospital.
- Hospital has received one-time capital funding from the CLHIN to rewire and install air conditioning in the Mary McGill Community Mental Health Centre.

Further to the last Board meeting, J. Levac advised that he has reviewed and is recommending the approval of the Board Policy on Risk Management as circulated with the agenda.

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

"That the Board of Directors approves Board Policy III-2 – Risk Management as circulated."

11.2 Report of the Auxiliary President

D. Munro provided the following update:

- Auxiliary presented a cheque for \$40K to the Foundation for the purchase of an operating room table as part of its "It Take Takes You" campaign.
- April 12th – Annual Spring Tea will be held at Gibson Centre; tickets still available.
- May 2nd – Annual Tag Day.

11.3 Report of Foundation President

M. Barber, in G. Rae's absence, provided the following update:

- Thanked the Auxiliary for their generous donation and ongoing support to the Foundation.
- First Carlo Barbati Hockey Tournament was held on March 29th; the Stevenson staff that organized and participated in the fundraiser are commended for their dedication and enthusiasm.
- Next Gala will be held on May 29, 2015 which will be held at the Trades Centre at the Nottawasaga Inn. Anyone wishing information on sponsorship opportunities are to contact the Foundation office. Both Hospital and Foundation Boards will be approached to help promote the event and sell tickets.

11.4 Report of the Board Chair

J. Swinden advised that he continues to meet with the Chief Executive Officer and Chief of Staff on a monthly basis. His main focus has been the renewal of the Management Services Agreement.

12. In Camera Session

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

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

The following motion was arising from the in-camera session.

***Motion: Moved by J. Tweedy, seconded by C. Morden, CARRIED.
"That the Board accepts the recommendation of the Medical Advisory Committee to approve two (2) new applications for medical staff."***

13. Next Meeting Date

The next Board meeting will be held on Thursday, May 1, 2014.

There being no further business, the meeting terminated at 7:45 p.m.



John Swinden, Board Chair

Recording Secretary: Sharon Knisley