

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL**  
**"YOUR PROVIDER, LEADER AND PARTNER IN HEALTHCARE"**

*Board of Directors Meeting*  
Tuesday, August 26, 2008  
Main Boardroom, GWM Site  
@ 07:30 hours

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Present: J. Brown, S. Brown, *T. Carter, Chair*, Dr. C. Ehrat, L. Evans, P. Forget, L. Hendriks, Dr. P. Roney, R. Schooley, L. Sparks, T. Stepanuik, K. Van Der Meer, T. Zander

Absent: Dr. T. Morell

Absent w/Notice: D. Staples

In Attendance: B. Allen, L. Bisonette, K. Kelly, Community Members

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**1. Call To Order**

The meeting was called to order at 07:30 hours by the Chair, T. Carter.

**2. Chair's Remarks**

T. Carter thanked everyone for attending today and welcomed everyone for attending his first meeting as Chair of the Board. He also thanked the board for their vote of confidence in him to serve as Chair. He welcome the new members, Tracy Zander, Steve Brown and Lynne Evans.

He congratulated the hospital on the huge achievement of receiving approval for the redevelopment project. He reported that a presentation was made to the department manages with additional presentations being scheduled for staff and physicians.

He thanked everyone for attending the recent board social and the two foundation golf tournaments. He noted that construction and renovations have started for the new office space of the GWM Foundation. It is anticipated that this work will be completed in the coming days.

He also reported that he has had various meetings with the Chair of the Merrickville & District Community Health Centre, Heather Wilson. This matter will be discussed later in today's meeting.

**3. Approval of Agenda**

*RESOLUTION No. 105/08*

*MOVED* by L. Hendriks  
*SECONDED* by L. Sparks

*THAT the Agenda for the August 26, 2008 Board of Directors' meeting be approved as circulated with the following changes:*

- *Item 7.3 – Perth Medical Centre be discussed during Closed Session in place of Item 8.1- Medical Staff Matters;*
- *Delete current Item 8.1 – Medical Staff Matters;*
- *Item 9.3.1 moved to Item 10.5.3; and*
- *New Item 10.5.4 – Smiths Falls Community Hospital Foundation.*

*CARRIED.*

#### **4. Declaration of Conflict of Interest**

Dr. C. Ehrat declared a conflict of interest for Item 8.1 – Perth Medical Centre.

#### **5. Approval of Minutes**

##### **5.1 June 25, 2008 (regular meeting)**

*RESOLUTION No. 106/08*

*MOVED* by J. Brown  
*SECONDED* by L. Hendriks

*THAT the Minutes from the June 25, 2008 Board of Directors' regular meeting be approved as circulated.*

*CARRIED.*

##### **5.2 June 25, 2008 (organizational meeting)**

*RESOLUTION No. 107/08*

*MOVED* by T. Zander  
*SECONDED* by Dr. C. Ehrat

*THAT the Minutes from the June 25, 2008 Board of Directors organizational meeting be approved as circulated with one change to Item 6 (b), first sentence. This should read, "...T. Stepanuik handed all board members in attendance..."*

*CARRIED.*

#### **6. Delegations**

Nil.

## **7. Action Items**

### **7.1 President & CEO Report – T. Stepanuik**

T. Stepanuik presented the report of the President & CEO and highlighted the following sections:

- LHIN Enhanced Performance Monitoring as it relates to Hospital Services Accountability Agreements;
- the release of the Ministry of Health & Long-Term Care's results-based plan briefing book for 2008/09;
- reminder to board members of the upcoming Employee Long Service Awards evening scheduled for Thursday, September 25, 2008 @ 7 p.m., Perth Civitan Hall;
- the release of the 2007/08 hospital sector financial results. Discussion ensued.

J. Brown raised the matter of the provincial initiative to hire more nurses and how this will impact sick time and the aging workforce. T. Stepanuik indicated that sick time is being reviewed by the Board Quality Committee.

*RESOLUTION No. 108/08*

*MOVED by T. Stepanuik*

*SECONDED by Dr. C. Ehrat*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby accept the President & Chief Executive Officer report as circulated and presented.*

*CARRIED.*

### **7.2 Chief of Staff Report – Dr. P. Roney**

Dr. Roney presented his report and highlighted a few items such as physician recruitment and interested physicians.

#### **7.2.1 MAC Privileges**

*RESOLUTION No. 109/08*

*MOVED by Dr. P. Roney*

*SECONDED by P. Forget*

*The Perth and Smiths Falls District Hospital Board of Directors accepts the recommendation made at the August 14, 2008 meeting of the Medical Advisory Committee to approve the following physician applications for privileges:*

- *Dr. Boudeqign (Bob) Van Noppen for associate privileges in the Departments of Emergency Medicine and Family Medicine with admitting privileges be accepted;*
- *Dr. Asifjehan Khan for courtesy privileges in the Department of Medicine with privileges in geriatric psychiatry; and*
- *Dr. Harrinder (Harry) Dhaliwal for courtesy privileges in the Department of Medicine with privileges in internal medicine with admitting and endoscopy privileges.*

CARRIED.

## **8. Closed Session**

RESOLUTION No. 110/08

MOVED by Dr. C. Ehrat  
SECONDED by P. Forget

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby move in camera at 07:50 hours and further permits L. Bisonette and B. Allen to remain present for discussion for Items 8.1 and 8.2 and K. Kelly to remain present for the duration of the closed session.*

CARRIED.

At this point, Dr. Ehrat along with the members of the public left the meeting.

Resolution No. 111/08 was put forward and approved during the closed session.

RESOLUTION No. 112/08

MOVED by T. Zander  
SECONDED by L. Sparks

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby move out of the in camera session at 08:26 hours.*

CARRIED.

Upon the conclusion of the Closed Session, Dr. Ehrat and the members of the public returned to the meeting.

## **9. Business Arising from Minutes**

### **9.1 Local Health Integration Network (LHIN)**

T. Carter referred the members to the information included in the meeting materials.

#### **9.1.1 CT Scan – Approval Letter dated June 26, 2008**

T. Carter referred the members to the letter included regarding the approval with the CT Scan initiative at the hospital. A brief discussion ensued.

9.1.2 **Draft Minutes** – minutes were provided for information only.

9.1.3 **Financial Report** – report was provided for information only.

## **9.2 Physician Recruitment Update**

Dr. Roney indicated that there was nothing to add to the information he provided during his Chief of Staff report (privileges.) T. Stepanuik added that Dr. Van Noppen will be commencing his practice in Perth. Interest has been expressed by an international medical graduate to start a practice in the Town of Smiths Falls. The hospital is working with this physician to have an agreement signed with a start date of January 2009. The interested physician is presently looking for suitable office space. He and Dr. Roney also reported that interest has been shown for the (3<sup>rd</sup>) internist position. Dr. Roney mentioned that Dr. Nancy Moxon has announced her retirement.

## **9.3 SF Site Redevelopment Project**

### **9.4 Hospitalist Program**

Dr. Roney reported that the board has approved the hospitalist pilot project. The position would care specifically for in-patients (who are unattached). He noted that there are between 6 and 19 patients at the Smiths Falls Site that are unattached at any given time. To hire a hospitalist would help alleviate the current family practice situation/crisis.

He also reported that one physician has been recruited to the position. He noted that this physician will cover two weeks out of four and will work 8 a.m. to 5 p.m. The physician will work as an independent contractor. Discussion ensued.

## **9.5 GWM Foundation**

### **9.5.1 Relocation of Foundation**

B. Allen reported that renovations at the information desk (photocopier room) have commenced. The space will be ready for occupancy by early September.

## **10. New Business**

### **10.1 Board Member Resignation – T. Carter**

T. Carter referenced the letter (e-mail) of resignation from Dr. C. Bain. He then added that he has also received Judy Brown's notice of resignation. Given her current work schedule and other time commitments, the new meeting day of Tuesday will not work. A letter will be sent to the Town of Perth requesting two names to be put forward for consideration.

### **10.2 Board Committee Assignment – T. Carter**

This listing was included for information only (it was sent previously via e-mail.)

### **10.3 Merrickville & District Community Health Centre – T. Carter/T. Stepanuik**

T. Carter referred the members to the letter included in the meeting materials. He reported that he has spoken with Heather Wilson, Chair, MD CHC regarding the matter of physician services at the hospital. He stated that it is a condition of a physician's employment contract at the community health centre that no hospital work is required. A lengthy discussion ensued.

T. Stepanuik added that it is not unreasonable to expect a CHC physician to tend to their in-patients. He also reported that meeting has been scheduled to discuss this

matter with representatives of the South East LHIN, Merrickville & District CHC and the hospital.

#### **10.4 Board Portal – T. Carter**

T. Carter confirmed that the board portal is now accessible for information. A brief discussion ensued regarding the method of distributing meeting materials and the member's preference for receiving the same. He noted that each member should contact K. Kelly to advise of their preference (paper or portal).

#### **10.5 Awarding of SF Site Redevelopment Contract**

##### **10.5.1 Letter dated August 14, 2008**

T. Carter and T. Stepanuk referred the members to the letter of approval included in the meeting materials. Discussion ensued regarding the revised "final estimate of cost" ("FEC"). B. Allen advised that the only change related to the \$277,000 costs for replacement equipment. He added that the Ministry of Health & Long-Term Care removed the replacement equipment amount and replaced it with a percentage for minor equipment.

T. Carter confirmed that he and T. Stepanuk signed the contract documents with Aecon and everything is official.

K. Van Der Meer offered offsite venues for meeting if needed.

##### **10.5.2 Letter of Intent dated August 18, 2008**

##### **10.5.3 (9.3) SF Site Redevelopment – Presentations to Municipal Councils**

T. Carter reported that presentations to municipal councils are being arranged for the coming weeks. A date has been scheduled for Tay Valley Township. R. Schooley and L. Sparks offered to attend should they be available.

##### **10.5.4 SFCH Foundation – Letter requesting campaign donations**

T. Stepanuk confirmed that the letter requesting the campaign monies from the Smiths Falls Community Hospital Foundation has been sent. The letter was included in the meeting materials for information purposes only.

T. Carter reported that it is anticipated that work will commence at the end of this week or the start of next week. As the official building permit is not yet available, an interim permit will need to be issued. He advised that he will be meeting with D. Staples, W. Brown and T. Stepanuk next week to discuss.

T. Stepanuk advised that the 1904 wing has been vacated and the signage for departments (internally) and parking (externally) have been updated. It was noted that the cost of the building permit will be approximately \$290,000 (based on the hospital's calculations.)

#### **11. Board Committee Reports**

##### **11.1 Executive Committee – August 7 & 15, 2008 Meeting**

T. Carter reported that the Executive Committee met on two occasions. The committee will be working on the chief of staff goals in the coming weeks.

## **11.2 Finance Committee – L. Sparks**

### **11.2.1 Financial Summary**

### **11.2.2 Financial Statements**

L. Sparks provided a report of the most recent Finance Committee meeting held on August 21, 2008. He reported on the status of the hospital finances for the four month period ending July 31, 2008. The following are the key points:

- the hospital is reporting a deficit of \$305,756 compared to the budgeted deficit of \$253,063.
- current ratio is July target – 0.22; July actual 0.26; H-SAA annual target – 0.22.
- wait time hip and knees are lower than targeted due to a few cancellations, surgeons being away more than expected and as a result of the scheduled OR closures.
- contributing factors are – salaries and benefits (pay equity); Ministry revenue; general expense costs (timing of expenses).
- additional analysis has been requested and will be provided by T. Stepanuik and B. Allen.

L. Sparks stated that the committee is considering a non-agenda session to discuss the fiscal situation of the organization.

### **11.2.3 Lanark County Support Services – George Street**

L. Sparks updated that members on the matter of the George Street (Smiths Falls) property that is to be renovated for the use of Lanark County Support Services. Discussion ensued. The following resolution was put forward.

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*RESOLUTION No. 113/08*

*MOVED by L. Sparks*

*SECONDED by T. Zander*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Finance Committee regarding Lanark County Support Services with the plans to renovate/expand the George Street property in Smiths Falls at a cost not to exceed \$823,669;*

*AND that the project be funded at \$800,000 by Ministry funding and \$23,669 from the sale of the LCSS Gladstone Avenue property in Smiths Falls.*

*FURTHER, that the Perth and Smiths Falls District Hospital will not incur any financial costs, capital or operating.*

*CARRIED.*

T. Stepanuik to bring back additional to the members to clarify the initiative.

## **12. Board Education**

### **12.1 OHA Annual Convention – T. Carter**

T. Carter advised that the OHA Annual Convention is scheduled for early November. He asked if there was any interest in the members attending and noted that in previous years only four members were permitted to attend. He added that for those

interested, a brochure of the event is available. Anyone interested is to contact K. Kelly.

*RESOLUTION No. 114/08*

*MOVED by K. Van Der Meer  
SECONDED by L. Hendriks*

*The Board of Directors of the Perth and Smiths Falls District Hospital hereby authorizes the attendance of a maximum of four (4) Board members, of which one is to include the Board Chair or his/her designate, to attend the OHA Annual Convention & Exhibition scheduled for November 3, 4 and 5, 2008 at the Metro Toronto Convention Centre; and*

*THAT any and all costs associated with attending said conference, such as registration, travel and accommodations, be incurred by the Hospital.*

*CARRIED.*

**12.2 OHA Governance Update – T. Stepanuik**

- update provided for information to the members.

**12.3 Osler, Hoskin & Harcourt – September 22, 2008 – Kerr & King**

T. Carter stated that an education session was being arranged to learn about the new rules of order (adopted at the recent AGM). The new rules are "Kerr & King". Discussion took place regarding start time for the session. The members agreed that a one hour session commencing at 7:00 p.m. would be arranged with Kathy O'Brien, Oslers.

**13. Other Business**

**13.1 Health Care Network of South Eastern Ontario**

L. Bisonette noted that no further meetings with the Clinical Leaders have taken place.

T. Stepanuik reported that one meeting has been held. The new general manager for 3S0 has been hired. Lyndon Smith will be on-site to meet B. Allen and K. Harris.

T. Carter reported that no meetings of the full network have been held.

**13.2 Lanark County Mental Health Advisory Committee**

L. Sparks did not have anything to report. The next meeting of the Advisory Committee is scheduled for mid-September.

**13.3 OHA Region 2 – Summer 2008 Update – T. Stepanuik**

- provided for information.

**13.4 Hospital Supervisors & Investigators – T. Stepanuik**

- provided for information.

**14 Date of Next Meeting**

The next meeting regular meeting of the Board of Directors will be held on Tuesday, September 26, 2008 at 7:30 a.m. in the Main Boardroom, SF Site.

T. Carter reminded the members of the upcoming employee recognitions night scheduled for Thursday, September 25, 2008 at 7:00 p.m. at the Civitan Hall in Perth.

**15 Adjournment**

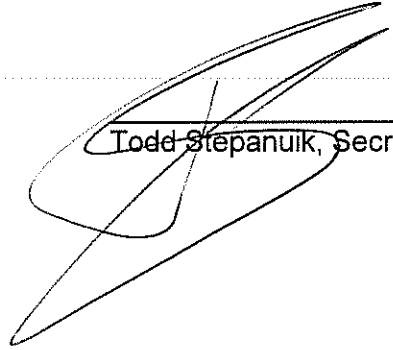
*RESOLUTION No. 115/08*

*MOVED by L. Sparks  
SECONDED by L. Evans*

*THAT the meeting of the Perth and Smiths Falls District Hospital Board of Directors hereby adjourns at 09:15 hours.*

*CARRIED.*

  
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Tim Carter, Chair

  
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Todd Stepaniuk, Secretary