

Stevenson Memorial Hospital Meeting of Board of Directors

Thursday, June 6, 2013
Physical Therapy Department
5:00 p.m.

In attendance:

Elected Directors

John Swinden, Board Chair; Darlene Blendick; Alan Dresser; Paul Edmonds; Paul Farley; Debbie Hudson; Marilyn Lawrence; Michael Martin; David Purvis

Ex Officio Directors

Shannon Landry, Vice President/Chief Nursing Officer; Diane Munro, President SMH Auxiliary; 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 Officer

Regrets:

Scott Anderson; Cathy Morden; Jim Poling; Annette Jones, President & CEO

Guests:

Kathy Stevenson, Manager, Quality, Patient Safety & Risk

Deputation Guests:

Dr. G. Lawson; Dr. A. Narine; Marcia Rowat

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. Deputation to Board of Directors

J. Swinden advised that the Hospital's senior leadership commissioned a report providing an update on the Obstetric program (4 year review) which was authored by S. Landry, Vice-President/Chief Nursing Officer. The purpose of the review was to collate various data about

the program to be shared with stakeholders to acquaint them with information and facts about the current status of the program; there has purposely been no recommendation(s) included in the report. The report has been circulated to various Hospital Committees as a discussion document and an opportunity to provide feedback to Administration on the report.

At this point in time, Dr. Glasine Lawson, Stevenson Memorial Hospital Obstetrician addressed the Board on behalf of the Hospital's Obstetrics Committee with respect to their comments over the report. A copy of the deputation is included in the minute book.

Following the deputation, J. Swinden thanked Dr. Lawson for her address to the Board and advised that the summer would be used to receive further feedback from other stakeholders and investigate further queries raised about the report. It is expected that further information regarding the report will be provided to applicable stakeholders in early fall. Dr. Lawson then left the meeting.

4. Presentation – Canadian Hospital Reporting Project Update

Kathy Stevenson provided a presentation on the Canadian Hospital Reporting Project (CHRP) - Update, a copy of which is included in the minute book.

She reiterated that CHRP is a national quality improvement initiative from the Canadian Institute for Health Information (CIHI). K. Stevenson then shared the indicators and the status of action items put in place regarding the items flagged for Stevenson due to below the performance of other peer hospitals, Ontario hospitals and CLHIN (Local Health Integration Network) hospitals. K. Stevenson advised that Management will continue to work on this item and further updates will be provided to the Board.

J. Swinden thanked K. Stevenson for her presentation to the Board.

5. Minutes of the meeting held on May 2, 2013

The following amendment was made to the minutes under the report of the Finance Committee re Dialysis – *“The Foundation has indicated that they will provide the funding for the dialysis machines capital expenditure.”*

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

“That the Board of Directors approves the minutes of May 2, 2013 as amended.”

6. Goal 1 – Safe, Quality Care

5.1 Patient Experience

S. Landry provided a patient story which shared a family's concern at discharge related to medication administration.

5.2 Critical Incident Report

There were no new critical incidents to report.

5.3 Report of Quality Committee

Circulated in advance of the meeting were the minutes of June 4, 2013.

A. Dresser advised that the Quality Committee discussed the Report on Obstetrics in considerable detail and as a result, has requested further information from Administration before they can provide their comments on the report.

The Board reviewed the 2012/13 Q4 Balanced Scorecard circulated with the agenda and discussed the high number of outstanding patient charts and the impact it has on weighted cases aka funding. Dr. Merrow noted that a number of the charts just require a physician signature and have no impact on the weighted cases; Dr. Merrow to further investigate and report back to the Board on this item.

5.4 Report of President of Medical Staff

Dr. Tomini advised that the Medical Staff Association held a meeting in May and the focus of their meeting was discussion on the Report of Clinical Integration. He shared some of the comments brought forward at the meeting.

5.5 Report of Chief of Staff

Dr. Merrow referenced her written report circulated with the agenda and advised she had nothing further to add.

Motion: Moved A. Dresser, seconded by M. Martin, CARRIED.

"That the Board moves to the in-camera session."

Motion: Moved by M. Martin, seconded by A. Dresser, CARRIED.

"That the Board move back into the open session."

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

New Applications

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

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

- two (2) new applications for medical staff;***
- two (2) change in privileges for members of the medical staff; and***
- seventeen (17) renewal of temporary privileges for members of the medical staff."***

6 Goal 2 – Champions of Care

6.1 Report of Human Resources Committee

There was no meeting of the Human Resources Committee since the last Board meeting.

7 Goal 3 – Power in Partnerships

7.1 Report of the Communication Committee

There was no meeting of the Communications Committee since the last Board meeting.

8. Goal 4 – Finance

8.1 Report of Finance Committee

Circulated with the agenda were the minutes of May 30, 2013.

M. Martin advised that the Finance Committee undertook a thorough review of the draft audited financial statements as at March 31, 2013 and the draft Management Discussion & Analysis (MD&A). Upon review, the Finance Committee was in agreement with both documents and that they be presented to the Audit Committee and Board.

M. Martin provided a presentation on the Property, Plant and Equipment Capital Budget - 2013-14. A copy of this presentation is included in the minute book along with a detailed summary of all capital requests.

Over \$5M of property, plant and equipment capital equipment requests were submitted by Hospital Leadership. After a thorough scrutiny of the requests by various Hospital Committees, it has been recommended by Management that a total of \$2,228,155 be approved. The majority of the equipment is related to the current operating room campaign and dialysis machines recently purchased due to a provincial mandate; however, there are some monies allocated to information technology. M. Martin then reviewed the funding source to match the requested amounts of capital equipment.

As well, a secondary list of other prioritized capital requests, awaiting a funding source, is also recommended by Management to be approved in the amount of \$1,214,670. These equipment requests would only be considered in the event that funding becomes available.

The Capital Equipment budget has been shared with the Foundation in order that they may determine and advise the Hospital how much funding they will be able to provide.

It was agreed that any capital equipment approved will not be purchased until the funds are available to the Hospital. The Hospital will not access its operating line to support capital purchases.

Motion: Moved by M. Martin, seconded by Alan Dresser, CARRIED.

“That the Board of Directors accepts the recommendation of the Finance Committee and approves the 2013-14 Capital Budget in the amount of \$2,228,155 as presented;

And furthermore, that the Prioritized Capital Requests Awaiting Funding Source also be approved in the amount of \$1,214,670 in the event funding becomes available;

And furthermore, that Hospital Management will not proceed to purchase capital equipment until the funding becomes available.”

8.2 Report of Audit Committee

Circulated in advance of the meeting were the minutes of June 3, 2013.

D. Hudson advised that the Audit Committee thoroughly reviewed the draft audited financial statements as at March 31, 2013. She provided an overview of the draft statements advising that further to a projected deficit, the Hospital did successfully end the year at March 31, 2013 with a surplus of \$12,923 at the bottom corporate line (after depreciation).

BDO Canada LLP advised the Audit Committee that in their opinion, the financial statements were an accurate reflection of the Hospital's financial position at March 31, 2013 and the results of the operations for the twelve months ended.

The Board members sitting on the Audit Committee had the opportunity to meet with both Management and the Auditors separately and both parties commented that the audit was completed on a very cooperative basis and there were no unresolved differences of opinion.

As requested by the Auditors, T. Kuula, interim Chief Financial Officer, provided a letter of support noting that it was Management's opinion, and it is common practice for Hospitals, that past planning costs incurred to date and future costs are all part of the overall planning process to complete the redevelopment project and by no means abandoned costs and therefore should be left on the balance sheet. The Auditors were satisfied with the letter.

Motion: Moved by D. Hudson, seconded by P. Edmonds, CARRIED.

“That the Board of Directors accepts the recommendation of the Audit Committee to approve the audited financial statements as at March 31, 2013 and the Board authorizes Board Chair and Board Treasurer to sign the financial statements.”

Motion: Moved by D. Hudson, seconded by P. Farley, CARRIED.

“That the Board of Directors accepts the recommendation of the Audit Committee to appoint the auditor, BDO Canada LLP, Chartered Accountants for the Corporation for the fiscal year ending March 31, 2014 and authorize the Board of Directors to fix the remuneration.” – recommended for approval at AGM.

9. Goal 5 – Building the Best

9.1 Report of Future Health Care Centre Committee (FHCCC)

There was no meeting of the FHCCC since the last Board meeting. The Hospital did receive a response from the Central Local Health Integration Network (LHIN) dated May 15th with respect to its Pre-Capital Submission (Schedule A).

The Central LHIN has completed their review for redevelopment of the emergency department, operating rooms, diagnostic imaging and laboratory. While the Central LHIN would appear to agree with the need for the redevelopment to address capacity and safety concerns, more information is required in order to complete their full review. Management is working to gather this information to submit to the Central LHIN.

10. Other Committees

10.1 Report of Governance & Nominating Committee

Circulated with the agenda were the minutes of May 24, 2013.

The Committee discussed that as a form of best practice, any Bylaws changes should always first be vetted by the Governance & Nominating Committee to fully review, discuss and recommend any proposed changes to the Board prior to approval. This was not the case at the last Board meeting. By following this procedure, unforeseen consequences of a Bylaw change might be recognized through the more intensive scrutiny available to the Committee that the Board does not have time for.

The Professional Staff Bylaws have been further revised due to conflicts with the draft Corporate Bylaws. Currently, legal counsel is reviewing the draft Professional Staff Bylaws and they will not be finalized in time for presentation at the Annual General Meeting.

- **Results of Committee Meeting Evaluations**

Circulated were the results of the Committee meeting evaluations. Overall, the comments received were constructive and each Committee will be reviewing their respective results.

- **Results of Board Director Evaluations**

The Board reviewed the result of the Board Evaluations completed by the elected Directors. P. Farley highlighted the identified themes; overall, the results were generally positive.

10.2 Report of Executive Committee

Circulated with the agenda were the minutes of May 22, 2013.

The appeal to Accreditation Canada is still outstanding; the Board will be apprised when further information has been received.

10.3 Retiring Director Recognition Reconsideration

Further to change in Board policy, approximately two years, ago, the Board no longer provides a small token of appreciation to retiring Board members except for a certificate. It has been suggested by a Board Director that the Board should consider reinstating its previous practice. The Board was receptive to reopening the discussion.
Action: A. Dresser and M. Martin agreed further review the matter and report back to the Board.

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

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

11. Reports

11.1 Report of the Auxiliary President

D. Munro referenced her written report and highlighted the following:

- Auxiliary’s Annual General Meeting will be held on June 12th
- Auxiliary’s financial review complete and summary of their statements included in the footnotes of the Hospital’s audited financial statements

11.2 Report of Foundation President

G. Rae referenced his written report and highlighted the following:

- A. Jones provided a presentation to the Briar Hill community on the Hospital and how it is ranked among the small hospital top performers in the province. Dr. Kogan spoke about the Family Health Team and how they are working with Kingsmere to provide medical facility to seniors. T. Tworzyanski provided an update on the Foundation. The presentation was well attended (approx 80) and well received.
- The Foundation Executive Committee has received the Report on Clinical Integration and will provide comments to the Hospital board in the future.

12. Other Business

12.1 Toronto Star Article – Scarborough Hospital

Circulated for information was a new story from the Toronto Star about the Scarborough Hospital and how they have been accused of being secretive about cuts, changes.

12.2 Board Orientation –

Board orientation for new Directors will be held at the Hospital on Thursday, September 12th at 5:00 p.m.

12.3 Board Picture for website

Arrangements will be made to have a photo taken of the Board at the September meeting to be posted on the website.

2.4 Board Presentation

J. Swinden recognized and presented a certificate to retiring Board Director Marilyn Lawrence who has served on the Board for 5 years.

13. Next Meeting Date(s)

- Tuesday June 18, 2013 (following AGM)
- Thursday, July 4, 2013
- August – no Board meeting
- Thursday, September 5, 2013

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



John Swinden, Board Chair

Recording Secretary: Sharon Knisley