

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

December 5, 2013

Physical Therapy Department

5:00 p.m.

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**In attendance:**

**Elected Directors**

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

**Ex Officio Directors**

Annette Jones, President & CEO; Shannon Landry, Vice President/Chief Nursing Officer; Diane Munro, President SMH Auxiliary; Glenn Rae, President, SMH Foundation; Dr. Oswaldo Ramirez, Chief of Staff

**Staff**

Terry Kuula, interim Chief Financial Officer

**Regrets:**

Dr. Stephen Tomini, President of Medical Staff; Dr. Izabella Kogan, Vice President of Medical Staff

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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 November 7, 2013**

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

***"That the Board of Directors approves the minutes of November 7, 2013 as presented."***

**4. Goal 1 – Safe, Quality Care**

**4.1 Patient Experience**

S. Landry provided a presentation entitled “Patients’ Struggle with Health Equity”. A copy of the presentation is included in the minute book.

**4.2 Critical Incident Report**

S. Landry reported on two recent critical incidents.

**4.3 Report of Quality Committee**

Circulated with the agenda were the minutes of December 3, 2013.

Stevenson Memorial Hospital is part of the South Simcoe and Northern York (SSNY) Region Health Link. Approximately, 5% of patients account for 66% of health care costs in Ontario. These are most often patients with multiple, complex conditions. When the hospital, the family doctor, the long-term care home, community organizations and others work as a team, the patient receives better, more coordinated care. Providers will design a care plan for each patient and work together with patients and their families to ensure they receive the care they need. A presentation will be provided to the Board in the future on this item.

**4.4 Report of President of Medical Staff**

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

**4.5 Report of Chief of Staff**

Dr. Ramirez referenced his written report circulated with the agenda and highlighted that the CT wait times are at 9 days, well below the Hospital’s committed targets therefore the Hospital has the capacity to sell CT access to other hospitals in need thereof.

**6. Goal 2 – Champions of Care**

**6.1 Report of Human Resources Committee**

There was no meeting of the HR Committee since the last Board meeting. The next meeting is scheduled for December 12, 2013.

**7. Goal 3 – Power in Partnerships**

**7.1 Report of the Communication Committee**

Circulated with the agenda were the minutes of November 13, 2013 and December 4, 2013 along with the Reports of the Communication Specialist.

C. Morden referenced the draft Terms of Reference for the Communications Committee circulated for the agenda and asked for Board feedback. The Terms have been revised to enhance the membership to allow further representation from the Future Health Care Centre Committee as their Communication Plan will come under the umbrella of the hospital wide Communication Plan. The Hospital Redevelopment will be a major focus for the hospital moving forward.

In the future, a presentation on the new draft Communication Plan will be provided to the Board for consideration and approval.

## **8. Goal 4 – Finance**

### **8.1 Report of Finance Committee**

- **Financial Statements as at October 30, 2013**

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

The financial statements show a surplus of \$9,134 for the month of October and a year-to-date surplus of \$23,377.

A small hospital is defined as a hospital with fewer than 2,700 acute and day surgery weighted cases for any two of the prior three years (based on HBAM Inpatient Grouping or HIG). The 2008-09, 2009-10 and 2011-12 data was used to determine if SMH qualified in 2013-14. Based on 2008/09 to 2010/11 data, only one of the three years qualified therefore Stevenson did not qualify for HBAM funding in 2013-14. It is the hope that it will qualify for HBAM funding in 2014-15.

The Hospital has been verbally advised that it will be receiving 1% one-time small Hospital funding (\$184,500); however the Hospital is still waiting for written confirmation.

Circulated with the agenda was the CAPS (Community Accountability Planning Submission) spreadsheet for mental health and palliative care (Matthew's House Hospice) for 2014-17. Both programs are considered separate votes and funding can only be spent within their programs including any generated surpluses.

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

***"That the Board of Directors accepts the recommendation of the Finance Committee and approves the Community Accountability Planning Submission for Palliative Care and Community Mental Health for 2014-17."***

**9. Goal 5 – Building the Best**

**9.1 Report of Future Health Care Centre Committee**

Circulated with the agenda were the minutes of November 12, 2013.

The Hospital is in receipt of a copy of the letter (dated Nov 5, 2013) sent from the Central Local Health Integration Network (LHIN) to the Ministry of Health & Long Term Care (MOHLTC) with respect to Stevenson’s Pre-Capital Schedule A. The Central LHIN Management will be recommending that the Central LHIN Board of Directors endorse Stevenson’s Pre-Capital Schedule A submission at its November Board meeting.

The next step is for the Hospital to submit Pre-Capital Schedule B to the MOHLTC for approval to complete the Pre-Capital Submission. D. Purvis then highlighted the draft Schedule B circulated to the Board and asked for feedback and comments from the Board.

D. Purvis advised that although the Board has discussed and agreed, there has been no formal motion passed by the Board to endorse the redevelopment project as outlined in Schedule A and Schedule B.

***Motion: Moved by D. Purvis, seconded by D. Blendick, CARRIED.***

***“That the Board of Directors of Stevenson Memorial Hospital endorses and supports the Hospital’s initiative to develop its Emergency Department, Operating Rooms, Laboratories and Diagnostic Imaging Services, within a new facility to be constructed and connected via a link to the existing facility.”***

The two funding applications circulated with the agenda will be forwarded to the Foundation for their consideration with respect to the redevelopment project. The first funding application is a request to provide the “local share” of the funding required for the construction costs currently rough-estimated to be approximately \$22M. The second funding application is a request to provide funding for planning, proposal and community engagement costs in the amount of \$200,000.

**10. Other Committees**

**10.1 Report of Governance & Nominating Committee**

Circulated with the agenda were the minutes of October 11, 2013 and November 8, 2013.

A. Dresser advised that the Governance & Nominating Committee reviewed the intentions of Board Directors to remain or resign from the Board effective June 2014.

Under the current Board policies, Directors may stay for a maximum of 9 years (3 – 3 year terms) and then must take a year off to be eligible to sit again on the Board.

- Currently, there is one (1) vacant position on the Board to be filled.
- There are four (4) Directors whose terms expire in June 2014; three (3) Directors have confirmed their intention to put their name forth for election in June 2014.
- Therefore, at this time there appears to be a total of 2 vacant positions on the Board to be filled in June 2014.

The Governance & Nominating Committee reviewed each Board Committee's Terms of Reference and work plan, for the exception of the Communications Committee.

***Motion: Moved by A. Dresser, seconded by C. Morden, CARRIED.***

***"That the Board of Directors accepts the recommendation of the Governance & Nominating Committee and approves the Terms of Reference for all Board Committees with the exception of the Communication Committee."***

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

***"That the Board of Directors accepts the recommendation of the Governance & Nominating Committee and approves the work plans for all Board Committees with the exception of the Communication Committee."***

The Board of Director evaluations will be circulated in March 2014 for completion.

The Executive Committee will take the lead on organizing the Board Retreat which will be deferred to later in the year as a result of the appointment of a new CEO.

The CEO Selection Committee will be holding interviews next week.

## **10.2 Report of Executive Committee**

Circulated with the agenda were the minutes of November 13, 2014.

The Executive Committee is taking the lead on negotiations with respect to the Management Services Agreement (MSA) between Stevenson Memorial Hospital and Southlake Regional Health Centre. Updates will be provided to the Board as these discussions progress.

***Motion: Moved by C. Morden, seconded by J. Tweedy, CARRIED.***

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

## **11. Reports**

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

A. Jones advised that the installation and renovations for the new X-ray machine should be complete in the early part of 2014. There will be no interruption to service as there is back-up X-ray machine.

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

D. Munro provided the following update:

- The Auxiliary was presented with a generous donation of \$2,315 from The Order of the Eastern Star Five Star Chapter 269 of Alliston.
- Diane attended, along with the Vice-Chair, the November HAAO Convention and heard Chris Hadfields' presentation "The Sky is Not the Limit" which related to his life experience as an astronaut which reinforced the importance of goal setting throughout your lives.
- Annual Tree of Lights was held on November 22<sup>nd</sup> and was well attended.

D. Munro, on behalf of the Auxiliary, extended sincere thanks and appreciation to A. Jones for her ongoing support to the Auxiliary during her tenure of CEO at Stevenson.

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

G. Rae advised that the Foundation is on target for the year for fundraising and at present, well below budget expenses which is very encouraging.

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

J. Swinden provided the following update:

- Hospital received a second petition with respect to the Hospitalist program; Dr. O. Ramirez, Chief of Staff will follow-up with the individual who initiated the petition.
- The Board's summer project/control list met its purpose and all items are now complete.
- Recently met with Jim Wilson, MPP to provide an update on the activities of the Hospital.

## **12. In Camera Session**

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

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

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

**Motion: Moved by Dr. O. Ramirez, seconded by P. Edmonds, CARRIED.**

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

- ***Two (2) new applications for medical staff;***
- ***Three (3) change in privileges for members of the medical staff; and***
- ***Two (2) renewal of temporary privileges for members of the medical staff.”***

### **13. Other**

#### **13.1 Thank You Card to the Board**

J. Swinden read a thank you letter from the Hospital’s Employee Activity Team with respect to the Board’s support towards the Hospital Christmas Dinner/Dance.

#### **13.2 Acknowledgment of CEO**

J. Swinden, on behalf of the Board of Directors, presented A. Jones with a framed picture of the Hospital in recognition of her tenure as CEO at Stevenson. The Board expressed gratitude and sincere thanks to A. Jones for her leadership, contribution and commitment to Stevenson as the CEO.

### **14. Next Meeting Date**

The next Board meeting will be held on February 6, 2014 subject to an earlier meeting if thought necessary by the Chair.

There being no further business, the meeting terminated at 8:00 p.m.



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John Swinden, Board Chair

Recording Secretary: Sharon Knisley