

Meeting of the Board of Directors
Wednesday, February 5, 2020
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	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	NA				
Dr. P. Hammond					✓				
Dr. P. Andros	✓	NA	✓	✓					
R. Biron	✓	✓	✓	✓	✓				
K. Davies	✓	✓	✓	✓	✓				

1. Call to Order

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

Ms. Crane welcomed Dr. Paul Hammond to his new role of Professional Staff Association, Vice-President on the Board of Directors and introductions were made.

Ms. Crane then thanked Dr. Phil Andros for his time, dedication and expertise serving on the Board of Directors over the past several years.

2. Approval of Agenda

MOTION

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

CARRIED

3. Lean Huddle / Performance Indicators & Definitions

Cathy Crane began the Lean huddle with a positive reflection, specifically noting the success of the recent Board Retreat and thanked those involved in the arrangements and presentations. The huddle included the "Governance Minute", regarding what processes are in place to measure the CEO & COS performance. The Board huddle concluded with a review of the Quality Improvement Plan (QIP) indicators for December 2019 and a review of the new layout of the Ideas section of the huddle board.

4. Board Education

4.1 STEGH Volunteers & Auxiliary Review

Karen Riddell & Tonya Sheldon provided an overview of the Volunteer and Auxiliary programs at STEGH. The presentation highlighted that there are presently 164 active volunteers and the volunteer services amass 30,000+ hours per year. The Auxiliary group fundraises an average of \$90,000 (net) annually and has transferred over \$2.1 million to the STEGH Foundation since 1986.

4.2 Cybersecurity

Cybersecurity 101 (pre-reading material)

The Cybersecurity 101 pre-reading material was pre-circulated with the Board package materials for pre-reading and information purposes.

Cybersecurity at STEGH

Mr. Singh, Chief Information Officer, presented an overview of Cybersecurity at STEGH. Highlights of the presentation included:

- To mitigate the risk of cyber attacks, STEGH has an In-Depth Defense program, which includes: education & awareness, utilization of specialized hardware & software, policies & procedures, preparation & practice for worst case scenarios.
- Recent completion of Cybersecurity assessment by Deloitte for STEGH and the region
- Preparation of multi-year roadmap to improve STEGH's capacity

5. Declaration of Conflicts of Interest

None declared.

6. Approval of Draft Minutes of Prior Meetings

The December 4, 2019 Board of Directors Draft Meeting Minutes were pre-circulated with the Board package for review.

MOTION

MOVED by Sally Martyn, SECONDED by Cathie Auger, that the Board of Directors approve the December 4, 2019 Board of Directors Draft Meeting Minutes.

CARRIED

7. Committee Reports

7.1 Governance Committee

7.1.1 Governance Committee Draft Meeting Minutes (January 15, 2020)

The Governance Committee draft Meeting Minutes from January 15, 2020, were pre-circulated with the Board package for information purposes.

Peter van der Westen shared that the Board Chair and Directors one-to-one meetings are to begin in early April and are to be completed prior to the May 6, 2020 Board of Directors meeting.

Mr. van der Westen stated that the Governance Committee reviewed the By-law section relating to the break period for Director Reappointment. A By-law change will be drafted for the next Governance Committee meeting with the following recommendation: a 1-year break period and limiting the term limit to 3 additional years.

Regarding representatives to participate on the various governance activities of the Elgin Ontario Health Team (OHT) planning and development, Mr. van der Westen noted that the Board Chair, First Vice-Chair and Second Vice-Chair will be STEGH's representatives.

7.2 Quality & Safety Committee

7.2.1 Quality & Safety Committee Draft Meeting Minutes (January 16, 2020)

The Quality & Safety Committee draft Meeting Minutes from January 16, 2020, were pre-circulated with the Board package for information purposes.

7.3 Finance & Audit Committee

7.3.1 Finance & Audit Committee Draft Meeting Minutes (January 21, 2020)

The Finance & Audit Committee draft Meeting Minutes from January 21, 2020, were pre-circulated with the Board package for information purposes.

Cathie Auger shared that the committee met with the auditors from KPMG regarding the annual audit planning meeting and stated that there is nothing unusual related to this year's plan.

7.3.2 Review and Recommendations for Insurance Coverage

Ms. Auger stated that the Finance & Audit Committee received a presentation on STEGH's current Insurance Coverage. Management is recommending no changes to the current insurance coverages for fiscal year 2021 and she reminded the Board that last year the Cybersecurity coverage was increased to \$5 million.

MOTION

MOVED by Cathie Auger, SECONDED by Dan Ross, that the Board of Directors approve the recommendation for Insurance Coverage, as presented.

CARRIED

8. Other Business

8.1 Board Retreat – Report Out

The Board Retreat – Report Out was pre-circulated with the meeting package for information purposes. The Board Retreat evaluation results will be brought to the Governance Committee meeting in May 2020 for review and next steps.

8.2 Novel Coronavirus – Briefing Note

The Novel Coronavirus – Briefing Note was pre-circulated with the meeting package for information purposes.

Mary Stewart reminded the Board that the coronavirus is part of a large family of viruses, ranging from the common cold to SARS. Ms. Stewart stated that the time of this meeting 139 people in Ontario have been tested for Novel Coronavirus and that there have been 3 confirmed cases in Ontario and 1 confirmed case in British Columbia.

Ms. Stewart reminded the Board that if they have questions they should ask the executives at STEGH or consult reputable sources for information and that at the end of the briefing note is a list of reputable organizations providing updates related to Coronavirus.

Ms. Stewart shared that STEGH has formed a working group that meets regularly to review the current situation and to ensure appropriate precautions and measures are in place at STEGH. The working group has confirmed that STEGH has an adequate supply of Protective Personal Equipment (PPE) and are promoting that staff encourage patients and visitors to wear a mask if coughing and use proper hand hygiene techniques.

Ms. Stewart made note to an error to the briefing note, to reflect that there is one negative pressure room in the ICU (room #8).

9. Officer Reports

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

9.1 Board Chair Report

9.2 CEO Report

MOTION

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

CARRIED

10. Correspondence / Information

10.1 Elgin Ontario Health Team, Steering Committee, Terms of Reference

The Elgin Ontario Health Team, Steering Committee, Terms of Reference document was pre-circulated with the meeting package for information purposes.

11. In-Camera Meeting

11.1 Move to In-Camera

MOTION

MOVED by Dan Ross, 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 Linda Ballantyne, SECONDED by Richard Hodgkinson, that the Board of Directors terminate the meeting.

CARRIED