

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

*Board of Directors Meeting*  
Tuesday, March 24, 2009  
Main Boardroom, SF Site  
@ 07:30 hours

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

Absent: Nil.

Absent w/Notice: Nil.

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

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**1. Call To Order**

The meeting was called to order at 07:34 hours by the Chair, T. Carter.

**2. Chair's Remarks**

T. Carter welcomed everyone to the meeting. He advised that he will be attending the South East LHIN's Board Chair's meeting tomorrow. The meeting is held with the Board Chairs of the hospitals, Community Care Access Centres, community health centres, etc. in the SE LHIN.

**3. Approval of Agenda**

*RESOLUTION No. 41/09*

*MOVED by J. Fenik*

*SECONDED by L. Hendriks*

*THAT the Agenda for the March 24, 2009 Board of Directors' meeting be approved as circulated with the following:*

- *Items 5.2 and 5.3 be moved to the Closed Session;*
- *addition of Item 6.4 Lanark County Support Services 09/10 Budget – L. Sparks;*
- *deletion of Item 8.1.2 – SE LHIN CEO Report; and*
- *addition of GWM Auxiliary Report (to follow “Approval of Minutes”).*

*CARRIED.*

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

Dr. C. Ehrat declared a conflict with Closed Session item 5.3.

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

##### **5.1 February 24, 2009 (regular meeting)**

*RESOLUTION No. 42/09*

*MOVED by T. Zander*

*SECONDED by Dr. T. Morell*

*THAT the Minutes from the February 24, 2009 Board of Directors' regular meeting be approved as circulated with the correction to the "Date of Next Meeting". It should read "March 24, 2009, Main Boardroom, SF Site"..*

*CARRIED.*

#### GWM Auxiliary

At this point, B. Shaw, President, GWM Auxiliary reminded the board that the GWM Auxiliary will be presenting its final instalment of \$35,000 to the GWM Foundation for the PACS program. This event is scheduled for Thursday, March 26, 2009 @ 2:30 p.m., Cafeteria, GWM Site. On behalf of the Board, T. Carter expressed his gratitude for the Auxiliary's contribution to this important project.

#### **6. Action Items**

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

T. Stepanuik referred the members to the report of the President & CEO and highlighted the following sections:

- Ontario provincial budget will be announced later in the week;
- organ donor job protected leave has been introduced for living organ donors;
- nurse practitioner led clinics have been announced with three such clinics in operation;
- CT Scan – hospital is moving forward with the program. Letter of intent has been forwarded to GE Healthcare Technologies. Floorplans, etc. have been generated to accommodate the equipment;
- as an update, T. Stepanuik reported that the gastro outbreak has been officially declared over at the GWM Site; and
- the SF Site redevelopment project is on budget with a slight delay which the general contractors anticipates making up in light of the better weather.

*RESOLUTION No. 43/09*

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

*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 referred the members to the Chief of Staff report distributed at the meeting.

### **6.2.1 Department of Family Medicine**

Dr. Roney reported that Dr. S. Muldowney tendered her resignation for the position of Co-Chief, Family Medicine, SF Site. He added that Dr. Shew has agreed to accept the position on an interim basis.

*RESOLUTION No. 44/09*

*MOVED by Dr. P. Roney  
SECONDED by L. Sparks*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Medical Advisory Committee and appoints Dr. Raphael Shew to the position of interim Co-Chief of the Department of Family Medicine effective immediately.*

*CARRIED.*

### **6.2.2 Hospitalist Program**

*RESOLUTION No. 45/09*

*MOVED by Dr. P. Roney  
SECONDED by P. Forget*

*The Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Medical Advisory Committee to approve the amendment to the original Board of Directors resolution dated May 28, 2008 approving the Hospitalist Program.*

*THE amendment confirms the organizational structure of the Hospitalist Program and mandates that the administration and oversight of the Hospitalist Program are the responsibility of the respective site Chiefs of the Department of Family Medicine.*

*CARRIED.*

### **6.2.3 Summer OR Closures**

Dr. Roney reported that the ORs are scheduled for the regular summer closure for the same number of days under the same process as in the past.

*RESOLUTION No. 46/09*

*MOVED by Dr. P. Roney  
SECONDED by R. Schooley*

*The Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Medical Advisory Committee to approve the summer OR closure dates as follows:*

- Friday, July 24, 2009 at 16:00 hours until Monday, August 10, 2009 at 08:00 hours;*

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

*The above noted OR closures include the requisite bed closures:*

- five (5) beds at the GWM Site; and*
- six (6) beds at the SF Site.*

*CARRIED.*

*RESOLUTION No. 47/09*

*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.*

## **6.3 Governance Committee Items – P. Forget**

### **6.3.1 Medical (Professional) Staff By-Laws**

P. Forget reported that the Governance Committee has met to review and discuss revisions to the medical staff by-laws and the new Professional Staff Code of Conduct Policy. Dr. Roney added that the document has been revised nine times over the course of the past year. He noted that the changes have been reviewed and discussed by the Medical Advisory Committee and members of the Medical Staff.

T. Carter reminded the members that if the by-laws are passed today, they would take effect until they are brought forward for corporation membership approval at

the Annual General Meeting. Once approved by the Corporation membership, the document and changes will become permanent.

Dr. Roney confirmed that a familiarization session will be held with the members of the professional staff regarding the new by-laws. He added that the medical staff have been involved in the revisions of the by-laws and that K. O'Brien, legal counsel, has provided advice and guidance during the revision process.

Dr. C. Ehrat noted that the medical staff by-laws have been expanded to include all "professional staff" which would encompass more than the existing roster of medical staff (doctors, specialists, dentists, etc.).

*RESOLUTION No. 48/09*

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

*The Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Governance Committee and approves the Professional Staff by-laws as revised and presented.*

*CARRIED.*

### **6.3.2 Policy – Professional Staff Code of Conduct**

He reported that the MAC will review the revised document and bring forward a recommendation to the Board at the April Board of Directors' meeting.

### **6.4 Lanark County Support Services – 2009/10 Budget – L. Sparks**

L. Sparks reported that the Finance Committee reviewed the balanced budget for 09/10. T. Carter added that the Finance Committee has met with D. McEwen, Executive Director, LCSS and has vetted the budget. With this in mind, the following resolution was put forward:

*RESOLUTION No. 49/09*

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

*The Perth and Smiths Falls District Hospital Board of Directors hereby accepts the recommendation of the Finance Committee to approve the 2009/2010 budget for Lanark County Support Services which reflects a balanced budget position.*

*FURTHERMORE that the Perth and Smiths Falls District Hospital Board of directors authorizes Tim Carter, Chair, Board of Directors and Todd Stepanuik, President & CEO to sign the 2009/10 budget.*

*CARRIED.*

## **7. CLOSED SESSION**

*RESOLUTION No.50/09*

*MOVED by L. Hendriks  
SECONDED by T. Zander*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby move in camera at 07:59 hours and further permits K. Kelly, Recording Secretary, to remain present.*

*CARRIED.*

*RESOLUTION No. 51/09*

*MOVED by J. Fenik  
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 08:27hours.*

*CARRIED.*

Upon the conclusion of the closed session, the following reports and resolutions were provided.

*RESOLUTION No. 52/09*

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

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation made at the March 10, 2009 meeting of the Medical Advisory Committee to approve the following application and that:*  
*- Dr. Michael Storr be granted courtesy privileges in Paediatrics.*

*CARRIED.*

*RESOLUTION No. 53/09*

*MOVED by R. Schooley  
SECONDED by K. Van Der Meer*

*The Perth and Smiths Falls District Hospital Board of Directors hereby accepts the recommendation of the Executive Committee and authorizes Tim Carter, Chair and Peter Forget, Vice Chair, to sign the revised Deed of Trust on behalf of the Perth and Smiths Falls District Hospital and return the signed Deed of Trust to the Smiths Falls Community Hospital Foundation.*

*CARRIED.*

## **8. Business Arising from Minutes**

### **8.1 South East Local Health Integration Network (SE LHIN)**

- documents in package for member information.

### **8.2 SF Site Redevelopment**

K. Van Der Meer provided additional information on the status of the SF Site redevelopment project. He noted that the flooring was being installed for Levels 0, 1 and 2. He suggested a site tour be arranged for the members of the Building Committee in April 2009. T. Stepanuik also suggested that a site tour be coordinated for the board members following an upcoming board meeting.

### **8.3 H-SAA – Performance Improvement Plan Submission**

T. Stepanuik reported the following:

- PIP document was submitted to the SE LHIN at the end of January 2009;
- he contacted the SE LHIN on Friday (March 20) re: status of PIP;
- SE LHIN board has approved the PIP (based on draft SE LHIN Board minutes) with the exclusion of the cash advance;
- a letter confirming the SE LHIN board's approval of the PIP will be sent once the draft Minutes have been approved (after the March 09 board meeting.); and
- cash advance will have to be requested via the cash advance protocol.

### **8.4 Hospitals In Common Laboratory (HICL)**

T. Stepanuik advised that the organization continue to work on the transition with the LHIN, Ministry and Life Labs. The termination date of July 10, 2009 remains unchanged. L. Bisonette added that the organization is looking at a new model and there has been no confirmation on the location of the new community lab. Staff reductions are being considered.

T. Carter expressed his concern about what happens on July 13, 2009 regarding access. T. Stepanuik indicated that Life Labs has not confirmed or announced a location.

## **9. New Business**

### **9.1 Strategic Plan**

T. Carter referred the members to the information included in the meeting materials. Updates will continue to be given.

### **9.2 Hospital Infrastructure Renewal Fund (HIRF)**

B. Allen reported on the matter of the HIRF. He referred the members to the information provided in the meeting materials. The MoHLTC funding is for infrastructure items such as new roof, HVAC and fire alarm upgrades. The funding is for the current fiscal year and may be up to \$300,000. The amount provided to hospitals is decided with a formula.

### **9.3 Joint Board/MAC Session – April 25, 2009**

T. Carter reported that the date of April 25 will no longer work as Dr. Roney will not be available. A new date will be considered and circulated. The session will be approximately three (3) hours. A brief discussion ensued regarding a morning, afternoon or evening session.

#### **9.4 CEO Evaluation Process**

T. Carter reminded the members that T. Stepanuik's evaluation (April) and that of the Chief of Staff (May) will be coming due in the next two months. The group will be canvassed for a special meeting date to complete the reviews.

#### **10. Board Committee Reports**

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

L. Sparks indicated that the projected year end deficit is approximately \$1.5 million which is driven mainly by wait time strategy. T. Carter added that the provincial wait time initiative has worked and noted that the PSFDH's wait times are far below the provincial average.

##### **10.2 Executive Committee – T. Carter**

T. Carter noted that the items discussed at Executive Committee have been reported on at different points in the closed session, specifically, the SFCH Foundation matters.

##### **10.3 Board Quality Committee – L. Hendriks**

L. Hendriks reported the following:

- committee met yesterday (Monday, March 23);
- the committee reviewed the survey results to the end of 2008;
- 1<sup>st</sup> quarter results will be available in May 2009;
- next meeting is planned for June 2009;
- interviews for the position of Quality Manager will take place this week;
- Accreditation (Qmentum) session has been scheduled for managers. She suggested that a session be held for the Board given the new method of accreditation.

##### **10.4 Governance Committee – P. Forget**

###### **10.4.1 Liaison Committee**

P. Forget reported that the Governance Committee has been tasked with preparing terms of reference for a new committee "liaison committee". The primary focus would be to have a more regular interface with the auxiliaries and foundations. It would be a committee of the board and would meet to update the groups on the board's activities and to discuss issues. K. Van Der Meer, L. Evans and R. Schooley expressed their interest in participating on the committee.

K. Van Der Meer suggested that the committee be small. R. Schooley expressed that there is a need to have a current and ongoing relationship with all groups. D. Staples offered that the group look at what other peer hospitals are doing.

*RESOLUTION No. 54/09*

*MOVED by T. Stepanuik*

*SECONDED by K. Van Der Meer*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby create a new ad hoc committee to be entitled, Liaison Committee, and*

*AND the Board of Directors' nominates P. Forget to serve as Chair to the ad hoc Liaison Committee with the members, L. Evans, R. Schooley and K. Van Der Meer;*

*FURTHERMORE, that the ad hoc committee be charged with drafting the terms of reference and reporting on the terms at the April 28, 2009 Board of Directors' meeting.*

*CARRIED.*

#### 10.4.2 Meeting Attendance

T. Carter referred the members to the attendance information included in the meeting materials. K. Kelly to make adjustment to the Board Quality attendance sheet, reflecting P. Forget's request. T. Carter asked the members to review their specific information and if any changes are required to contact K. Kelly.

### 11.1 Board Education

#### 11.1 SF CHC Workshop – T. Carter

T. Carter referred the members to the workshop information and if anyone is interested in participating, they should contact K. Kelly to coordinate registration, etc. To date, R. Schooley has confirmed his participation.

### 12. Other Business

#### 12.1 Health Care Network of Southeastern Ontario

- 12.1.1 **Clinical Leaders** – next meeting Tuesday, March 31, 2009
- 12.1.2 **Members' Meeting** – meeting in April 2009
- 12.1.3 **Regional CEOs** – meeting in two weeks

#### 12.2 Shared Support Services of Southeastern Ontario (3SO)

- no report at present; the meeting is scheduled for today.

#### 12.3 Lanark County Mental Health Advisory Committee

- no meeting – nothing to report. Next meeting will be held Monday, April 27, 2009.

### 13. Next Regular Meeting Date

The next meeting regular meeting of the Board of Directors will be held on Tuesday, April 28, 2009 at 7:30 a.m. in the Main Boardroom, GWM Site.

### 14. Adjournment

*RESOLUTION No. 55/09*

*MOVED by L. Sparks*

*SECONDED by L. Hendriks*

*THAT the meeting of the Perth and Smiths Falls District Hospital Board of Directors hereby adjourns at 09:10hours.*

*CARRIED.*

*"Tim Carter"*

*"Todd Stepanuik"*

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Tim Carter, Chair

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Todd Stepanuik, Secretary