

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

February 3, 2022

Teams Meeting

5:00 p.m.

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**In attendance:**

**Elected Directors:** John Murray, Board Chair; Shelly Cunningham, Norm Depta, Vice Chair, Wendy Fairley, Sheila Kaarlela, Jan Tweedy, Alison Howard, Kevin Mullins, Nishika Jardine, Colleen Butler, David Knight (late), Jeff Stubbs, Treasurer

**Ex Officio Directors:** Jody Levac, President & CEO; Dr. J. Scheeres, Chief of Staff, Boris Pavlin, Chair, Foundation;

**Staff:** Sharon Crowe, Board Liaison

**Guests:** Pam Wesson, Director of Finance, HIS and Procurement

**Regrets:** Dr. O. Ramirez, President of Professional Staff, William Bye, VP, CFIO, Gary Munro, Auxiliary President

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**1.0 WELCOME, CALL TO ORDER & LAND ACKNOWLEDGEMENT – 5:03 pm**

**1.1 Quorum**

J. Murray advised that a quorum was present.

**1.2 Declaration of Conflict of Interest**

J. Murray reminded Board members in attendance of their responsibility to declare conflicts of interest, as outlined in the Corporation's Bylaws, and asked if anyone present wished to declare a conflict. None were declared.

**1.3 Approval of the Agenda**

J. Murray noted that neither the Vice President/Chief Nursing Executive nor G. Munro was in attendance and requested that the agenda for the meeting be amended by removing agenda items 5.1 – Report of the VP/CNE and 5.6 – Report of the Auxiliary President.

*Motion: Moved by N. Depta, seconded by W. Fairley.*

*“That the Board of Directors accepts the agenda as amended.”*

*All in favour. Motion passed.*

**2. PRESENTATIONS**

2.1 Financial Statement Analysis and Preparation for Year End Audit Presentation–P. Wesson

P. Wesson, Director of Finance, HIS and Procurement presented to the Board describing the detailed analysis of financial statements process that was used to monitor financial results, together with the preparation process used by the Finance Department to prepare for the Annual Audit and the multiple steps that are employed to facilitate a smooth audit.

The Board of Directors had no questions and thanked P. Wesson for this presentation.

*P. Wesson left the meeting.*

**3. CONSENT AGENDA**

**3.1 Board of Directors Minutes - January 6, 2022**

**3.2 Finance, Audit and Property Minutes – January 26, 2022**

**3.3 Governance and Nominating Committee – January 21, 2022**

*Motion: Moved by J. Tweedy, seconded by S. Kaarlela.*

*“That the Board of Directors accepts the consent agenda.”*

*All in favour. Motion passed.*

**4. BUSINESS ARISING FROM CONSENT AGENDA – There was none.**

**5. REPORTS**

**5.2 Report of the Chief of Staff**

Dr. J. Scheeres provided updates to the Board on the following:

- Monthly meetings with all department Chiefs
- Surgical ramp-up
- Status of Hospitalist program and plan moving forward
- Emergency Department consultant’s report

**5.3 Report of President of the Professional Staff**

Dr. Ramirez was not in attendance.

**5.4 Report of the VP Corporate Services/CFIO**

W. Bye’s report was circulated with the meeting package. There were no questions or concerns raised by the Board.

**5.6 Report of President and CEO**

J. Levac updated the Board on the following:

- COVID Burden
- IMS Transfer
- Staff Illness and High-Risk Contacts
- Staff Shortages
- PPE Shortages and Supply Costs

- Alliston COVID-19 Cough and Cold Clinic
- Strategic Planning format and timelines. The Board was of the view that the new VP/CNE should be in place before commencing work on the Strategic plan. J. Levac recommended engagement of P. Morrow of Develop Consulting to assist with development of a strategic planning process. Individual Directors were invited to send J. Levac any other suggestions for such a process by email.

### **5.7 Report of the Foundation Board Chair**

B. Pavlin referenced his report included in the Meeting package including:

- Fundraising going well. Lots of work ongoing.
- Campaign capital team is energetic and focused.

## **6. GOVERNANCE**

### **6.1 Report of the Chair, Governance and Nominating Committee**

S. Cunningham updated the Board on the recent GNC meeting including:

- Mentor checklist available and including in orientation binder
- Reviewed vacancies for board members and advisory members. There will be two vacancies on the board as of June, J. Tweedy and S. Cunningham. W. Fairley will lead committee for recruitment of new candidates.
- Discussion about Education plan and requesting a budget of \$5000 for board education and OHA courses.
- ONCA and a committee will be struck. J. Murray and C. Butler will co-chair this committee. First step is set up a project plan. Will present at March GNC meeting. Hoping by June 2023 to have all policies and bylaws changed and letters patent updated. Asking for some money in the budget to hire a lawyer to review bylaws etc.

### **6.2 Policy 2.2-2 – Conflict of Interest**

This policy was reviewed by the Governance and Nominating Committee and no changes were made.

#### **Approval of Policy 2.2-2 – Conflict of Interest**

*MOTION: Moved by N. Jardine, seconded by S. Kaarlela.*

*“That the Stevenson Memorial Hospital Board of Directors approves Policy 2.2-2 – Conflict of Interest as recommended by the Governance and Nominating Committee.*

*All in favour. Motion passed.*

### **6.3 Policy 2.8-3 – Social Media**

This is a new policy created by the Governance and Nominating Committee.

#### **Approval of Policy 2.8-3 Social Media**

*MOTION: Moved by S. Cunningham, seconded by W. Fairley.*

*“That the Stevenson Memorial Hospital Board of Directors approves Policy 2.8-3 – Social Media as recommended by the Governance and Nominating Committee. All in favour. Motion passed.*

## **7. INVESTMENTS**

### **7.1 Report of the Chair, Finance, Audit and Property Committee**

Meeting last week. Audit letter signed and Financial Statements recommended to the Board of Directors.

COVID Financials, AP and AR reports and 4 hospital agreement were all reviewed. Special Meeting on February 23<sup>rd</sup> to approve Operating and Capital Budgets.

### **7.2 Financial Statements as at December 31, 2021**

#### **Approval of the Financial Statements**

*MOTION: Moved by J. Stubbs, seconded by N. Depta.*

*“That the Stevenson Memorial Hospital Board of Directors approves the Financial Statements as of December 31, 2021 as recommended by the Finance, Audit and Property Committee.”*

*All in favour. Motion passed.*

## **8. REPORT OF THE BOARD CHAIR**

J. Murray advised on his activities in the past month including:

- Attended GNC, FAP and Campaign Cabinet meetings this month
- the Campaign Cabinet has a number of enthusiastic new members

#### **Accept All Reports**

*Motion: Moved by C. Butler, seconded by D. Knight.*

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

*All in favour. Motion passed.*

## **9. IN CAMERA SESSION**

*Motion: Moved by A. Howard, seconded by W. Fairley*

*“That the Board moves to in-camera session.”*

*All in favour. Motion passed.*

*Motion: Moved by D. Knight, seconded by A. Howard.*

*“That the Board moves into open session.”*

*All in favour. Motion passed.*

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

- Eight (8) new applications for medical staff were approved;
- Thirteen (13) changes in privileges for members of the medical staff were approved; and
- 2022 Physician Reappointments were approved.

## **10. NEXT MEETING DATE**

The next Board meeting will be held on Thursday March 3<sup>rd</sup>, 2022.

**DRAFT**

There being no further business, the meeting adjourned at 6:17 p.m. Moved by S. Kaarlela.  
Motion passed.

A handwritten signature in black ink, appearing to read "John Murray", enclosed within a light blue rectangular border.

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John Murray, Board Chair

Recording Secretary: Sharon Crowe