

SOUTH HURON HOSPITAL ASSOCIATION
MINUTES OF BOARD OF GOVERNORS MEETING
Thursday, November 9, 2017 at 5:30 p.m.
SHHA Board Room

Present: Aileen Knip, *Acting Chair* Brad Sheeler Roberta Teahen
Karen Brown Ellen Shapiro Shelley Bourne
John McNeilly Bruce Shaw Drew Robertson
Gina Taylor, *Ex Officio* (t/c) Todd Stepanuik, *Ex Officio*
Dr. Ken Milne, *Ex Officio*

Invited

Guests: Darlene Borland Heather Klopp
Bill Brintnell Liz Kendall
Katie Willert (*recorder*) Pat O'Rourke

Regrets: Kay Wise
Christina Godbolt

1. Call to Order and Welcome
A. Knip, Acting Chair, called the meeting to order at 1731 hours.
2. Guests
3. Declaration of Conflict
Members were asked to voice any declarations of conflict. There being no further declaration; the meeting continued. Should an unanticipated conflict arise during the course of this meeting, members are asked to notify the Chair immediately.
4. Opening Remarks from Board Chair
A. Knip welcomed everyone to the meeting.
5. Approval of Agenda/Consent Items

Moved by: Karen Brown

Seconded by: Ellen Shapiro

Motion: To approve the November 9, 2017 agenda as presented. Carried.



Consent Items

Having heard no other objections, these items, motions and recommendations are considered adopted.

Moved by: *Shelley Bourne*

Seconded by: *Roberta Teahen*

Motion: *To approve the November 9, 2017 consent items as presented.*

6. SHHA Financial Update

6.1 Financial Report

Financial report for the period ending September 30, 2017 was included in the agenda package.

Discussion ensued:

- The following documents were included in the agenda package:
 - Balance Sheet
 - Statement of Operation
 - Draft Financial Report
- Detailed financial statements are provided to the Executive and Board at the end of quarters 2, 3 and 4.
- The current ratio is 1.985 against the target range of 0.8-2.0.
- The surplus from operations is \$17,988 or 0.27%.
- New in September (included in draft Financial Report)
 - Significant rebate on volume purchases through Group Purchasing Organization (GPO).
 - Hospital is a member or affiliate with GPOs, which is utilized for capital and operating supplies realizing savings from buying power and rebate programs
 - Rebates are budgeted annually – year to date \$16,000 was budgeted for, however, \$30,000 was received.
 - Differential and Copay revenues were over budget, however ALC Co-pay is under budget
 - This depends on patient activity (e.g. how long a patient is in a certain bed) and accommodation preference
 - ALC admissions are actively managed to ensure they are placed in the appropriate care environment
- Cost pressures typically remain the same throughout the fiscal year (i.e. compensation costs for vacation, sick and overtime, non-urgent transport).

Moved by: *John McNeilly*

Seconded by: *Brad Sheeler*

Motion: *To accept the financial report for the period ended September 30, 2017 as presented. Carried.*



6.2 Compliance Statement

As at Sept 30, 2017 all statutory remittances for payroll and sales taxes due have been made as required. The Registered Charity Information Return and related schedules have been filed by the due date as required.

7. Strategic Matters

7.1 CT Business Case

The CT Business Case was once again revised by T. Stepanuik as a result of feedback received from Board members.

Discussion ensued:

- The Executive, Governance and Planning Committee discussed the revised Business Case at their November meeting.
- It was determined that a CT scanner could be a possibility for future capital planning, however, at this time, there are other financial priorities and strategic decisions that need to be made.
- It was suggested that new technology such as a CT scanner be investigated once future strategic directions for the Hospital are determined.
- Regional transportation issues continue to be discussed. SHHA is currently investigating other potential options, without contriving current LHIN contract.

Moved by: Karen Brown

Seconded by: Roberta Teahen

Motion: The Board of Directors accept the recommendation of the Medical Advisory Committee meeting of September 14, 2017 to pursue a portable CT Scanner, in the future, once the Board of Directors has determined strategic direction for the future of South Huron Hospital Association. Carried.

8. President & CEO Report

President & CEO Report authored by T. Stepanuik was included in board package.

Discussion ensued:

SWLHIN Leadership Changes

On October 20th Hospital CEO's were informed that the Board of Directors of the South West LHIN determined that new leadership direction was warranted and as a result, Michael Barrett is no longer with the organization.

The Board will immediately begin a search for a new CEO. Kelly Gillis, Vice President of Strategy, System Design and Integration and Donna Ladouceur, Vice President of Home and Community Care will assume the role of Interim Co-CEO.



Long Term Care Beds in Ontario

The Premier announced 30,000 long term care beds will be opened up in Ontario over the next 10 years.

At this time, no information has been received on where the beds will be located.

Submission to 2017-18 Hospital Energy Efficiency Program (HEEP)

SHHA has applied for one-time funding for energy upgrades.

Projects include updated interior lighting in clinical areas, further heating control updates and rooftop HVAC replacement in the Lab area. Projects are estimated to equate to \$120,000 and will be completed by March 31, 2018.

Presentation: Governance Centre of Excellence (GCE) Survey Results

Presentation by T. Stepanuik.

Discussion ensued:

- The GCE is an initiative of the Ontario Hospital Association. Since 2005, it has been actively engaged in improving governance.
- The survey is designed to develop a comprehensive inventory of board structures and practices and assist in identifying governance issues and challenges.
- SHHA has not participated in the survey to date, however, will do so in the future.

Moved by: Drew Robertson

Seconded by: Bruce Shaw

**Motion: To accept the President & Chief Executive Officer report as presented.
Carried.**

9. Business Carried Forward

No business carried forward.

10. New Business

10.1 Audit Committee Terms of Reference

Draft Audit Committee Terms of Reference were included in the agenda package.

A decision was made to form an ad hoc Audit Committee in May 2017 during the annual Hospital audit. During that time, it was determined that it would be beneficial to have a separate Audit Committee from the entire Board. Terms of Reference were updated to reflect this decision and approved at the November 1, 2017 Executive Committee.

Upon further review, the following changes were suggested to the Membership section of the Terms of Reference.

- Removal of Chief of Staff



- (2) Board Members vs the entire Board. These members will be voting members.

Motion by: *Brad Sheeler*

Seconded by: *John McNeilly*

Motion: *To approve the draft Audit Committee Terms of Reference as further amended.*

11. Other Business

11.1 Accreditation

T. Stepanuik provided an update with respect to the recent Hospital Accreditation survey.

Surveyors reported at the debrief session for staff that the SHHA was evaluated on over 1363 standards across 14 standard sets and achieved a 98.6% success rate. T. Stepanuik and the Board commended the SHHA staff and physicians for performing exceptionally well during the survey.

T. Stepanuik advised that the SHHA has appealed the initial decision by Accreditation Canada based on the premise that SHHA should be Accredited with Exemplary Standing. Additional documentation has been provided Accreditation Canada to support the appeal.

The final report will be shared with the Board once received.

11.2 Recent Code Grey – Infrastructure Failure

On November 8th the Hospital telephone system was out of service for approximately 3 hours.

The downtime was due to an unknown risk of power failure. The root cause was identified and a contingency plan determined.

No adverse events as a result of the downtime.

11.3 Physician Satisfaction Survey

An update will be provided to the Quality Committee in December and the MAC in January.

12. Correspondence & Announcements

Various Hospital correspondence and announcements were included in the agenda package.



13. In-Camera Session

Moved by: John McNeilly

Seconded by: Brad Sheeler

Motion: To move to in-camera session at 1845 hours. Carried.

President & CEO and all guests were excused and left at 1846 hours.

Chief of Staff and Executive Assistant remained.

Moved by: Karen Brown

Seconded by: Brad Sheeler

Motion: To accept the in-camera report and proceed as directed and approve the recommendations of the Medical Advisory Committee for approval of the following applications for appointment to the Medical Staff.

Courtesy

Dr. Robert Gratton

Carried.

Moved by: Karen Brown

Seconded by: Roberta Teahen

Motion: To accept the in-camera report and proceed as directed and approve the recommendation of the Board of Directors to approve the nomination of Debbie Mountenay to the South Huron Hospital Association Board of Directors for a two year term.

14. Next Meeting

January 11, 2018

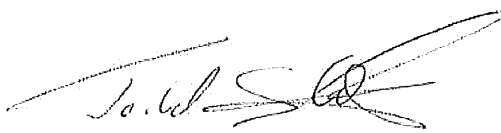
15. Adjournment

Moved by: Bruce Shawn

Seconded by: Ellen Shapiro

Motion: To adjourn open session at 1922 hours. Carried.


Aileen Knip,
Acting Chair


Todd Stepanuik,
President & Chief Executive Officer