

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

July 4, 2013

Physical Therapy Department

5:00 p.m.

---

**In attendance:**

**Elected Directors**

John Swinden, Board Chair; Scott Anderson; Darlene Blendick; Paul Farley; Cory Jackman; Michael Martin; Andrew Morris; Catherine Morden; David Purvis; Jan Tweedy

**Ex Officio Directors**

Annette Jones, President & CEO (via telephone); Shannon Landry, Vice President/Chief Nursing Officer; Glenn Rae, President, SMH Foundation; Dr. Nancy Merrow, Interim Chief of Staff; Dr. Izabella Kogan, Vice President of Medical Staff

**Staff**

Terry Kuula, interim Chief Financial Officer

**Regrets:**

Alan Dresser; Paul Edmonds; Diane Munro, President SMH Auxiliary; Dr. Stephen Tomini, President of Medical Staff

---

**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 June 6, June 18, June 27, 2013**

***Motion: Moved by M. Martin, seconded by D. Purvis, CARRIED.***

***“That the Board of Directors approves the minutes of June 6, 2013, June 18, 2013 and June 27, 2013 as presented.”***

**4. Goal 1 – Safe, Quality Care**

**4.1 Patient Experience**

There was no patient story experience for this meeting.

**4.2 Critical Incident Report**

There were no new critical incidents to report.

**4.3 Report of Quality Committee**

There were no minutes as the Committee did not meet since the last Board meeting.

**4.4 Report of President of Medical Staff**

There was no report as Dr. Tomini was absent from the meeting.

**4.5 Report of Chief of Staff**

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

- A letter has been sent to physicians with outstanding incomplete charts to remind them of their obligation to complete the charts in a timely manner.
- Operating Room time and allocation has been reviewed and priority will be given to surgeons who provide 24/7 call and service patients in the Hospital's catchment area.
- The Chief of Staff Succession planning for a permanent Chief of Staff will take place over the summer and it is expected that the position will be filled by end of September.

***Motion: Moved D. Blendick, seconded by P. Farley, CARRIED.  
"That the Board moves to the in-camera session."***

***Motion: Moved by J. Tweedy, seconded by D. Purvis, CARRIED.  
"That the Board move back into the open session."***

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

**New Applications**

***Motion: Moved by Dr. N. Merrow, 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;***
- ***five (5) change of medical staff privileges; and***
- ***fifteen (15) renewal of temporary privileges for members of the medical staff."***

***Motion: Moved by Dr. N. Merrow, seconded by D. Blendick, CARRIED.***

***“That the Board accepts the recommendation of the Medical Advisory Committee to approve to proceed to offer Dr. Syndi Singer the position of Orthopedic Surgeon at Stevenson Memorial Hospital.”***

**5      Goal 2 – Champions of Care**

**5.1    Report of Human Resources Committee**

Circulated with the agenda were the minutes of June 20, 2013.

D. Purvis advised that the Committee reviewed the recent occupational health and safety trends which included a report on employee incidents by type and department. The largest occurrence of injuries is musculoskeletal, sharps, violence, and struck/contact injuries, along with recommendations that have been put in place to address the incidents. WSIB approved lost time hours for 2013 were significantly down from lost time hours in 2012.

**6      Goal 3 – Power in Partnerships**

**6.1    Report of the Communication Committee**

There were no minutes as the Committee did not meet since the last Board meeting.

**7.     Goal 4 – Finance**

**7.1    Report of Finance Committee**

• **Financial Statements as at May 31, 2013**

Circulated with the agenda were the minutes of June 20, 2013.

M. Martin reviewed the financial statements circulated with the agenda which produced a deficit (\$14,294) for the month of May at the corporate line (after depreciation) and a small surplus at the LHIN line (before depreciation). The root cause of the deficit was due to lower than expected patient revenue and overage in salary and wages.

The balance sheet shows a significant decrease in the Hospital’s cash position as only the base funding has been flowed from the Central Local Health Integration Network (LHIN); the Hospital has not yet been made aware of any one-time funding. As well, at the beginning of the year, the Hospital had some significant cash expenditures (e.g., insurance and loan payment).

- **Revenue & Expense Summary Presentation**

M. Martin referenced a sample revenue and expense spreadsheet that the Finance Committee will be reviewing for each department in order to further understand how the Hospital's budget is divided among all departments. This information will be very helpful as the Hospital moves forward with the Quality Based Procedures (QBP) funding and are paid per procedure.

The Hospital has been in discussions with the Central LHIN to determine if it will be eligible for Health Based Allocation Model (HBAM) funding and the impact it would have on the Hospital. A. Jones advised she has been in contact the LHIN and the Hospital will likely not receive a response until early September.

## **8. Goal 5 – Building the Best**

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

Circulated with the agenda were the minutes of June 11, 2013.

Further to receiving the response letter from the Central LHIN with respect to its Pre-Capital Submission (Schedule A), A. Jones met with the Central LHIN to obtain more clarity on the questions outlined in the letter. Administration is preparing the draft response which will be reviewed by the FHCCC for feedback prior to submission to the Central LHIN.

The FHCCC is focused on enhancing its community engagement. A small ad hoc working group of the FHCCC has been established to actively work on community engagement and will be working in conjunction with the CEO and the Board's Communications Committee.

The billboard will be erected on the front lawn of the Hospital within the next couple of weeks.

Due to the recent retirement of two Board Directors, the Governance & Nominating Committee has been asked to determine and provide a recommendation on new Board Director(s) to be appointed to the FHCCC.

## **9. Other Committees**

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

There were no minutes as the Committee did not meet since the last Board meeting.

## **9.2 Report of Executive Committee**

There were no minutes as the Committee did not meet since the last Board meeting.

***Motion: Moved by P. Farley, seconded by D. Purvis, CARRIED.***

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

## **10. Reports**

### **10.1 Report of CEO:**

A. Jones provided the following update:

- The Hospital has received some inquiries from members of the community with respect to the Hospitalist's program and a letter published in local media by the Alliston Family Physicians. A. Jones advised that she has personally responded to each inquiry from the community and they have been satisfied with her explanation and response. The primary concern expressed by the individuals was that they were left with the impression that they could no longer come to Stevenson Memorial Hospital for care as their family physician did not have privileges at the Hospital, which is not the case. As a result of the physician's letter, the Hospital did issue a media release to the community to provide further information and clarity around the miscommunications. Since the media release, no further calls from the community have been received on this matter.
- A meeting has been scheduled with surrounding hospitals to discuss EMS (Emergency Medical Services) Destinations Protocols which would result in diverting those patients, from Stevenson's ER, who would otherwise require a higher level of care (e.g., trauma patients, stroke). The patient would receive their acute and intensive care at another hospital and then be repatriated back to Stevenson to recuperate before discharge.
- One of the x-ray machines is no longer working and the Hospital is now operating with one machine (both machines are 25 years old). The Manager of Diagnostic Imaging is reviewing the wait times to see if the Hospital can operate with one machine.

### **10.2 Report of the Auxiliary President**

There was no report as D. Munro was absent from the meeting.

### **10.3 Report of Foundation President**

G. Rae provided the following update:

- The Foundation Board passed a motion at their recent Board meeting to approve \$1,863M of funding for Hospital prioritized capital equipment for 2013/14. This amount includes a carryover from 2012/13 of \$161K.
- The Foundation will be participating in the Alliston Potato Festival.

- Foundation's Annual General Meeting took place on June 20<sup>th</sup>; successful evening and some new Directors were appointed to the Foundation Board.
- Brainstorming session to be held in July to start planning for the next Foundation Gala.

## **11. Other Business**

### **11.1 Board/Ex-Officio Declaration**

Circulated to all Directors and Ex-Officio members was the annual Declaration for signature to ensure everyone is accountable for their responsibilities as outlined in the Bylaws and Board Policies.

### **11.2 Board 2013 Work Plan, Response to Clinical Integration Proposal and Matters to be considered for revised Management Services Agreement**

Circulated with the agenda was a list of items to be considered as part of the Board's work plan for the next year. The Board reviewed and provided feedback.

J. Swinden noted that a major focus of the Board's time will be spent on the Management Services Agreement (MSA) between Stevenson Memorial Hospital and Southlake Regional Health Centre that expired in June 2013 and has been extended. The Executive Committee will take the lead on this initiative over the summer as required.

## **12. Next Meeting Date**

The next Board meeting will be held on Thursday, September 5, 2013.

There being no further business, the meeting terminated at 7:40 p.m.



---

John Swinden, Board Chair

Recording Secretary: Sharon Knisley