

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

Board of Directors Meeting
Tuesday, September 23, 2008
Main Boardroom, SF Site
@ 07:30 hours

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

Absent: Nil.

Absent w/Notice: L. Sparks

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

1. Call To Order

The meeting was called to order at 07:32 hours by the Chair, T. Carter.

2. Chair's Remarks

T. Carter reported the following:

- work has commenced at the SF Site;
- strategic plan information sessions with staff have taken place and well received;
- Ministry of Health & Long-Term Care has provided November 21 as the available date for Minister Caplan to participate in the SF Site groundbreaking; and
- T. Stepanuik and P. Forget attended the recent SFCH Foundation's AGM and presented an update on the CT Scan initiative.

3. Approval of Agenda

RESOLUTION No. 116/08

MOVED by D. Staples

SECONDED by Dr. C. Ehrat

THAT the Agenda for the September 23, 2008 Board of Directors' meeting be approved as circulated with the following changes:

- *NEW Item 11.4 – Building Committee Report; and*
- *NEW Item 11.4.1 – Community Representative.*

CARRIED.

4. Declaration of Conflict of Interest

Nil.

5. Approval of Minutes

5.1 August 26, 2008 (regular meeting)

RESOLUTION No. 117/08

MOVED by T. Zander

SECONDED by Dr. C. Ehrat

THAT the Minutes from the August 26, 2008 Board of Directors' regular meeting be approved as circulated and amended.

CARRIED.

6. Action Items

6.1 President & CEO Report – T. Stepanuik

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

- Employee Recognition Awards night – scheduled for Thursday, September 25, 2008 @ 7:00 p.m. All are invited to attend.

RESOLUTION No. 118/08

MOVED by T. Stepanuik

SECONDED by T. Zander

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 presented his report and highlighted a few items such as physician recruitment and interested physicians. Dr. Roney reported that the Medical Advisory Committee will be reviewing a draft code of conduct for the medical staff at the October meeting. Once approved by the MAC, the matter will be brought to the Joint Conference Committee and then for adoption by the Hospital Board of Directors. He added that this document is in compliance with the College of Physicians & Surgeons of Ontario. Dr. Roney suggested that he and T. Stepanuik discussed the possibility of scheduling a joint education session before the end of the year with the Board to review the medical staff categories (of privileges). This matter will be discussed at the next Executive Committee meeting.

Dr. Roney also reported that he attended a one day session, "Chiefs Day" on September 12, 2008.

He then put forward the following resolution for physician privileges.

6.2.1 MAC Privileges

RESOLUTION No. 119/08

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 September 9, 2008 meeting of the Medical Advisory Committee to approve the following physician applications for privileges:

- *Dr. Kimberly Creaser for courtesy privileges in the Departments of Emergency Medicine;*
- *Dr. Antoinette Corvo for courtesy privileges in the Department of Anaesthesia;*
and
- *Dr. Alain Morariu for courtesy privileges as an Operating Room Assist.*

CARRIED.

6.2.2 OR Closures – Christmas & New Year

RESOLUTION No. 120/08

MOVED by Dr. P. Roney

SECONDED by T. Stepanuk

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Medical Advisory Committee to approve the OR closures dates as follows:

- *Friday, December 19, 2008 at 17:00 hours until Monday, January 5, 2009 at 08:00 hours;*

AND with the exception of C-section coverage, nursing staff will be on call the final long weekend with the possibility of opening beds on both sites.

CARRIED.

RESOLUTION No. 121/08

MOVED by T. Zander

SECONDED by Dr. T. Morell

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

CARRIED.

7. Delegation (@ 07:50 hours)

M. Poulin, Executive Director, Lanark County Mental Health presented an update on his respective agency. Mr. Poulin distributed a document which set out the program highlights and services. After his presentation, M. Poulin entertained questions from the board. T. Carter thanked M. Poulin for attending today and noted that the hospital is a proud sponsor of Lanark County Mental Health.

M. Poulin left the meeting at 08:15 hours.

8. Closed Session

RESOLUTION No. 122/08

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

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby move in camera at 08:15 hours and further permits L. Bisonette, B. Allen and K. Kelly to remain present for the discussion.

CARRIED.

RESOLUTION No. 123/08

*MOVED by L. Hendriks
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 08:25 hours.

CARRIED.

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 Draft Minutes

– minutes were provided for information only.

9.1.2 CEO Report

- report was provided for information only.

9.2 Physician Recruitment Update

T. Stepanuik reported that correspondence is ongoing with some interested physicians. A physician couple will be touring the SF Site in early October. Dr. Bob Van Noppen has opened his practice in Perth. Dr. Nancy Moxon has announced her retirement (Perth practice).

9.3 SF Site Redevelopment Project

This item will become a standing item in the monthly report. T. Stepanuik reported that there is now activity on site. Weekly meetings are held with representatives of Aecon, Jones, Lang, Lasalles, Erskine Dredge and the hospital. He added that the building permit has been received from the Town of Smiths Falls.

9.3.1 Presentation to Municipal Councils

T. Carter reported that he, T. Stepanuik and P. Howard presented on two occasions – the Township of Tay Valley and Town of Smiths Falls. The Township of Tay Valley was asked to financially contribute (\$135,000) to the project. A follow-up meeting has been scheduled with the Town of Smiths Falls to discuss their financial commitment.

9.3.2 Groundbreaking Ceremony – November 21, 2008

T. Carter reminded the members of the official groundbreaking ceremony date of Friday, November 21, 2008. Invitations to follow.

9.3.3 Progress of Phase #1

T. Stepanuik provided an update on the project's progress.

9.4 Hospitalist Program

Dr. Roney reported that this position has been difficult to fill in its entirety. A few physicians have expressed their interest to provide coverage in part. Dr. Miller will provide two weeks coverage out of four. Dr. Brox expressed her intent to cover two out of four weeks in January, February and March and then every second month after March. He reminded the board that this is an eight month pilot project.

9.5 GWM Foundation

9.5.1 Relocation of Foundation

T. Carter reported that the GWM Foundation has renovated the new space which is located near the main entrance at the GWM Site. The space will be finished and occupied in October.

Dr. Morell left the meeting at 08:40 hours.

9.6 Town of Perth Representative

P. Forget updated the members on the matter of a Town of Perth representative on the Board of Directors. A letter was sent to the Town requesting two candidates (per the hospital by-laws). With this in mind, the following motion was put forward.

RESOLUTION No. 124/08

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 and appoints Mayor John Fenik to the position of municipal representative for the Town of Perth on the Hospital Board of Directors effective immediately;

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

CARRIED.

10. New Business

10.1 H-SAA (Performance Improvement Plan "PIP") – L. Sparks

P. Forget reported that this matter was discussed at the recent Finance and Executive Committee meetings. Both committees expressed their concern over the confidentiality of the PIP contents. Discussion ensued.

10.2 2009/10 Hospital Annual Planning Submission – L. Sparks

P. Forget reported on the HAPS document and noted that the organization is working with three major assumptions. They are: ministry funding increase of 2.17%;

anticipated salary increases of approximately 3%; and the operation of the CT Scan during the 09/10 fiscal year. Discussion ensued.

10.3 Strategic Plan Roll-Out – T. Carter/T. Stepanuik

T. Carter reported that two staff sessions have been held with both well attended. He added that an action plan is being developed for the strategic priorities. Letters will be sent to all focus group participants offering a presentation of the plan. A date is being selected for a medical staff session.

T. Stepanuik advised that the executive summary will be posted on the hospital website. D. Staples suggested that a press release/public notice be posted indicating that the plan will be available on the hospital site.

11. Board Committee Reports

11.1 Executive Committee – September 11, 2008 Meeting – T. Carter

T. Carter reported that the Committee met on September 11. The Committee is in the process of developing goals for the Chief of Staff in collaboration with Dr. P. Roney. He added that he and T. Stepanuik met with Mrs. Evelyn Kerr to discuss the CT Scan.

11.2 Finance Committee – September 18, 2008 – L. Sparks

11.2.1 Financial Summary

11.2.2 Financial Statements

P. Forget reported on the August financial position. He reported that the hospital has a deficit from hospital operations to August 31, 2008 of \$274,957.

11.2.3 Section #9 (Costs Beyond Control)

P. Forget reported that the document, which is part of the Hospital Annual Planning Submission, remains confidential with no changes at this point.

11.3 Governance Committee –September 17, 2008

11.3.1 Board Vacancy

P. Forget reported that ads have be posted in local papers for the board member vacancy. The closing date is September 26, 2008.

11.3.2 GP Policies – 2.8, 2.9, 2.10 – deferred.

11.3.3 Request for Information – Hospital Website

P. Forget reported that at the most recent Governance Committee meeting, the matter of accessing information was discussed. P. Forget also reported that an informal survey was conducted of peer hospitals and the information available on hospital websites varied. He noted that in keeping with T. Carter's commitment to transparency for all board and corporation members (and the public in general), the following recommendation was put forward. It was noted that there is no legal obligation to post these additions and in doing so, was in an effort to maintain transparency and openness.

RESOLUTION No. 125/08

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 following information on the hospital website on an ongoing basis:

- o *regular board meeting agendas (current month only);*
- o *approved minutes of open meetings; and*
- o *audited financial statements.*

CARRIED.

11.4 Building Committee

K. Van Der Meer reported that he and T. Stepanuik met briefly before today's meeting regarding the SF Site redevelopment and progress. He confirmed that the Building Committee will remain an active committee. He reported that he would like the committee to meet monthly during the redevelopment and proposed the date of October 9, 2008 at 17:00 p.m. K. Kelly to send meeting materials.

11.4.1 Community Representative

K. Van Der Meer noted that the Committee presently has one community representative, Ron Holman (Township of Rideau Lakes). For the purpose of continuity, he suggested that Pauline Auger (past board members and committee chair) be brought onto the committee as a community representative.

RESOLUTION No. 126/08

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

THAT the Board of Directors accept the recommendation of Klaas Van Der Meer, Chair, Building Committee to appoint Pauline Auger and re-appoint Ron Holman to act in the capacity of "Community Representative" on the Building Committee;

FURTHERMORE, that the positions will be for one year with the terms expiring at the next annual general meeting of the corporation.

CARRIED.

12. Board Education

12.1 OHA Annual Convention – T. Carter

T. Carter confirmed that four board members have been registered for the upcoming OHA Annual Convention & Exhibition.

12.2 Kerr & King Education Session

- reminder of the October 2, 2008 @ 7:00 p.m. education session. The session will be held at the SF Site – Main Boardroom.

12.3 OHA Region 2 Annual Meeting & Conference – T. Stepanuik

The brochure included in the meeting materials is for information only. Anyone interested in attending are to contact K. Kelly. To date, R. Schooley has expressed interest in attending.

RESOLUTION No. 127/08

*MOVED by T. Stepanuik
SECONDED by K. Van Der Meer*

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby authorizes a maximum of four (4) trustees to attend the OHA Region 2 Annual Meeting and Conference;

AND THAT any and all expenses incurred with attending said conference be covered by the Hospital.

CARRIED.

12.4 OHA – Certificate for Implementing the Guide to Good Governance

- information only – anyone interested should contact K. Kelly.

RESOLUTION No. 128/08

*MOVED by T. Stepanuik
SECONDED by R. Schooley*

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby authorizes a maximum of three (3) Trustees to attend the upcoming OHA Conference entitled, "Certificate for Implementing the Guide to Good Governance";

AND THAT any and all expenses incurred with attending said conference be covered by the Hospital.

CARRIED.

13. Other Business

13.1 Health Care Network of South Eastern Ontario

Clinical Leaders – L. Bisonette reported that patient safety and integrated solutions have been discussed along with infection and surgical rates. A nursing recruitment and retention strategy is being developed with the Hospital, Queen's University and Quinte Healthcare. A report will be brought back to the board.

Regional CEOs – T. Stepanuik reported that P. Huras, CEO, SE LHIN attended the last meeting and discussion focused on the relationship of the HCN SEO and the SE LHIN.

Members' Meeting – T. Carter confirmed that the next meeting will be held next week.

13.2 Lanark County Mental Health Advisory Committee

T. Stepanuk reported the Advisory Committee met the previous evening.

14 Date of Next Meeting

The next meeting regular meeting of the Board of Directors will be held on Tuesday, October 28, 2008 at 7:30 a.m. in the Main Boardroom, GWM 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

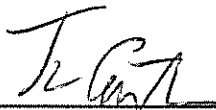
RESOLUTION No. 129/08

MOVED by L. Evans

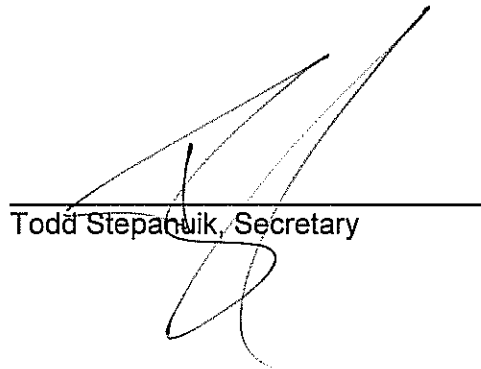
SECONDED by L. Hendriks

THAT the meeting of the Perth and Smiths Falls District Hospital Board of Directors hereby adjourns at 09:30 hours.

CARRIED.



Tim Carter, Chair



Todd Stepanuk, Secretary