

Stevenson Memorial Hospital Meeting of Board of Directors

November 5, 2015
Physical Therapy Department
5:00 p.m.

In attendance:

Elected Directors: Alan Dresser, Board Chair; Darlene Blendick (via teleconference); Paul Edmonds; Wendy Fairley; Paul Heck; Michael Martin; Catherine Morden; John Murray (via teleconference); 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. Oswaldo Ramirez, Chief of Staff; Dr. Shazia Ambreen, President of Medical Staff

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

Regrets: Colleen Butler; Robert Jurmalietis; Dr. Ihab Khalil, Vice-President of Medical Staff

Guests:

Cheryl Harrison, Vice President, Patient Service/CNO, Orillia Soldiers' Memorial Hospital
Bob Savage, Devon Facilities Support Inc.

1. Call to Order

A. Dresser called the meeting to order.

Dr. Shazia Ambreen was welcomed to the meeting as the incoming President of Medical Staff.

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. Presentation - Accreditation by Cheryl Harrison

Cheryl Harrison, Accreditation Canada Survey Specialist and VP Patient Care & Chief Nursing Executive, Orillia Soldiers' Memorial Hospital, provided a presentation on Accreditation Preparation for Governance, a copy of which is included in the minute book. The Hospital's Accreditation will take place in November 2016.

She provided an overview on preparing for the Accreditation process and the Board's role in the on-site visit, explained the mock tracer process and recommended relevant documents and evidence, along with tips and resources for the Board.

The Board extended sincere thanks to Cheryl Harrison for her informative and insightful presentation in helping the Board prepares for its upcoming Accreditation survey.

J. Levac thanked C. Harrison for her presentation.

4. Approval of the Minutes

Circulated with the agenda were the minutes of October 1, 2015.

It was noted that the minutes should be revised to note that the Board will meet in December 2015 prior to the January 2016 meeting.

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

5. Report of Finance Committee

P. Heck referenced the October 28, 2015 minutes as circulated with the agenda and highlighted the following:

- The hospital has received a legal opinion that Bob Savage, Devon Facilities Support, and an Engineer, that his contract with Stevenson does meet the exemption rules of the Broader Public Sector Accountability Act with respect to our redevelopment project not requiring the hospital to go out to tender.
- The September financial statements showed a surplus of \$63,405 for the month and a year-to-date deficit of (\$120,256). Several initiatives have and will continue to be implemented and Management is optimistic it will balance its budget at year end.
- The 2016-17 Hospital Annual Planning Submission (HAPS) is due January 29th; Hospital Management will be requesting an extension to submit following the February 4th Board meeting.
- Management is working on a cash flow for the next stage of the Hospital Redevelopment.

At this point in time, Bob Savage joined the meeting.

6. Update on Stevenson Redevelopment Committee

Bob Savage provided an update on the status of the redevelopment:

- Hospital is still waiting for a response from the Capital Branch at the Ministry and Central Local Health Integration Network (CLHIN) on its Stage 1 Submission; however, in the meantime, it would like to proceed with Stage 2 – Functional Programming.

- The purpose of the Functional Program in Stage 2 is to define and justify the scope of the capital project with regards to programs and services being proposed, associated work load staffing, equipment, and space requirements both architectural and environmental.
- The Hospital would like to issue a Request for Proposal (RFP) for the Functional Program through the Central Ontario Hospital Association Procurement Agency (COHPA). The Stage 2 RFP is guidelines for the bidders and does not obligate Stevenson financially until it has a formalized response of approval from the Ministry on its Stage 1 submission.
- The Stevenson Redevelopment Committee has endorsed and recommends that the Hospital proceed with the Stage 2 RFP.

Motion: Move by P. Edmonds, seconded by P. Heck, CARRIED.

“That the Board of Directors accepts the recommendation of the Stevenson Redevelopment Committee and directs Management to release the Request for Proposal – Stage 2 Functional Program to market via Central Ontario Hospital Association Procurement Agency.”

At this point in time, Bob Savage left the meeting.

7. Report of Governance & Nominating Committee

J. Tweedy advised that the below noted Board policies have been reviewed by both the Executive Committee and Governance & Nominating Committee.

Motion: Moved by J. Tweedy, seconded by M. Martin, CARRIED.

“That the Board of Directors accepts the recommendation of the Governance & Nominating Committee and approves the following Board policies as presented:

- ***II-1 Chief Executive Officer Selection and Succession Planning***
- ***II-2 Chief Executive Officer Direction***
- ***II-3 Chief Executive Officer Job Description***
- ***II-4 Chief Executive Officer Performance Management and Evaluation***
- ***II-5 Chief Executive Officer Compensation***
- ***II-6 Chief Executive Officer Expense Reimbursement and Travel Policy***
- ***II-8 Chief of Staff Direction***
- ***II-9 Chief of Staff Performance Management and Evaluation***
- ***II-10 Chief of Staff Compensation***
- ***II-11 Chief of Staff Selection and Succession Planning***
- ***II-13 Relationship with Other Health Services Providers and Key Stakeholders”***

Advisory Member Sheila Kaarlela has expressed interest in sitting on the Quality Committee and the Governance & Nominating Committee recommends her appointment.

Motion: Moved by J. Tweedy, seconded by D. Blendick, CARRIED.

“That the Board of Directors accepts the recommendation of the Governance & Nominating Committee and appoints Sheila Kaarlela, Advisory Member, to the Board Quality Committee.”

Due to the recent resignation of Harry Cassie, the Audit Committee requires an appointment of a Chair and an additional Director to the Committee.

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

“That the Board of Directors accepts the recommendation of the Governance & Nominating Committee and appoints John Murray as Chair of the Audit Committee.”

Motion: Moved by J. Tweedy, seconded by P. Heck, CARRIED.

“That the Board of Directors accepts the recommendation of the Governance & Nominating Committee and appoints Darlene Blendick as a member of the Audit Committee.”

The Governance & Nominating Committee agreed with Management’s suggestion to appoint a member of the Patient & Family Advisory Committee to both the Communications Committee and Quality Committee.

Motion: Moved by J. Tweedy, seconded by P. Heck, CARRIED.

“That the Board of Directors accepts the recommendation of the Governance & Nominating Committee to appoint a member of the Patient & Family Advisory Committee to both the Communications Committee and Quality Committee.”

J. Tweedy advised that the Governance & Nominating Committee are currently undertaking a review of the Terms of Reference for all Board Committees and will include the above in the membership.

8. Report of Executive Committee

Circulated to the Board were the Executive minutes of October 16, 2015. In addition to the minutes, A. Dresser noted that the Executive Committee discussed it would be beneficial to provide an education to the Board on physician credentialing.

Motion: Moved by M. Martin, seconded by P. Edmonds, CARRIED.

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

9. Reports

9.1 Chief Executive Officer

J. Levac provided a verbal report noting the following:

- Met with CLHIN CEO to discuss the Hospital’s plan to proceed with a Stage 2 – Functional Plan submission and that an RFP would be conditional further to a positive response from the Ministry and CLHIN regarding its Stage 1 submission.
- North York General Hospital shared their framework and expertise on the role of the Patient Advisory work they have undertaken. They confirmed that Stevenson is moving on the right path by establishing a Patient & Family Advisory Committee. On the recommendation of this new Advisory Committee, the Hospital has just implemented a new Wayfinding Signage system throughout the hospital which will assist patients and visitors.

- Recognized the Pharmacy Team for all of the hard work they did to prepare for the Ontario College of Pharmacists Inspection. This was the first inspection at Stevenson held in October which went extremely well; they passed and were given accolades for their safe management of the pharmacy.
- The Staff and Physician Satisfaction results have now been received and overall there was an improvement in the scores compared to two years ago. The results will be shared with staff and physicians and the Board in the future, via the Human Resources Committee.

9.2 Report of the Auxiliary President

Ann Hamby presented the Report of the Auxiliary and a copy is included in the minute book.

9.3 Report of Foundation President

M. Barber presented the Report of the Foundation and a copy is included in the minute book. She noted that the Foundation Report was a little longer this month than usual as it included information from the Fundraising Committee Mid-Year report.

9.4 Report of the Board Chair

A. Dresser provided a verbal report noting the following:

- Reminded the Board that on November 16th, a Major Gifts & Donor Development session will be hosted by the Foundation for the Stevenson Board members and encouraged all to attend.
- Successful meeting held with Dr. D. Williams, CEO, Southlake Regional Health Centre to discuss the achievements of the Management Services Agreement. A main focus for both organizations is its development of a health information system.
- Board Orientation will be held on November 24th.
- Next regular board meeting will be held in December and January' meeting will focus on redevelopment.
- Ask all members to sign the annual Declaration of Commitment and return to Administration.

10. In Camera Session

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

***Motion: Moved by P. Heck, seconded by P. Edmonds, CARRIED.
"That the Board move back into the open session."***

The Board Chair advised that the following motion arose from the in-camera session:

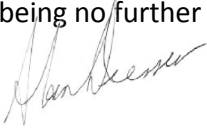
***Motion: J. Tweedy, seconded by M. Martin, CARRIED.
"That the Board accepts the recommendation of the Medical Advisory Committee to approve:***

- ***ten (10) new applications for Professional Staff; and***
- ***one (1) change in privileges for members of the Professional Staff."***

11. Next Meeting Date

The next Board meeting will be held on Thursday, December 3, 2015.

There being no further business, the meeting adjourned.



Alan Dresser, Board Chair

Recording Secretary: Sharon Knisley