

Meeting of the Board of Directors  
Wednesday, March 4, 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	NA			
S. Martyn	✓	✓	✓	✓	✓	NA			
P. van der Westen	✓	✓	✓	✓	✓	✓			
D. Ross	✓	✓	✓	NA	✓	✓			
C. Auger	✓	✓	✓	✓	✓	✓T			
D. Harvey	✓	✓	✓	✓	✓	✓			
R. Hodgkinson	✓	✓	✓	✓	✓	✓			
L. Ballantyne	✓	✓	✓	✓	✓	✓			
M. Vreman						✓			
S. DiMeo	NA	✓	✓	✓	✓	✓			
Dr. Chehadi	✓	✓	✓	✓	✓	✓			
Dr. Mills	✓	NA	✓	NA	NA	✓			
Dr. P. Hammond					✓	NA			
Dr. P. Andros	✓	NA	✓	✓					
R. Biron	✓	✓	✓	✓	✓	✓			
K. Davies	✓	✓	✓	✓	✓	✓			

\*T - indicates joining meeting via teleconference call

**1. Call to Order**

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

**2. Approval of Agenda**

Cathy Crane stated that there was an addition to the agenda, item number 8.1 Coronavirus (verbal update) to be presented by Karen Davies.

MOTION

MOVED by Dan Ross, SECONDED by Linda Ballantyne, that the Board of Directors approve the agenda as amended.

CARRIED

**3. Lean Huddle / Performance Indicators & Definitions**

Cathy Crane began the Lean huddle with a positive reflection, specifically noting the gemba tour today and the engagement of the staff and their use of AIDET by staff. Two new tickets were added to the huddle board. The huddle included the "Governance Minute", regarding 'How the Board hears about quality & patient safety issues.' The Board huddle concluded with a review of the Strategic Direction "Partnering with Patients", as well as the Quality Improvement Plan (QIP) indicators for January 2020.

#### 4. **Patient Experience Story**

Dana Borrie, Patient Experience Specialist introduced Linden H. Linden currently is a member on STEGHs Trillium Gift of Life Network Committee for the ICU and a member on the Patient Experience Council. Linden shared her experience relating to care she received at STEGH and how her experience led her to become involved in with the Patient Experience Council to improve the patient experience.

#### 5. **Declaration of Conflicts of Interest**

None declared.

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

The February 5, 2020 Board of Directors Draft Meeting Minutes were pre-circulated with the Board package for review.

MOTION

MOVED by Dan Ross, SECONDED by Richard Hodgkinson, that the Board of Directors approve the February 5, 2020 Board of Directors Draft Meeting Minutes.

CARRIED

#### 7. **Committee Reports**

##### 7.1 **Quality & Safety Committee**

##### 7.1.1 Quality & Safety Committee Draft Meeting Minutes (February 20, 2020)

The Quality & Safety Committee draft Meeting Minutes from February 20, 2020, were pre-circulated with the Board package for information purposes.

##### 7.1.2 2020/2021 Quality Improvement Plan – Metric Recommendations – Briefing Note

The 2020/2021 Quality Improvement Plan – Metric Recommendations was pre-circulated in the meeting package for review and approval.

Cathy Crane asked Dr. Chehadi to comment on the Discharge Summaries, specifically relating to the proposed target. Dr. Chehadi stated that prior to the 19/20 QIP this target was previously set at 70% and the current target is 90% of discharge summaries to be dictated within 48 hours of discharge. This metric and target remain an important part of the metrics STEGH is measuring, as it allows family physicians access to the most current information on their patients prior to their follow-up appointments. Given that this target has been on the Quality Improvement Plan for the past couple years and that the target of 90% has been met, there was inquiry as to why the 20/21 target remains at 90% with no recommended increase. Dr. Chehadi shared that given the added pressures of capacity, etc. on a day-to-day basis it is challenging to maintain the target of 90%.

MOTION

MOVED by Amy Dale, SECONDED by David Harvey, that the Board of Directors approve the 2020/2021 Quality Improvement Plan – Metric Recommendations as presented.

CARRIED

##### 7.1.3 Alternate Level of Care (ALC) – Briefing Note

An updated Alternate Level of Care (ALC) briefing note was pre-circulated in the meeting package for information purposes.

## **7.2 Finance & Audit Committee**

### **7.2.1 Finance & Audit Committee Draft Meeting Minutes (February 18, 2020)**

The Finance & Audit Committee draft Meeting Minutes from February 18, 2020, were pre-circulated with the Board package for information purposes.

### **7.2.2 2019/2020 Third Quarter Financial Report**

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

#### **MOTION**

MOVED by Dan Ross, SECONDED by Richard Hodgkinson, that the Board of Directors receive the 2019-2020 Third Quarter Financial report, as presented.

CARRIED

### **7.2.3 2019/2020 Third Quarter Regulatory Attestation of Compliance**

The 2019/2020 Third Quarter Regulatory Attestation of Compliance was pre-circulated with the Board package for information purposes.

#### **MOTION**

MOVED by Dan Ross, SECONDED by Amy Dale, that the Board of Directors receive the 2019/2020 Third Quarter Regulatory Attestation of Compliance, as presented.

CARRIED

## **8. Other Business**

### **8.1 Coronavirus Update**

Karen Davies provided a verbal update on the current situation with the Coronavirus. Ms. Davies shared a brief overview of when and where the Coronavirus, also known as, COVID-19 began. The World Health Organization (WHO) declared a public health emergency of international concern.

Ms. Davies shared that STEGH leaders have formed a working group that meets multiple times each week to monitor the situation, receive updates from Public Health, and assess our onsite supply of PPE. We are scrutinizing the corporate Pandemic Plan and finalizing updates to ensure STEGH is prepared in the event that a Pandemic event is declared.

Ms. Davies shared that the Ministry of Health has announced that it will set up five regional zones throughout Ontario where the pandemic planning will be managed. This will allow a single source of oversight for all organizations in the region.

Ms. Davies shared that STEGH is ensuring that staff are appropriately educated regarding protective measures against COVID-19; such as, donning and doffing of personal protective equipment (PPE), knowing what type of N95 mask they wear and where to obtain these masks within the hospital.

Any patients that require testing for COVID-19 would present at STEGH where the test is administered and is then couriered to a facility in Toronto, which has a rapid turnaround.

Ms. Davies reminded the Board that the best means to prevent the spread of germs is to regularly wash your hands with soap & water or alcohol-based hand sanitizer, avoid touching your face and avoid shaking hands.

**9. Officer Reports**

The Officer reports for the CEO, Chief of Staff, and Foundation were circulated.

**9.3 Chief of Staff Report**

The Chief of Staff report was added to the meeting package after the package was originally circulated. Andrea derKinderen will circulate the Chief of Staff report to the Board via email.

MOTION

MOVED by Dan Ross, SECONDED by Amy Dale, that the Board of Directors receive the Officer Reports as presented.

CARRIED

**10. Correspondence / Information**

**10.1** None.

**11. In-Camera Meeting**

**11.1** Move to In-Camera

MOTION

MOVED by Richard Hodgkinson, SECONDED by Dan Ross, 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