

Meeting of the Board of Directors
Wednesday, October 2, 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	✓	✓							
R. Robertson	✓	✓							
S. Martyn	✓	✓							
P. van der Westen	✓	✓							
D. Ross	✓	✓							
C. Auger	✓	✓							
D. Harvey	✓	✓							
R. Hodgkinson	✓	✓							
L. Ballantyne	✓	✓							
S. DiMeo	NA	✓							
Dr. Chehadi	✓	✓							
Dr. Mills	✓	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 congratulated Sandra DiMeo on receiving a five-year volunteer service award, which recognizes her commitment and dedication to the mission of the STEGH Foundation.

2. Approval of Agenda

It was noted, a draft version of the Board Directors 2019-2020 Annual Work Plan had been circulated on the portal. Therefore, agenda item *8.1 Board of Directors 2019-2020 Annual Work Plan*, was deferred to the next Board Meeting.

MOTION

MOVED by Rick Robertson, SECONDED by Richard Hodgkinson, that the Board of Directors approve the agenda, as amended.

CARRIED

3. Lean Huddle / Performance Indicators & Definitions

Dan Ross led the Board huddle, which included a review of the Quality Improvement Plan (QIP) Indicators for August 2019 and current board metrics. Three outstanding improvement tickets were reviewed through the Governance Committee and were considered completed. The huddle concluded with the "Governance Minute", regarding how the Board publicly discloses information regarding the Board's governance processes, decision-making and performance.

4. **Patient Experience Story**

Dana Borrie, Patient Experience Specialist introduced Kristin K. who is a former patient and now a member on the Patient Experience Council. Kristin shared her experience relating to care she and her newborn sons received at STEGH. Kristin 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**

6.1 **June 5, 2019 Pre-Annual General & Special Board draft Meeting Minutes**

The June 5, 2019 Pre-Annual General & Special Board of Directors Draft Meeting Minutes were pre-circulated with the Board package for review.

MOTION

MOVED by Sally Martyn, SECONDED by Amy Dale, that the Board of Directors approve the June 5, 2019 Pre-Annual General & Special Board of Directors Draft Meeting Minutes.

CARRIED

6.2 **June 5, 2019 Post-Annual General & Special Board draft Meeting Minutes**

The June 5, 2019 Post-Annual General & Special Board of Directors Draft Meeting Minutes were pre-circulated with the Board package for review.

MOTION

MOVED by Cathie Auger, SECONDED by Richard Hodgkinson, that the Board of Directors approve the June 5, 2019 Post-Annual General & Special Board of Directors Draft Meeting Minutes.

CARRIED

7. **Committee Reports**

Cathy Crane reminded the Board members that items within the *information* column are designated for pre-reading and would only be addressed if a member had a question pertaining to that item.

7.1 **Governance Committee**

7.1.1 Governance Committee Draft Meeting Minutes (September 11, 2019)

The Governance Committee draft Meeting Minutes from September 11, 2019, were pre-circulated with the Board package for information purposes.

7.1.2 2019-2020 Governance Committee Annual Work Plan

The 2019-2020 Governance Committee Annual Work Plan, was pre-circulated with the meeting package for review and approval.

MOTION

MOVED by Peter van der Westen, SECONDED by Rick Robertson, that the Board of Directors approve 2019-2020 Governance Committee Annual Work Plan, as presented.

CARRIED

7.1.3 2019-2020 Board Education Plan

Regarding the 2019-2020 Board Education Plan, the Board was instructed to refer to the September 11, 2019 Governance Committee draft meeting minutes item number 8. This item was included in the meeting package for information purposes.

7.1.4 Annual Board Retreat update

Robert Biron shared that the Governance Committee had a generative discussion about the possibility of having an annual board retreat and possible topics. The committee reached a consensus to hold a board retreat. Two particular areas of focus were identified: one, an update on the Strategic Plan with an opportunity to check-in with the Board on any items that might require modifications; and two, Ontario Health Teams and the Elgin application. The latter would include some governance education and perhaps guest speakers from other communities that have completed the full application.

Mr. Biron will make the necessary arrangements to secure any guest speakers and work with Ms. Crane to finalize the Board Retreat agenda. The retreat is scheduled to take place on January 28, 2020.

7.2 Finance & Audit Committee

7.2.1 Finance & Audit Committee Draft Meeting Minutes (September 17, 2019)

The Finance & Audit Committee draft Meeting Minutes from September 17, 2019, were pre-circulated with the Board package for information purposes.

7.2.2 2019-2020 Finance & Audit Committee Annual Work Plan

The 2019-2020 Finance & Audit Committee Annual Work Plan, was pre-circulated with the meeting package for review and approval.

MOTION

MOVED by Rick Robertson, SECONDED by David Harvey, that the Board of Directors approve 2019-2020 Finance & Audit Committee Annual Work Plan, as presented.

CARRIED

7.2.3 2019-2020 First Quarter – Attestation of Compliance of Tax Remittances

Rick Robertson referred to the First Quarter Regulatory Attestation document that was pre-circulated with the meeting package.

MOTION

MOVED by Rick Robertson, SECONDED by Richard Hodgkinson, that the Board of Directors receive the 2019-2020 First Quarter-Attestation of Compliance of Tax Remittances Reporting as presented.

CARRIED

7.3 Quality & Safety Committee

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

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

7.3.2 2019-2020 Quality & Safety Committee Annual Work Plan

The 2019-2020 Quality & Safety Committee Annual Work Plan, was pre-circulated with the meeting package for review and approval.

MOTION

MOVED by Amy Dale, SECONDED by Sally Martyn, that the Board of Directors approve 2019-2020 Quality & Safety Committee Annual Work Plan, as presented.

CARRIED

- 7.3.3 Accreditation Update – Briefing Note & Accreditation Canada Decision Letter**
The Accreditation Update – Briefing Note & Accreditation Canada Decision Letter, were pre-circulated with the meeting package for information purposes.
- 7.3.4 March 2019 Staff Survey Results – Employee Results & Professional Staff Results**
The March 2019 Staff Survey Results – Employee Results & Professional Staff Results, were pre-circulated with the meeting package for information purposes.
- 7.4 Human Resources Committee**
 - 7.4.1 2019-2020 Human Resources Committee Annual Work Plan**
The Human Resources Committee 2019-2020 Annual Work Plan, was pre-circulated with the meeting package for review and approval.

MOTION

MOVED by Dan Ross, SECONDED by Rick Robertson, that the Board of Directors approve the 2019-2020 Human Resources Committee Annual Work Plan, as presented.

CARRIED

8. Other Business

- 8.1 Board of Directors 2019-2020 Annual Work Plan (Deferred to next meeting).**
- 8.2 2019-2020 Accreditation Report (Executive Summary)**
The 2019-2020 Accreditation Report (Executive Summary) was pre-circulated with the meeting package for information purposes.
- 9. Officer Reports**
The Officer reports for the Board Chair, CEO, Chief of Staff, and Foundation were pre-circulated.
 - 9.1 Board Chair Report**
A request was made to have any materials from the OHT webinar which was referenced in the chair report posted on the portal.
 - 9.2 President & CEO Report**
A question was raised regarding the funding announcement for Ontario expanding home and community care. Robert Biron re-affirmed that the South West LHIN portion of the \$115 million provincial investment to expand home and community care was not yet known. Mr. Biron did share that a number of weeks ago, the South West LHIN approached STEGH with regard to a new funding envelope for transition beds. STEGH responded with interest, however no further information has been received from the LHIN.
 - 9.3 Chief of Staff Report**
A question was posed to Dr. Chehadi pertaining to the Home First program, asking if patients' who are discharged to home as part of the Home First program receive priority for a bed in long-term care. Dr. Chehadi responded by stating that although community home care is in a poor state, at this time the Home First program is still in place.

Karen Davies stated that under the Home First program when a patient arrives at the Emergency Department, the patient receives information that returning to their home is the most appropriate place for them to heal. This message continues to be shared with patients' even after admission. It was clarified that patients going home on the Home First program do have priority access to a LTC bed.

Craig Watkin, Director of Emergency Medicine is providing physicians and nursing staff with an educational refresh of the information from the Home First program.

9.4 Foundation Report
No questions or comments.

MOTION

MOVED by Linda Ballantyne, SECONDED by Dan Ross, 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 Rick Robertson, 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 Rick Robertson, SECONDED by Amy Dale, that the Board of Directors terminate the meeting.

CARRIED