



**BOARD OF TRUSTEES  
OPEN MEETING  
10<sup>th</sup> Floor Boardroom**

**MINUTES OF JUNE 28, 2017**

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<b>PRESENT:</b>	Rev. Dr. Dieter Kays (Chair) Ms. Viona Duncan Ms. Christine Henhoeffler Mr. Don Kaluzny Ms. Cynthia McIntyre	Mr. Tom Motz Mr. Stan Nahrgang Dr. Peter Potts Mr. Don Shilton Mr. Jim Stirtzinger	Mr. Scott Smith Ms. Lisa Strayer Ms. Marion Thomson Howell
<b>REGRETS:</b>	Ms. Pat Cannon Ms. Susy Martins	Dr. Gagan Sarkaria	Ms. Angela Stanley
<b>GUESTS:</b>	Mr. Brian Guest		
<b>RESOURCE:</b>	Ms. Susan Dusick Dr. Blair Egerdie	Mr. Gary Higgs Mr. Marco Terlevic	Ms. Diane Wilkinson

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**RIP KIRBY AWARD RECIPIENTS**

The most recent recipients of the Reverend Rip Kirby Award of Excellence were honoured: Edin Barucija, Environmental Services; Leanne Kuntz, Respiratory Therapy; Charleene Fros, RN, ICC Program; Lisa Pell, Program Manager, Emergency Department.

**1. CALL TO ORDER:** 3:40 p.m.

**2. OPENING PRAYER/REFLECTION**

Ms. Henhoeffler provided the opening reflection.

**3. APPROVAL OF THE AGENDA**

**Motion: That the Board of Trustees approve the open meeting agenda for June 28, 2017 as presented.**

**Moved by Don Kaluzny, Seconded by Marion Thomson Howell, VOTED AND CARRIED.**

**4. DECLARATION OF CONFLICT OF INTEREST:** None.

**5. MEETING EVALUATION REMINDER**

The meeting evaluation form was circulated with the agenda package for Board members to complete.

## **6. BOARD HUDDLE AND ACTION TRACKER**

The Board reviewed the progress on the 2017-2018 corporate goals and improvement ideas on the huddle board. The items listed on the action tracker were also discussed. The information posted on the huddle board was circulated with the meeting package.

## **7. OVERSIGHT/INSIGHT/FORESIGHT DISCUSSION**

This item was deferred.

## **8. PRESENTATIONS / UPDATES**

### **8.1 Employee Engagement Survey**

Presentation slides for this item were circulated with the meeting package. The employee engagement survey response rate had decreased from the last survey. This could be due to the survey being opened for a shorter period of time and also there were a number of IT issues as most of our staff still use Meditech which is not user friendly in this instance. There was some angst as well as some staff had concerns that their answers could be identified. A different strategy and survey tool will be adopted going forward. Ms. Wilkinson described the initiatives listed in the presentation that have been implemented to address the key opportunities that were identified from the survey.

#### Discussion:

- It was asked that, when drilling down in the results, were there departments that fared poorer in the results and other units that scored higher? It was noted that this varies but overall most landed in the middle. TalentMap, the company that administered the survey, was not able to provide a comparison to other hospitals.
- With regard to staff making a link to the hospital's long-term directions, do we need to do more work in educating them about our True North? This is posted on each department's huddle board which staff see every day, however some do not always make the connection with our vision and operational priorities. Staff are inundated with so much information they do not always read or listen to what is being said. The most recent wave of Lean Management System training finished in June and there are still some smaller departments left that have not taken this training.
- A formalized leadership development program was launched in February. Some of the managers we have are novices and, hence, the need for this program. We are also including emerging leaders in this instruction. A 3-year plan has been developed which includes posting the modules as they are completed to the staff training website so that managers can refresh their knowledge as needed.
- The next employee survey will be a worklife pulse tool from Accreditation Canada. We are required to complete this twice before the hospital's next accreditation survey in 2019.

## **9. THE QUALITY/PATIENT SAFETY REPORT**

The Quality Committee Report was circulated with the Board meeting package and Mr. Smith highlighted some items in the report. This included the discussion the committee held on the capacity of the Diagnostic Imaging (DI) department. It was observed that emerging trends are coming at us so quickly there is the potential within 5 years' time that people will no longer be needed to read radiology reports. Work is being done to bring together the DI groups of the two hospitals as one group. Having a larger radiology group would allow us to think and position ourselves differently. With regard to current capacity, we do want to look at the appropriateness of ordered procedures and start to address this. As the number of Emergency Department (ED) patients increase, the present situation is not sustainable.

**Motion: That the Board of Trustees approve the Quality Committee report.**

**Moved by Scott Smith, Seconded by Don Kaluzny, VOTED AND CARRIED.**

**10. RESOURCE PLANNING AND UTILIZATION COMMITTEE REPORT**

The Resource Planning and Utilization Committee report was distributed with the meeting package.

**Motion: That the Board of Trustees accept and approve the financial statements for the months ending April 30 and May 31, 2017.**

**Moved by Stan Nahrgang, Seconded by Christine Henhoeffler, VOTED AND CARRIED.**

**11. CONSENT AGENDA**

The minutes of the Open Board meeting held February 22, 2017, the Foundation report and the President's report were distributed with the agenda.

**Motion: That the Board of Trustees approves the following:**

- **Minutes of the Open meeting – May 24, 2017**
- **President's Report**

**Moved by Tom Motz, Seconded by Stan Nahrgang, VOTED AND CARRIED.**

**12. REPORTS**

**12.1 President**

Ms. Wilkinson spoke to the national injectable sodium bicarbonate shortage that has been highlighted in the media recently. There was a voluntary recall of this product because of possible contamination of the two lots. There is a sharing agreement and ethical framework that has been put in place through the hospital system in our region so no patient that requires this goes without. St. Mary's has no issues at this time and all patients who need this medication have received it. Our legal counsel has been contacted and they recommend that we do not start notification to previous patients at this time but we will look at this going forward. It is not believed that anyone has suffered harm from this.

**12.2 Board Chair**

On behalf of the Board of Trustees, Dr. Kays thanked Ms. Wilkinson for her work over the past year.

Exceptions to the By-Laws

Dr. Kays explained that Ms. Strayer, along with other board members, is involved in a board hearing panel which is expected to conclude this fall. Ms. Strayer has agreed to stay on the Board of Trustees to see this process through to its conclusion.

In addition, Ms. Henhoeffler has made a very important contribution to the Health Information System (HIS) Committee and that timeline has been extended. She has also been asked and has agreed to extend her tenure on the Board to December so as to provide continuity for this particular process.

- **Motion: That the Board of Trustees approve an exception to the Administrative By-Laws (article 3.2(a)(i) to increase the voting membership of elected members from 12 to 14 from September to December 2017.**

**Moved by Jim Stirtzinger, Seconded by Don Kaluzny, VOTED AND CARRIED.**

- **Motion: That the Board of Trustees approve the extension of Lisa Strayer's appointment to the Board to December 2017.**

**Moved by Viona Duncan, Seconded by Don Kaluzny, VOTED AND CARRIED.**

Ms. Strayer abstained from voting.

- **Motion: That the Board of Trustees approve the extension of Christine Henhoeffer's appointment to the Board to December 2017.**

**Moved by Jim Stirtzinger, Seconded by Lisa Strayer, VOTED AND CARRIED.**

Ms. Henhoeffer abstained from voting.

Presentation of the Board Chair's Award

Dr. Kays presented the 2017 Board Chair's Award to Mr. Jim Stirtzinger. Mr. Stirtzinger has been on the Board since 2013 and served on the Mission and Governance Committee, taking on the role of Chair in 2016. He currently is a member of board hearing panel and the Joint Boards Health Information System Steering Committee.

**13. ADJOURNMENT: 5:05 p.m.**

**Motion: To adjourn the open Board meeting.**

**Moved by Don Kaluzny, Seconded by Jim Stirtzinger, VOTED AND CARRIED.**

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Dieter Kays, Chair

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Don Shilton, Board Secretary

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Susie Bell, Recorder