

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

February 6, 2014

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; Michael Martin; Andrew Morris; 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; Glenn Rae, President, SMH Foundation; Dr. Oswaldo Ramirez, Chief of Staff; Dr. Izabella Kogan, Vice President of Medical Staff

**Staff:** Terry Kuula, Chief Financial Officer; Robin MacLennan, Corporate Communication

**Regrets:** Cory Jackman; Dr. Stephen Tomini, President of Medical Staff

**Guests:** Kathy Stevenson, Manager, Quality, Patient Safety and Risk; Robin McLennan, Corporate Communications; My FM Radio Station

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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. Presentation – Health Links**

K. Stevenson provided a presentation on Health Links, a copy of which is included in the minute book. Stevenson is part of the South Simcoe and Northern York (SSNY) Region Health Link. She advised that 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. Health 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.

**4. Minutes of the meetings held on December 5 & December 17, 2013.**

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

***“That the Board of Directors approves the minutes of December 5, 2013 as presented.”***

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

***“That the Board of Directors approves the minutes of December 17, 2013 as presented.”***

**5. Goal 1 – Safe, Quality Care**

**5.1 Patient Experience**

There was no patient experience story this month.

**5.2 Critical Incident Report**

A. Dresser provided an update on the critical incidents as discussed at the Board Quality Committee.

**5.3 Report of Quality Committee**

Circulated with the agenda were the minutes of February 4, 2014 and A. Dresser highlighted the following:

- Fire bells will no longer continuously ring but will sound for 3 minutes and then go off as agreed to by the local fire department; hospital will remain in Code Red until the “all clear” is announced overhead.
- The draft 2014/15 Quality Improvement Plan (QIP) will be next reviewed at the Finance Committee before it is presented to the Board at its March meeting for approval. The QIP is tied to Executive Compensation to be determined by the Board.
- Highlighted the 2013/14 quality related indicators noted on the Balanced Scorecard.

**5.4 Report of President of Medical Staff**

As Dr. Tomini was absent from the meeting, Dr. Kogan advised that with the recent retirement of Dr. Trevor Hunt, Paediatrician, several of the family physicians are providing baby care for the interim until a new Paediatrician is recruited.

**5.5 Report of Chief of Staff**

Dr. Ramirez referenced his written report circulated with the agenda and highlighted that the Hospital is looking to recruit 2 Paediatricians.

**6 Goal 2 – Champions of Care**

**6.1 Report of Human Resources Committee**

Circulated with the agenda were the minutes of December 10, 2013 and January 14, 2014. The staff engagement 2013/14 Q3 pulse check survey results are trending upwards and it is believed that it may be due to more stability in the organization with the recruitment of a new full-time CEO. The Q2 results had declined and it was believed

at that time that it was due to many changes/disruptions that were occurring in the organization over the summer/fall 2013, e.g., renegotiations of the Management Services Agreement (MSA) and uncertainties around clinical integration between Southlake and Stevenson, announcement of CEO returning to Southlake; concerns around the Hospitalist program and Obstetrics.

## **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 December 4, 2013 and January 13, 2014 along with Communication Specialist and Media reports. C. Morden highlighted the following:

- The draft 2013-17 Communication Plan will integrate both the Obstetrics and Future Health Care Communication Plans and the Plan will be brought forward to the Board for approval at a later date.
- The Governance & Nominating Committee is undertaking a review of the current Advisory Council structure to see if it could be made more effective. Originally, the Advisory Council was structured to be a forum for interested individuals to become involved on the Board Committee followed by the possibility of becoming a Board Director. As the Committee has been inactive for the several past years, the Advisory Council may be restructured.

## **8. Goal 4 – Finance**

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

- **Financial Statements as at December 31, 2013**

Circulated with the agenda were the minutes of January 16, 2014.

T. Kuula has been appointed the Chief Financial Officer effective January 16, 2014 and will be working at Stevenson 2 days per week.

T. Kuula provided a finance presentation which highlighted a surplus of \$9,266 for the month of December and a year-to-date surplus of \$93,569.

### **8.2 Report of the Audit Committee**

Circulated with the agenda were the minutes of February 3, 2014.

The Audit Committee typically meets twice a year. One is a planning meeting for the upcoming audit and then the second meeting is to review the draft audited financial statements. The February 3<sup>rd</sup> Audit Committee planning meeting went very well and it is expected that it will be a smooth and straightforward audit. It was noted that the Finance Department does considerable work in advance of the Auditors being on site in order to keep the audit time and costs down. At the meeting, both the Auditors and

Management had an opportunity to meet with the Audit Committee, without each other in attendance, and there were no areas of concern expressed by either party.

The audited financial statements will be presented at the June Board meeting and then subsequently at the Annual General Meeting scheduled for June 17, 2014.

## **9. Goal 5 – Building the Best**

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

Circulated with the agenda were the minutes of December 10, 2013 and January 14, 2014. D. Purvis highlighted the following:

- On January 17, 2014, the Hospital received written confirmation of receipt of Schedule B by the Ministry of Health & Long Term Care (MOHLTC) acknowledging the completeness of the submission. It is hoped to receive MOHLTC approval in the next few months to enter Stage 1 – Proposal/Business Case which is the first of 5 stages of the MOHLTC's Capital Planning Process.
- A meeting is scheduled for February 10<sup>th</sup> with the Ministry to discuss the submission and next steps moving forward.
- Letters of appreciation will be sent out to those individuals who provided letters of support to the Hospital which accompanied the Schedule A submission.
- An ad hoc committee of the FHCCC has been struck to develop a high level budget and cash flow analysis for this initiative.

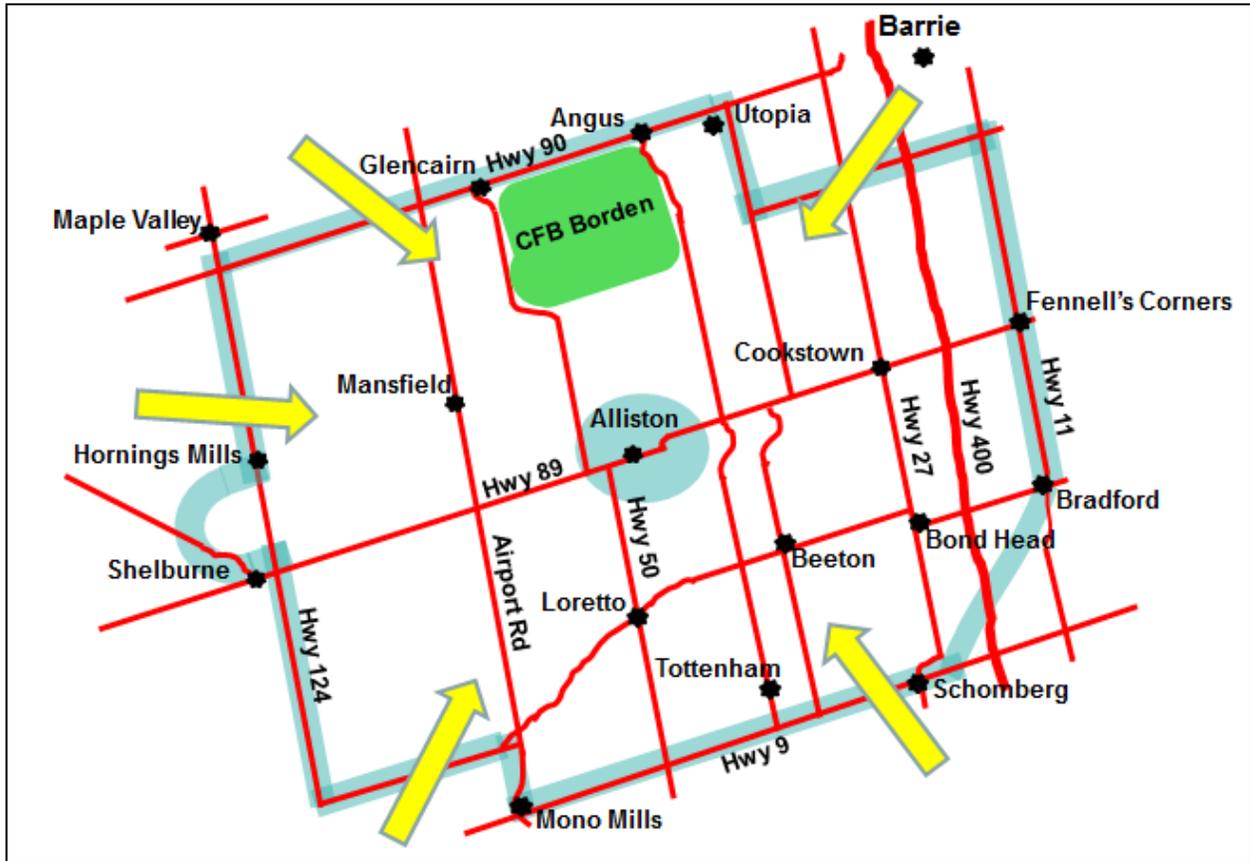
## **10. Other Committees**

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

Circulated with the agenda were the minutes of January 10, 2014.

- **Hospital Catchment Area**

The Governance & Nominating Committee reviewed market share dated based on postal codes to define the Hospital's catchment area to be used for Board recruitment purposes. The Corporation Bylaws require the Board to define its catchment area for this Board recruitment purpose. Historically, there has been a broad verbal description; however, it has not been formally documented. It was agreed that the Board could make a consideration if potential suitable Directors live outside the catchment area.



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

***“That the Board of Directors accepts the recommendation of the Governance & Nominating Committee and approve the Stevenson Memorial Hospital catchment area, as presented, subject to the Board making a consideration for a suitable individual applying to become a Board Director lives outside the Hospital’s catchment area.”***

- **Appointment of Advisory Council Member to the Finance Committee**

An interview was held with Advisory Member Harry Cassie who is interested in sitting on the Finance Committee. The Committee agreed that Mr. Cassie is a suitable candidate and recommend that he be appointed to the Finance Committee pending a clean police check.

A. Dresser advised that as the interview occurred following the January 10<sup>th</sup> Governance & Nominating Committee, an electronic vote was undertaken by the Committee to recommend Mr. Cassie’s appointment.

***Motion: Moved by A. Dresser, seconded by M. Martin, CARRIED.  
“That the Board of Directors accepts the recommendation of the Governance & Nominating Committee and recommend the appointment of Mr. Harry Cassie, Advisory Council Member, to the Finance Committee pending a clean police check.”***

- **Professional Staff Bylaws**

Circulated with the agenda were the draft Professional Staff Bylaws that have been vetted by legal counsel at the request of the former interim Chief of Staff. The Bylaws have also been reviewed and endorsed by the Medical Advisory Committee.

The Board discussed if the Bylaws review should first be undertaken by the Governance & Nominating Committee or directly by the Board. Following discussion, it was agreed that the Board would take the next 2 months to review the draft Bylaws and they will be voted on at the April Board meeting. The Board to forward any queries with respect to the Professional Staff Bylaws to A. Dresser.

***Motion: Moved by A. Dresser, seconded by D. Blendick, CARRIED.  
“It is recommended that the Board of Directors review the Professional Staff Bylaws and that they be voted on at the April 2014 Board meeting.***

- **Whistle Blower Policy**

The Committee continues to work on the above policy and expect a final version will be forwarded to the Board at a future meeting for consideration. Some hospitals use an external agency however considering the significant cost, the Board agreed it should consider designating an internal person with the appropriate skills to fill this position.

- **Board Policies**

The Board policies will be circulated to the applicable Board Committees. It will then be the respective Committees to review and amend as appropriate, before they are presented to the Governance & Nominating Committee for review and approval, and then subsequently, the Board for approval. This will occur over the next several months.

## **10.2 Report of Executive Committee**

Circulated with the agenda were the minutes of January 8, 2014.

***Motion: Moved by M. Martin, 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:**

J. Levac provided the following update:

- Steri Pro contract – the Hospital is obtaining further legal consultation; this review process has created a delay in the transfer over of staff from Stevenson to Steri Pro.
- Ophthalmology – discussion continues with the Central LHIN on this matter to resolve.

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

D. Munro provided the following update:

- In December, the Auxiliary held their first Hospital Bake Sale which raised \$700 to help the Auxiliary reach its 2013/14 fundraising goal of \$40,000.
- Auxiliary's Spring Tea will be held at the Gibson Centre on April 12<sup>th</sup>; tickets are \$30 each and will be available the end of February.

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

G. Rae referenced his written report and highlighted that a fundraising event hosted by MacDonald's which resulted in a \$500 donation to the Foundation.

## **12. In Camera Session**

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

***Motion: Moved by J. Swinden, seconded by M. Martin, CARRIED.  
"That the Board move back into the open session."***

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

***Motion: Dr. O. Ramirez, seconded by A. Dresser, CARRIED.  
"That the Board accepts the recommendation of the Medical Advisory Committee to approve:  
• four (4) new applications for medical staff;  
• seven (7) change in privileges for members of the medical staff."***

***Motion: Moved by Dr. O. Ramirez, seconded by A. Dresser, CARRIED.  
"That the Board accepts the recommendation of the Medical Advisory Committee to approve  
the medical staff reappointments for 2014 as appended to the minutes."***

***MOTION: Moved by P. Farley, seconded by J. Tweedy, CARRIED  
"Be it hereby resolved that the Stevenson Memorial Hospital Board wishes to assure  
Southlake of Stevenson's strong support for continuing and strengthening the partnership  
arrangements as reflected in the Management Services Agreement renewal documents  
currently being discussed and the Stevenson Board looks forward with optimism to a  
successful conclusion of these discussions."***

**13. Next Meeting Date**

The next Board meeting will be held on Thursday, March 6, 2014.

There being no further business, the meeting terminated at 8:25 p.m.

A handwritten signature in blue ink, appearing to read "John Swinden", with a long horizontal flourish extending to the right.

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John Swinden, Board Chair

Recording Secretary: Sharon Knisley