

# Stevenson Memorial Hospital Meeting of Board of Directors

October 6, 2016

Physical Therapy Department

5:00 p.m.

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## **In attendance:**

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

**Ex Officio Directors:** Jody Levac, President & CEO; Carrie Jeffreys, CNO; Marg Barber, Board Chair, Foundation; Dr. Shazia Ambreen, President of Medical Staff

**Staff:** Paul Heck, Chief Financial Information Officer; Jared Nolan, Corporate Communications

**Guests:** Kathy Stevenson, Manager Quality & Risk

**Regrets:** Paul Edmonds; Robert Jurmalietis; Dr. Ihab Khalil, Vice-President of Medical Staff; Dr. Oswaldo Ramirez, Chief of Staff; Diane Munro, Auxiliary

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## **1.0 WELCOME & CALL TO ORDER**

### **1.1 Quorum**

M. Martin welcomed C. Jeffreys, Stevenson's new Vice-President/Chief Nursing Officer to the meeting and advised that Paul Heck has been recruited as the Hospital's Chief Financial Information Officer and has resigned from the Board. There was a quorum for the meeting.

### **1.2 Declaration of Conflict of Interest**

M. Martin reminded those in attendance of their responsibilities as Board members with respect to the conflict of interest as outlined in the Corporation's Bylaws and asked if anyone present wished to declare a conflict of interest. No declarations were made.

### **1.3 Amendments to the Agenda**

*Motion: Moved by J. Murray, seconded by M. MacEachern.*

*"That the Board of Directors accepts the agenda as presented."*

*All in favour. Motion passed.*

## **2.0 PRESENTATIONS**

### **2.1 Mock Accreditation**

Deferred to November Board meeting.

### **2.2 Enterprise Risk Management (ERM)**

The Board reviewed and discussed the Hospital's ERM and suggested some changes.

### **3.0 CONSENT AGENDA**

- 3.1 Board of Directors – September 8, 2016 Minutes
- 3.2 Quality Committee – September 13, 2016 Minutes
- 3.3 Human Resources Committee – October 5, 2016 Minutes
- 3.4 Communications Committee – September 8, 2016 Minutes
- 3.5 Finance Committee – September 22, 2016 Minutes
- 3.6 Governance & Nominating Committee – September 16, 2016 Minutes
- 3.7 Resolution regarding appointment of Alan Dresser as Board Treasurer and Finance Chair

The above documentation was circulated with the agenda.

***Motion: Moved by D. Blendick, seconded by J. Tweedy.  
“That the Board of Directors accepts the consent agenda as presented.”  
All in favour. Motion passed.***

### **4.0 BUSINESS ARISING FROM CONSENT AGENDA**

There was no business arising.

### **5.0 SAFE, QUALTY CARE**

#### **5.1 Report of Quality Committee Chair**

J. Tweedy advised that the Professional Staff Credentialing has not been the responsibility of the Quality Committee for some time and has been removed from their Work Plan. The Chief of Staff reports this directly to the Board of Directors during the in-camera session as it is considered a personnel item.

#### **5.2 Patient Experience**

There was no patient experience story this month.

#### **5.3 Critical Incident Report**

There were no new critical incidents to report.

K. Stevenson left the meeting at this point in time.

### **6.0 CHAMPIONS OF CARE**

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

D. Blendick advised that the HR Committee will be involved in developing a framework for SMH Executive Compensation for recommendation to the full Board of Directors. The Ontario Hospital Association (OHA) is offering some level of support with this initiative. The OHA is collecting data from Ontario hospitals and will provide hospitals with a compilation of data they collect.

## **7.0 POWER IN PARTNERSHIPS**

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

C. Morden advised of a recent media release advising that the Hospital has received endorsement of the Central Local Health Integration Network (C-LHIN) for our Stage 1 submission. She also highlighted recent community engagement initiatives the Hospital has undertaken over the past month to support the redevelopment.

## **8.0 FINANCIAL HEALTH**

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

A. Dresser advised the following:

- Financial statements show a surplus of \$6,851 for the month of August and a year-to-date surplus of \$33,099.
- Finance Committee reviewed a business plan pertaining to the Auxiliary operating a Tim Hortons in the Hospital. The Auxiliary plan to undertake further investigation pertaining to the business model, costs, etc.

- **CT Scanner**

P. Heck advised that the Hospital is looking to upgrade its CT Scanner. He provided a presentation that covered key facts, information on the proposed unit, and financial costs.

In response to a question, P. Heck confirmed that the technology is significantly improved in all aspects.

The Finance Committee will be reviewing the business case in further detail and pending their recommendation, the Board will be requested to undertake an electronic vote to meet the October 30, 2016 deadline.

- **HIS Update**

Only one of the two initially short-listed potential partners has responded to the Invitational Request for Partnership (IRFP) demonstrations which will only be hosted at Stevenson later this month for staff and physicians. In the meantime, an evaluation of their proposal is underway.

## **9.0 BUILDING THE BEST**

### **9.1 Report of Stevenson Redevelopment Committee Chair**

M. Martin advised that the Hospital has received written endorsement of the C-LHIN Board for our Stage 1 submission to the Capital Branch of the Ministry of Health and Long Term Care (MOHLTC) for the redevelopment. The MOHLTC has verbally indicated they have completed their review of the Stage 1 submission, however, will not be providing a letter of endorsement, but did indicate that the Hospital may proceed to Stage 2 at its own risk. A Stevenson Redevelopment Committee will be scheduled to discuss next steps.

## 10.0 GOVERNANCE

### 10.1 Report of Governance & Nominating Committee Chair

J. Murray highlighted the following:

- **Terms of Reference**

Referenced revised Terms of Reference for the Governance & Nominating, Communication and Quality Committees circulated with the agenda which have been reviewed and endorsed by the Governance & Nominating Committee.

*Motion: Moved by J. Murray, seconded by A. Dresser.*

*“That the Board of Directors accepts the recommendation of the Governance & Nominating Committee and approves the Terms of Reference for the Governance & Nominating, Communication and Quality Committees as presented.”*

*All in favour. Motion carried.*

- **Results of OHA On-Line Governance Evaluation**

Referenced the results of the Governance evaluation survey the Board completed in May 2016. All results exceeded the Ontario Average Hospital Threshold. J. Murray noted that there were 2 Directors who provided neutral responses related to CEO and Chief of Staff Succession Planning. The Governance & Nominating Committee agreed that at the time the survey was undertaken, the Executive Committee had not yet completed the CEO and Chief of Staff Performance Plans and therefore, the results had not been shared with the Board hence likely the 2 neutral votes. The Board commented that they were pleased with the results.

- **Violence and Harassment Policy**

Further to new legislation, a Violence and Harassment policy has been developed for the Board. J. Murray advised that the Governance & Nominating Committee thoroughly reviewed and endorsed the policy.

*Motion: Moved by J. Murray, seconded by W. Fairley.*

*“That the Board of Directors accepts the recommendation of the Governance & Nominating Committee and approves the Violence and Harassment Policy presented.”*

*All in favour. Motion carried.*

## 11. REPORTS

### 11.1 Report of the President and CEO

- **Bill 210 – Patient First Act, 2016 – Background**

On June 2, 2016, the Minister of Health & Long Term Care introduced Bill 210. If passed, the Bill would expand the role of the LHINS to include home and community care, by consolidating the Community Care Access Centre’s (CCAC) within the LHINS, and by providing the LHINS with the authority to manage and monitor primary care directly. Background to be circulated to the Board.

- **Executive Compensation**

On September 6, 2016, the Ontario government announced requirements for determining Executive Compensation for broader public sector employers, including hospitals. The requirements are established in a regulation that will require each Hospital Board to create its own executive compensation program. As a result, the Board Human Resources Committee will take a lead in developing the compensation framework.

- **Chief of Staff**

Finalizing the contract for the new Chief of Staff; Dr. Ramirez will remain as the Chief of Staff until the new Chief assumes their role at Stevenson.

- **Chief Financial and Information Officer (CFIO)**

Paul Heck assumed the position of CFIO for Stevenson effective October 3, 2016.

**11.2 Report of the Chief of Staff**

The Board had no questions regarding Dr. Ramirez's report circulated with the agenda.

**11.3 Report of the President of Medical Staff**

Dr. Ambreen noted that the Medical Staff will be purchasing a table at the Foundation's Gala.

**11.4 Report of the Auxiliary President**

There was no report as D. Munro was absent from the meeting.

**11.5 Report of Foundation Board Chair**

In addition to her written report, M. Barber highlighted the following:

- Reminded everyone to purchase their Gala Tickets before the early bird special deadline – November 1, 2016; tickets will then go on sale for the public.
- J. Nolan and the Foundation staff will investigate the ranges for naming rights in the Hospital and report back to the next Board meeting.
- Acknowledged and thanked the Hospital staff who were involved in finalizing the 4 year capital equipment commitment letter to Honda

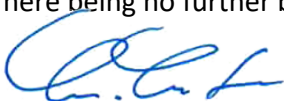
**11.6 Report of Hospital Board Chair**

M. Martin advised the Board that at a future meeting, a discussion will need to take place on the Board's position on the Assisted Dying Legislation. J. Levac will investigate and report back to the Board on this matter.

**12. Next Meeting Date**

The next Board meeting will be held on Thursday, November 3, 2016.

There being no further business, the meeting adjourned at 8:05 p.m.



Michael Martin, Board Chair

Recording Secretary: Sharon Knisley