

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

October 1, 2015  
Physical Therapy Department  
5:00 p.m.

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**In attendance:**

**Elected Directors:** Alan Dresser, Board Chair; Darlene Blendick; Colleen Butler; Wendy Fairley; Paul Heck; Michael Martin; Catherine Morden; John Murray; Jan Tweedy

**Ex Officio Directors:** Jody Levac, President & CEO; Shannon Landry, Vice President/Chief Nursing Officer; Ann Hamby, President SMH Auxiliary; Marg Barber, President SMH Foundation; Dr. Stephen Tomini, President of Medical Staff

**Staff:** Terry Kuula, Chief Financial Officer; Jared Nolan, Corporate Communications

**Regrets:** Paul Edmonds, Robert Jurmalietis, Dr. Oswaldo Ramirez, Dr. Ihab Khalil

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**1. Call to Order**

A. Dresser called the meeting to order.

**2. Conflict of Interest**

A. Dresser 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. Approval of the Minutes**

Circulated with the agenda were the minutes of:

June 4, 2015

June 10, 2015

June 18, 2015

September 3, 2015 - *an addition to the Operating Budget report was requested.*

As there were no amendments to the minutes, the Chair declared the minutes accepted as presented.

**4. Presentations**

• **Accreditation Kickoff**

A presentation was given highlighting the requirements for the 2016 accreditation. A detailed explanation of the Ethical Framework was given (included in minutes\*). It was mentioned the Framework is currently being used for Governance and Leadership. A

discussion took place on using the Framework in additional committees, i.e. Finance and Redevelopment and an issue was raised regarding both the Finance and Quality Committees need to update the SMH IT system and how it pertained to Ethical Framework.

It was stated that a recommendation to the Board will come from the Governance Committee regarding Patient and Family Advisors being included in the committee membership for both the Quality and Communications Committees.

A discussion ensued regarding the more stringent accreditation requirements and compliances based on legislated constraints and Ethics.

- **Request for Proposal (RFP) – Stage 2**

Consultant B. Savage joined the meeting via conferencing and gave an update on the timeline and reviewed the process, which included an explanation of the RFP required for the stage two functional programming.

Further discussions to ensue through the Stevenson Redevelopment Committee (SRC) meetings on the RFP. It was noted Community Members are currently being sought for the SRC and will be tabled at Governance.

## **5. Goal 1 - Safe, Quality Care**

### **5.1. Patient Experience**

A new video was shown to the Board with an SMH staff member describing her care for a patient, which ended up saving his life. The staff members' level of knowledge, compassion and professionalism were clearly demonstrated.

### **5.2. Critical Incident Report**

J. Tweedy provided an update on past reported critical incidents as discussed at the Quality Committee. There were no new critical incidents to report.

### **5.3 Report of Quality Committee**

Circulated with the agenda were the minutes of September 22, 2015.

In addition to the minutes, J. Tweedy highlighted the following:

For the month of September, there were two nosocomial cases of C-diff; four cases currently in the unit. Environmental Services continue to clean with Rescue. Public Health completed an assessment of SMH and commended the team for the work that has been done, awaiting recommendations.

It was shared the Medical/Surgical unit has a fully renovated nursing area with a new desk.

The Corporate Quality Committee, consisting of all managers, chiefs and frontline staff, is now meeting and is more consistent with best practices.

A review of the new draft balanced scorecard took place, noting it is a work in progress and revisions/updates are required.

It was mentioned M. Martin and J. Tweedy attended the recent OHA Conference - Quality as a Strategic Priority for the Board.

#### **5.4 Report of President of Medical Staff**

Dr. Tomini provided the following update:

It was explained medical staff have expressed concern with the plan to re-distribute Hospital On-Call Coverage (HOCC) funding within the hospital and the need for a more fulsome process and communication.

There is discord between physicians and the ministry regarding the planned implementation of a "hard cap" on physician services, which will result in a ceiling on billing and a reduction in compensation. It has not been determined if there would be any impact on hospitals.

Dr. Tomini's term as President of the Professional Staff is coming to end. An election will take place in October for his replacement.

#### **5.5 Report of Chief of Staff**

The pre-circulated report of the Chief of Staff, a copy in Board Committee package, was reviewed and a discussion took place regarding the Obstetrician vacancy and the next steps.

### **6. Goal 2 - Champions of Care**

#### **6.1 Report of Human Resources Committee**

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

### **7. Goal 3 - Power in Partnerships**

#### **7.1 Report of Communications Committee**

Circulated with the agenda were the minutes of September 22, 2015.

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

***"That the Board of Directors approves the Stage One Redevelopment PowerPoint Presentation and corresponding brochure as presented."***

**8. Goal 4 – Finance**

**8.1 Report of Finance Committee**

• **Financial Statements as at August 31, 2015**

It was stated that the Financial report was not reviewed by the Finance Committee prior to being presented to the Board Committee due to timeline constraints.

For the month of August, the budget showed a surplus, with the year-to-date remaining in a deficit position; however finance is very optimistic SMH will have a balanced budget by year end.

It was announced new parking meters have been installed. A community engagement plan, including a community survey, is in motion concerning the rate increase.

**9. Goal 5 – Building the Best**

**9.1 Report of Stevenson Redevelopment Committee**

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

**10. Other Committees**

**10.1 Report of Governance & Nominating Committee**

C. Butler provided a verbal update on the following:

A review of the Bylaws and Policies has taken place and recommendations will be tabled at the next Board Committee meeting concerning the following:

- Standing/Special Committee Structure
- Committee Membership Voting Eligibility
- Stevenson Redevelopment Committee status
- Executive Committee

It was stated that the Executive Committee needs to meet promptly to facilitate the SMH Senior Team At Risk Pay.

It was requested that a more defined policy be provided for committee attendance for Committee members, noting an attendance rate of 75%.

**10.2 Report of Executive Committee**

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

## **11. Reports**

### **11.1 Report of Chief Executive Officer**

The CEO's report was received in advance of the meeting and is filed in the Board Committee Minute book.

A thank you was expressed to the Senior Team with regards to cost saving initiatives.

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

A. Hamby provided the following update:

A proposal has been brought forward to continue the Auxiliary. The Bylaws will require revision and further discussion and vote will take place on November 5, 2015. It was stated the current Executive will continue until the Auxiliary AGM in June 2016.

The Auxiliary has received a donation of two prints which have been hung up in the Day Surgery area.

The Auxiliary will be at the Community Craft Show at the Royal Canadian Legion on October 17<sup>th</sup>.

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

M. Barber provided the following update:

The Foundation Presidents' report was received in advance of the meeting and is filed in the Board Committee Minute book.

A "Major Gifts and Donor Development Training" session has been scheduled for the Board members on November 16h.

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

A. Dresser provided the following update:

The Board Directors were asked to review the Ethical Framework documentations distributed.

Samples of the Request for Proposal (RFP) are available for Board Directors to review in Administration Office.

It was suggested there be a reduction in the number of scheduled meetings and Committee Chairs are to schedule the meetings a minimum of 6 working days prior to the Board. This is to allow enough time for documentation to be completed and circulated prior to the Board meeting. It was noted quorum is necessary and alternative meeting schedules may need to be visited.

An update on the Management Services Agreement (MSA) was given concerning the renewal of the CEO position. An in-depth discussion ensued regarding available options and scenarios.

The subject of completing an RFP for stage two was raised and a discussion ensued. Further discussion is required and will take place at the next Board Committee meeting.

**12. Next Meeting Date**

The next Board meeting will be held on Thursday, November 5, 2015.

There being no further business, the meeting terminated at 7:30 p.m.



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Alan Dresser, Board Chair

Recording Secretary: Jared Nolan, Transcribed by: Dianne Ward