

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

Board of Directors Meeting
Tuesday, November 25, 2008
Main Boardroom, SF Site
@ 07:30 hours

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

Absent:

Absent w/Notice: Dr. T. Morell

In Attendance: B. Allen, L. Bisonette, K. Kelly, B. Shaw, President, GWM Auxiliary, Community Members

1. Call To Order

The meeting was called to order at 07:33 hours by the Chair, T. Carter.

2. Chair's Remarks

T. Carter reported the following:

- thank you to P. Forget for chairing the October meeting;
- thank you to all who attended the groundbreaking ceremony on November 10;
- thanks to K. Kelly and the planning committee for organizing the successful event; and
- a quick meeting was held prior to the groundbreaking with Minister of Health & Long-Term Care, David Caplan.

3. Approval of Agenda

RESOLUTION No. 143/08

MOVED by L. Sparks

SECONDED by K. Van Der Meer

THAT the Agenda for the November 25, 2008 Board of Directors' meeting be approved as circulated with the following changes:

- *Addition of report of the GWM Auxiliary by B. Shaw, President;*
- *New Item 9.2 – ALC Update – L. Bisonette; and*
- *New Item 10.2.3 – LCMH Budget.*

CARRIED.

4. Declaration of Conflict of Interest

Dr. C. Ehrat – Item 8.6 – Perth Medical Centre

5. Approval of Minutes

5.1 October 28, 2008 (regular meeting)

RESOLUTION No. 144/08

MOVED by T. Zander

SECONDED by L. Sparks

THAT the Minutes from the October 28, 2008 Board of Directors' regular meeting be approved as circulated with the addition of "Mayor John Fenik" in the attendance portion of the minutes.

CARRIED.

Delegation – GWM Auxiliary Report

B. Shaw reported on the recent events of the GWM Auxiliary. He stated that as a voting member of the (GWM) Foundation, he has not yet had the opportunity to officially meet the members of the hospital board. He then reported on the fundraising activities such as:

- annual tortiere sale – 767 tortieres were made resulting in a profit of \$3,549.30;
- fashion show raised \$937; and
- jewellery sale raised \$418.

6. Action Items

6.1 President & CEO Report – T. Stepanuik

T. Stepanuik apologized for the delay in providing his report but due to his recent vacation, he was not able to finalize the same. He then referred the members to the report of the President & CEO and highlighted the following sections:

- Just Clean Your Hands Campaign – Dr. Roney is the physician lead for this campaign at the hospital.
- new CEO at Arnprior & District Memorial Hospital & Martin Grove Nursing Home – Mr. Eric Hanna will assume the position Monday, December 15, 2008.
- ruling in ONA vs. RVHS System – Application Review. He noted that the hospital was successful in its case.

A brief discussion ensued regarding wait time figures included in the report. T. Stepanuik also reported that a meeting with representatives of the SE LHIN took place to discuss the economic downturn in the province. The meeting was held with the SE LHIN CEO's.

RESOLUTION No. 145/08

MOVED by T. Stepanuik
SECONDED by L. Hendriks

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.

6.2 Chief of Staff Report – Dr. P. Roney

Dr. Roney reported that the Medical Advisory Committee discussed the privileges of Dr. Sarah Gilles and Dr. Nancy Moxon.

He then put forward the following resolution for physician privileges.

6.2.1 MAC Privileges

RESOLUTION No. 146/08

MOVED by Dr. P. Roney
SECONDED by K. Van Der Meer

The Perth and Smiths Falls District Hospital Board of Directors accepts the recommendation made at the November 11, 2008 meeting of the Medical Advisory Committee to approve the following applications for privileges:

- *Dr. Nancy Moxon from Active to Courtesy OR Assistant; and*
- *Dr. Sarah Gilles – temporary locum privileges in Emergency Medicine with admitting privileges for the period of November 11, 2008 to December 31, 2008.*

CARRIED.

Dr. Roney then referred the members to the Chief of Staff report circulated prior to the meeting. He highlighted the following:

- proposed joint education session with the board and MAC to review and discuss the implications of the Professional Staff Code of Conduct Policy & Procedure and proposed by-law changes; and
- 2nd education session to review the credentialing process and associated statutory issues. The session would provide an opportunity to address medical staff categories with hospital counsel providing advice and direction.

RESOLUTION No. 147/08

MOVED by Dr. P. Roney
SECONDED by T. Zander

THAT the Board of Directors hereby accepts the report of the Chief of Staff as presented.

CARRIED.

Ministry of Labour – Report/Inspection

T. Stepanuik reported on the recent inspection by the Ministry of Labour and advised that the report received was very positive. L. Bisonette added that there is a higher interest in acute care settings in the past few years (from SARS) and the report indicated that the Hospital provided much assurances that there is compliance with safeguards. The report also cited that the Ministry is pleased with the strong health and safety committee that is in place. No orders were received from the Ministry. The Ministry did caution the hospital to remain tireless in its efforts to keep the workplace safe. T. Carter thanked Sr. Administration for their diligence in ensuring a safe work environment for staff.

6.3 Building Committee – SFCH Foundation Representative

K. Van Der Meer, Chair, Building Committee, put forward the following resolution on behalf of the Committee:

RESOLUTION No. 148/08

MOVED by K. Van Der Meer

SECONDED by L. Hendriks

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby appoints Ian Ross, Director, Smiths Falls Community Hospital Foundation Board of Directors to the Building Committee in an ex officio capacity.

FURTHERMORE that the appointment be for one year expiring at the next annual general meeting of the hospital corporation.

CARRIED.

6.4 Lanark County Mental Health CAPS – L. Sparks

L. Sparks reported that the Finance Committee of the board met with M. Poulin and received a presentation on his agency's annual budget submission. The Committee reviewed the balanced budget and put forward the following resolution.

RESOLUTION No. 149/08

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 to approve the Lanark County Mental Health's Community Annual Planning Submission for 2009/10 and 2010/11 reflecting a balanced budget position.

CARRIED.

T. Stepanuik advised that the budget document will be posted on the board intranet for the members' information.

7. Closed Session

RESOLUTION No. 150/08

*MOVED by Dr. C. Ehrat
SECONDED by J. Fenik*

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby move in camera at 07:58 hours and further permits L. Bisonette, B. Allen and K. Kelly to remain present.

CARRIED.

RESOLUTION No. 152/08

*MOVED by P. Forget
SECONDED by T. Stepanuik*

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby move out of the in camera session at 08:58 hours.

CARRIED.

Dr. Ehrat left the meeting at 09:00 hours.

8. New Business

8.1 South East Local Health Integration Network (SE LHIN)

- documents included in the meeting materials were provided for information. T. Stepanuik referred the members to the executive summary prepared by KPMG entitled, "MoHLTC-LHIN Effectiveness Review". The full report is available to any interested board member.

T. Stepanuik also reported that HealthForce Ontario has initiated a community partnership program to improve the supply of physicians throughout the province of Ontario. Each LHIN will have a coordinator for this program.

8.2 Physician Recruitment

T. Stepanuik reported that the organization continues to cultivate a number of interested physicians to the area. He confirmed that an interested physician and wife will be visiting the community this weekend. Discussions are taking place regarding the possible recruitment of a second radiologist from the Toronto area. This physician is scheduled to undertake a locum in January 2009.

8.3 Hospitalist Program

- this item was reviewed and discussed under Item 6.2 – Chief of Staff Report.

8.4 2009/10 HAPS

T. Stepanuik reported that the organization has been notified that unless specifically requested by the SE LHIN, there is no requirement to provide a refreshed budget by November 30, 2008. The Perth and Smiths Falls District Hospital has not been requested by the SE LHIN.

8.5 Strategic Plan

T. Carter advised that the Town of Smiths Falls and the Township of Rideau Lakes have both requested a presentation. Dates and times are being coordinated.

8.6 Perth Medical Centre

- Letter provided in meeting materials was included for information.

9. New Business

9.1 Directors & Officers Insurance – Presentation – R. Schooley

R. Schooley distributed information regarding errors and omissions liability insurance to the board members. He then reviewed the information and entertained any questions put forward. R. Schooley confirmed that the insurance coverage extends to the hospital, foundations and auxiliaries. He added that a new specific policy for Directors & Officers insurance will be available in the new year.

9.2 ALC Update – L. Bisonette

L. Bisonette provided an update on the current ALC (alternate level of care) situation at the hospital. She reported that the efforts to help the ALC problem is a major initiative for the province. The goal is to ensure the right care is received by the right patient at the right time. Another goal is to reduce ALC usage from 18% in the SE LHIN to 14% by March 2009. The hospital assesses the patients on a daily basis. The Perth and Smiths Falls District Hospital ALC rate is at an all time high of 21%.

S. Brown left the meeting at 09:25 hours.

10. Board Committee Reports

10.1 Building Committee – November 24, 2008 Meeting – K. Van Der Meer

K. Van Der Meer reported that the Committee met on November 24. He provided an update on the progress of the redevelopment project. He noted that some change orders have been made with the project remaining on track.

10.2 Finance Committee – L. Sparks

L. Sparks reported that a request from the Finance Committee has been made to T. Stepanuik regarding possible options and outcomes (in relation to the PIP). This information will be reviewed at the December 2008 Finance Committee meeting.

10.3 Executive Committee – T. Carter

T. Carter advised that the items discussed at the recent Executive Committee meeting have been reviewed and discussed during the closed session.

10.4 Governance Committee – P. Forget

P. Forget reported that the Committee met with two candidates on Monday, November 24, 2008. Two additional interviews have been scheduled for the first week of December. It is anticipated that the Committee will have selected a candidate for the board's consideration by mid-December. He also reported that the Committee has been reviewing the board policies and discussed further additions to the hospital website. He then put forward the following resolutions:

RESOLUTION No. 153/08

*MOVED by P. Forget
SECONDED by L. Evans*

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Governance Committee to approve the following Governance Process Policies as presented with the highlighted changes:

- GP 2.9 Departure of Board Members; and*
- GP 2.10 Orientation.*

CARRIED.

RESOLUTION No. 154/08

*MOVED by P. Forget
SECONDED by R. Schooley*

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Governance Committee to post the Corporation By-Laws on the hospital website.

CARRIED.

11. Board Education

11.1 OHA Convention

T. Carter asked the delegates who attended the recent convention to provide their feedback on the sessions. A brief discussion ensued. The members who attended spoke highly of the speakers at the convention.

11.2 OHA Region 2 AGM & Education Conference

L. Evans and R. Schooley provided their feedback on the recent Region 2 Annual General Meeting and Education Conference held in Ottawa. They noted that it was beneficial in attending the sessions.

12. Other Business

12.1 Health Care Network of Southeastern Ontario

- 12.1.1 **Clinical Leaders** – meeting is held every 2nd month; discussions on going regarding patient safety and recruitment and retention.
- 12.1.2 **Members' Meeting** – T. Stepanuik could not attend last evening's members' meeting – no report.
- 12.1.3 **Regional CEOs** – meeting held November 18, 2008 – was not able to attend – no report.

12.2 Shared Support Services of Southeastern Ontario (SSO)

- nothing to report.

12.3 Lanark County Mental Health Advisory Committee

- meeting last evening (Monday, November 24) discussion took place regarding governance.

At this point, B. Shaw, President, GWM Auxiliary requested that the Board consider providing the full meeting package to the Foundations and Auxiliaries. T. Carter indicated that the Governance Committee consider this suggestion.

13. Next Regular Meeting Date

The next meeting regular meeting of the Board of Directors will be held on Tuesday, January 27, 2009 at 7:30 a.m. in the Main Boardroom, SF Site.

14. Adjournment

RESOLUTION No. 155/08

MOVED by L. Evans

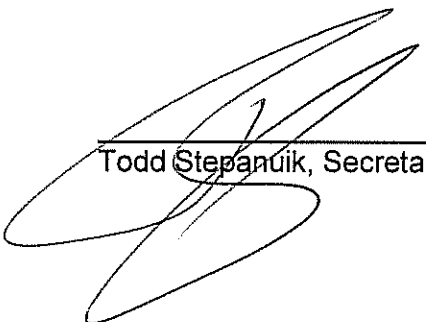
SECONDED by L. Hendriks

THAT the meeting of the Perth and Smiths Falls District Hospital Board of Directors hereby adjourns at 09:35 hours.

CARRIED.



Tim Carter, Chair



Todd Stepanuik, Secretary