

Meeting of the Board of Directors
Wednesday, December 4, 2019
3:00pm
Hospital Board Room

2019-2020	Sep 4	Oct 2	Nov 6	Dec 4	Feb 5	Mar 4	Apr 1	May 6	Jun 3
C. Crane (Chair)	✓	✓	✓	✓					
A. Dale	✓	✓	✓	NA					
R. Robertson	✓	✓	NA	NA					
S. Martyn	✓	✓	✓	✓					
P. van der Westen	✓	✓	✓	✓					
D. Ross	✓	✓	✓	NA					
C. Auger	✓	✓	✓	✓					
D. Harvey	✓	✓	✓	✓					
R. Hodgkinson	✓	✓	✓	✓					
L. Ballantyne	✓	✓	✓	✓					
S. DiMeo	NA	✓	✓	✓					
Dr. Chehadi	✓	✓	✓	✓					
Dr. Mills	✓	NA	✓	NA					
Dr. P. Andros	✓	NA	✓	✓					
R. Biron	✓	✓	✓	✓					
K. Davies	✓	✓	✓	✓					

1. Call to Order

Cathy Crane called the meeting to order at 3:00pm.

Ms. Crane reported that this is the final board meeting for Dr. Phil Andros as the Vice President of Professional Staff Association. Ms. Crane thanked Dr. Andros for his excellent work and his contributions to the Board over the past 3 years he has served.

2. Approval of Agenda

MOTION

MOVED by Linda Ballantyne, SECONDED by Richard Hodgkinson, that the Board of Directors approve the agenda as presented.

CARRIED

3. Lean Huddle / Performance Indicators & Definitions

Sally Martyn led a review of the current board metrics, and the Directors are on target to achieve their objectives for the year. The huddle included the "Governance Minute", regarding how the Board regularly oversee the hospital's resource allocation decisions. The Board huddle concluded with a review of the Quality Improvement Plan (QIP) indicators for October 2019 and a review of the strategic objective Achieving Operational Excellence.

4. **Patient Experience Story**

Dana Borrie, Patient Experience Specialist introduced Jackie V. who is a former patient and now a member on the Patient Experience Council. Jackie shared her experience relating to care she received for Inflammatory Breast Cancer and chemotherapy treatment a few years ago at STEGH. Jackie shared how her experience led her to become involved in with the Patient Experience Council and how she has been engaged in the process to improve the patient experience.

5. **Declaration of Conflicts of Interest**

None declared.

6. **Approval of Draft Minutes of Prior Meetings**

The November 6, 2019 Board of Directors Draft Meeting Minutes were pre-circulated with the Board package for review.

MOTION

MOVED by Sally Martyn, SECONDED by Richard Hodgkinson, that the Board of Directors approve the November 6, 2019 Board of Directors Draft Meeting Minutes.

CARRIED

7. **Committee Reports**

7.1 **Governance Committee**

7.1.1 Governance Committee Draft Meeting Minutes (November 13, 2019)

The Governance Committee draft Meeting Minutes from November 13, 2019, were pre-circulated with the Board package for information purposes.

Peter van der Westen shared that another interview was recently conducted for the vacancy on the Board and that the applicant and interview results will be shared with the Governance committee in January and then if appropriate will come to the full Board for a decision in February.

7.1.2 Board Retreat Update

Governance Committee received an initial draft agenda for the Board Retreat and it consisted of two broad topics; Ontario Health Teams with regard to Collaborative Governance and providing a progress report on achieving the Strategic Plan.

The retreat will also provide an opportunity for the Board to complete some team building exercises and networking with one another.

7.2 **Finance & Audit Committee**

7.2.1 Finance & Audit Committee Draft Meeting Minutes (November 19, 2019)

The Finance & Audit Committee draft Meeting Minutes from November 19, 2019, were pre-circulated with the Board package for information purposes.

7.2.2 2019-2020 Second Quarter Financial Report

The 2019-2020 Second Quarter Financial Report was pre-circulated with the Board package.

At the end of the second quarter the hospital had an operating surplus of \$150K and included \$366K in surge beds cost that the hospital had absorbed with no offsetting ministry funding. In October, the Ministry announced funding relief for Medium Sized Hospitals, STEGH received \$1.172K in that announcement. In addition, STEGH also received \$300K to help target CT Wait Times and Conservable Bed Day reduction; and this funding is not reflected in the second quarter statement because the related costs have not yet been incurred. At the end of the second quarter the remaining gap in the Ministry actual funding for the year versus budgeted funding is approximately \$1M.

Statement of Cash Flow was included in the Quarterly Report and it shows the statement of STEGHs cash and working capital. At the end of the second quarter STEGH had a cash deficit of \$651K and that this is being funded through a line of credit.

STEGHs working capital is a deficit of \$6.36M, which has grown by \$1.3M since March 2019. Capital purchases are currently exceeding contributions received, thus reducing the working capital. The HIRF funding was still unconfirmed as of September 30, 2019 reporting cycle, therefore not recorded as contributions on the Statement of Financial Position. Since then, STEGH received a funding letter stating a grant of \$1.2M was approved for HIRF, this will be reflected in the third quarter reporting thus reducing the capital funding gap.

The capital expenditure budget for 2019/20 is estimated at \$4M, of which \$1M will be financed by the Foundation, \$1.2M financed through the Provincial HIRF funding, \$2M to be financed out of operating cash flow. At September 30, 2019, actual capital expenditures amounted to \$1.95M and Ms. Sheldon assured the Finance & Audit Committee that any capital items purchased are being done so with caution to avoid using the line of credit.

In November 2019, STEGH received funding of \$366K for four Short Term Transitional Care beds to the end of March 31, 2020, which is not reflected in the second quarter report. STEGH also received a WSIB NEER surcharge of \$239K related to lost time injuries of two employees.

MOTION

MOVED by Cathie Auger, SECONDED by Peter van der Westen, that the Board of Directors receive the 2019-2020 Second Quarter Financial report as presented.

CARRIED

7.2.3 Compliance Monitoring

The 2019-2020 HSAA Indicators Semi-Annual Report, Second Quarter Attestation of Compliance of Tax Remittances, and Semi-Annual Executive, Board and Consultant Usage Reports were pre-circulated with the Board package for information purposes.

MOTION

MOVED by Cathie Auger, SECONDED by Peter van der Westen, that the Board of Directors receive the following documents, as presented:

- 2019-2020 HSAA Indicators Semi-Annual Report
- 2019-2020 Second Quarter – Attestation of Compliance of Tax Remittances
- 2019-2020 Semi-Annual Executive, Board and Consultant Usage Report

CARRIED

7.3 Quality & Safety Committee

7.3.1 Quality & Safety Committee Draft Meeting Minutes (November 19, 2019)

The Quality & Safety Committee draft Meeting Minutes from November 19, 2019, were pre-circulated with the Board package for information purposes.

Quality Improvement Plan will be prepared in draft form, be presented to the Quality & Safety Committee in January 2020, and then be presented to the Board in March 2020 for approval.

8. Other Business

8.1 April 1, 2020 Board of Directors Meeting Date

The Board of Directors meeting that is scheduled for April 1, 2020 will need to be rescheduled to a different date. The date of April 8, 2020, was proposed and Andrea derKinderen will send out an update to reflect the new date. If any members have any concerns or conflicts with the proposed new date, they can speak with Ms. Crane or Ms. derKinderen.

9. Officer Reports

The Officer reports for the Board Chair, CEO, and Foundation were pre-circulated.

9.1 Board Chair Report

No questions or comments.

9.2 President & CEO Report

Mr. van der Westen inquired about the restructuring of the health care system within the province of Ontario – more specifically with regard to timelines of when changes will take place. Mr. Biron stated that there has been no specific dates or timelines released by the Ministry at this point. However, a great deal of changes and restructuring of the system has taken place within the past couple months which have been outlined in the CEO Reports to the Board.

9.3 Foundation Report

Ms. Crane expressed thanks and praise to the Foundation on the success of the Gala evening this year.

MOTION

MOVED by Sally Martyn, SECONDED by Richard Hodgkinson, that the Board of Directors receive the Officer Reports as presented.

CARRIED

10. Correspondence / Information

10.1 Ontario Health Transitional Regional Leadership

The Ontario Health Transitional Regional Leadership document was pre-circulated with the Board package for information purposes.

LHINs have been disbanded and been rolled the responsibilities formally now into the Ontario Health Agency and an announcement was made this week that the former LHIN staff are now formally employed by the Ontario Health Agency. Ontario Health has now collapsed the fourteen regions into five transitional regions managed under the role of the Transitional Regional Leads.

11. In-Camera Meeting

11.1 Move to In-Camera

MOTION

MOVED by Linda Ballantyne, SECONDED by Richard Hodgkinson, that the meeting of the Board of Directors move to the in-camera portion of the meeting.

CARRIED

Having completed the In-Camera meeting, the meeting resumed in the open session.

12. Termination of Meeting

MOTION

MOVED by Sally Martyn, SECONDED by Linda Ballantyne, that the Board of Directors terminate the meeting.

CARRIED