

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

Board of Directors Meeting
Tuesday, October 27, 2009
Main Boardroom, SF Site
@ 07:30 hours

Present: *T. Carter, Chair*, 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: J. Fenik, Dr. T. Morell

Absent w/Notice: Dr. C. Ehrat, B. Strachan

In Attendance: B. Allen, VP, Finance & Support Services, L. Bisonette, VP,
Patient Care Services and guests

1. Call To Order

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

2. Chair's Remarks

T. Carter thanked everyone for attending today's meeting. He reinforced his e-mail sent out on the weekend which noted that today's meeting agenda is very lengthy.

He added that the date of the Board Christmas Social will be December 4 at the GWM Site. Information will be forwarded to board members confirming such will be sent out in the near future.

The Chair thanked L. Sparks, P. Forget and T. Stepanuik for presenting to the South East LHIN Board of Directors on October 22, 2009 in Sharbot Lake. The Chair also extended thanks to L. Bisonette and the organization for the leadership demonstrated concerning the H1N1.

3. Approval of Agenda

RESOLUTION No. 129/09

MOVED by L. Hendriks

SECONDED by T. Zander

THAT the Agenda for the October 27, 2009 Board of Directors' meeting be approved as circulated with the following change:

- *Items 9.2 will not be for information, it will be for resolution.*

CARRIED.

4. Declaration of Conflict of Interest

None declared.

5. Approval of Minutes

5.1 September 22, 2009 (regular meeting)

RESOLUTION No. 130/09

MOVED by R. Schooley

SECONDED by K. Van Der Meer

THAT the Minutes from the September 22, 2009 Board of Directors' regular meeting be approved as circulated.

CARRIED.

6. Action Items

6.1 President & CEO Report – T. Stepanuik

In addition to the items identified in the CEO report, T. Stepanuik updated that board with regards to the Regional Lab initiative and reinforced that this is not a priority for the Perth and Smiths Falls District Hospital and concerns were identified with regards to process to date.

Reference was also made to the meeting between members of the Senior Leadership Council and senior representatives of the South East LHIN which took place on October 16 in response to T. Stepanuik's letter dated September 18 to P. Huras, CEO, SE LHIN.

RESOLUTION No. 131/09

MOVED by T. Stepanuik

SECONDED by L. Sparks

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. P. Roney reviewed his attached report. Dr. Roney mentioned that T. Stepanuik is in the process of creating a task force to review conservable days, of which Dr. Roney has indicated that he has agreed to chair.

RESOLUTION No. 132/09

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

THAT the Board of Directors of the Perth and Smiths Falls District Hospital accept the Chief of Staff report as circulated and presented.

CARRIED.

6.3 Governance Committee

6.3.1 Professional Staff Code of Conduct

Discussion ensued concerning the attached policy.

RESOLUTION No. 133/09

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

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Medical Advisory Committee and the Governance Committee to approve the Professional Staff Code of Conduct as circulated;

AND FURTHERMORE, that the Chief of Staff is charged with ensuring that the entire medical staff is aware of the document;

AND THAT the Professional Staff Code of Conduct is incorporated into the medical staff orientation package.

CARRIED.

6.3.2 GP Policy No. 2.13 Board Linkages with Other Organizations

RESOLUTION No. 134/09

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

The Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Governance Committee and approves the Governance

Process Policy No. 2.13 entitled, "Board Linkages with Other Organizations" as presented and circulated.

CARRIED.

6.4 Phasing

T. Stepanuik reviewed the briefing note circulated in the meeting materials as well as the phasing plan. L. Bisonette and Dr. P. Roney also commented on the information and the sentiment that in fact the most recent draft phasing proposal is the most optimal plan for roll-out for the Smiths Falls Site. Discussion ensued.

RESOLUTION No. 135/09

MOVED by K. Van Der Meer

SECONDED by P. Forget

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby endorse the updated and revised phasing plan for the Smiths Falls Site redevelopment per the attached.

CARRIED.

6.5 CT Scan

6.6 Donor Recognition System

T. Stepanuik reviewed the attached briefing note and the illustration concerning the proposed permanent donor recognition system. A lengthy discussion ensued.

RESOLUTION No. 136/09

MOVED by T. Stepanuik

SECONDED by D. Staples

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby charges the President & CEO with finalizing the design with Polar Unlimited per the "Your Health...Our Promise" Capital Campaign permanent donor recognition system, designed with the intent to appropriately recognize donors in a meaningful way based on their level of contribution associated solely with the redevelopment project;

THE President & CEO is also charged with ensuring that the permanent system is installed in March 2010. The proposed system will not interfere with current donor systems such as the Smiths Falls Community Hospital Foundation "Caring Community Trees of Life" recognition system;

FURTHERMORE, the President & CEO is constrained in finalizing this system with forwarding to the Board of Directors proposed wording at the November 24, 2009 Board of Directors' meeting.

CARRIED.

6.7 Strategic Plan

T. Stepanuik reviewed the briefing note circulated in the meeting materials with regards to the Board Planning Cycle. A lengthy discussion ensued with regards to the benefits of simply refreshing the existing strategic plan or creating a new document in its entirety.

RESOLUTION No. 137/09

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

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby charges the President & CEO with soliciting proposals from external consultants and to formulating a recommendation to the Board as to the preferred vendor (the vendor to be engaged for the purpose of overseeing the entire strategic planning process;

FURTHERMORE that the proposed schedule (timetable) to be afforded to the entire strategic planning process from start to finish be no more than eight (8) months as the Board desires to adopt a plan no later than September 2010;

FURTHERMORE that the Board of Directors directs the President & CEO to ensure provisions are made in the 2010/2011 fiscal year for the cost associated with the strategic planning process;

KEY components of the plan may be as follows:

- review Mission, Vision and Values;*
- environmental scan;*
- a SWOT – strengths, weaknesses, opportunities, threats – analysis;*
- strategic issues; and*
- strategic directions and implementation; timetable and plan.*

CARRIED.

7. Closed Session

RESOLUTION No. 138/09

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

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby move in camera at 08:40 hours and further permits B. Allen, VP, Finance & Support Services, L. Bisonette, Vice President, Patient Care Services & CNE to remain present.

CARRIED.

RESOLUTION No. 139/09

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 08:54 hours.

CARRIED.

The following motions from the closed session were brought forward for approval.

RESOLUTION No. 140/09

MOVED by L. Evans
SECONDED by R. Schooley

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby approve the agenda for the closed session with the addition of Item 5.4 – Leeds, Grenville & Lanark District Health Unit.

CARRIED.

RESOLUTION No.141/09

MOVED by R. Schooley
SECONDED by D. Staples

THAT The Board of Directors of the Perth and Smiths Falls District Hospital hereby approves the in camera notes from the September 22, 2009 closed session.

CARRIED.

The Board Chair reported that the matters discussed during the closed session include legal matters, privileging, Perth Medical Centre, advocacy strategy and Leeds, Grenville & Lanark District Health Unit.

MAC Privileges

RESOLUTION No. 142/09

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 made at the October 13, 2009 meeting of the Medical Advisory Committee to approve the following applications and that:

- **Dr. M. Mates** be granted Courtesy privileges in the Department of Internal Medicine;
- **Dr. Wade Brockway** be granted Courtesy privileges in Emergency Medicine with Admitting privileges; and

- *Dr. Matt Simpson be granted Courtesy privileges in the Department of Emergency Medicine with Admitting.*

CARRIED.

8. Business Arising from Minutes

8.1 South East Local Health Integration Network (SE LHIN)

8.1.1 Draft Minutes – September 29, 2009 Meeting – for information only.

8.1.2 CEO Monthly Report – for information only.

8.1.3 Integrated Health Services Plan –

A letter to G. Thompson, Chair, SE LHIN Board of Directors, from the Perth and Smiths Falls District Hospital was sent September 29, 2009 was reviewed. T. Stepanuik indicated that the Integrated Health Services Plan No. 2 with the South East LHIN is posted on the SE LHIN website and has been formally approved by the SE LHIN Board of Directors per their minutes of September 28, 2009.

Changes to the plan were noted. There has been no response to the hospital letter.

8.1.4 3rd Annual “Working Together for Better Health” Conference – T. Carter

D. Staples indicated that from his perspective, three streams resonated: partnering, collaboration and integration. Significant discussion regarding ALC took place at the session.

8.1.5 Hospital Financial Status – T. Stepanuik

- item was discussed under “Report of President & CEO”.

8.1.6 Community Engagement Session – Sharbot Lake

L. Sparks indicated that Perth and Smiths Falls District Hospital was the only hospital to present per the attached list of presenters. He indicated that he, P. Forget and T. Stepanuik emphasized the need for shared responsibility and shared accountability in light of the current economic climate. P. Forget elaborated as well that the group stressed that the Perth and Smiths Falls District Hospital is an overly efficient hospital which has a working capital deficit.

8.1.7 Collaborative Governance Team – T. Carter

T. Carter indicated that Lanark County Mental Health has been contacted to see whether or not potential candidates from Lanark County Mental Health Advisory Board.

8.2 SF Site Redevelopment – K. Van Der Meer/T. Stepanuik

K. Van Der Meer presented the change order summary. Site tour will immediately follow the board meetings. Board members are to remain in the board room and will be escorted to the construction site.

8.3 Hospital In Common Laboratory – L. Bisonette

L. Bisonette updated the group that the Perth and Smiths Falls District Hospital continues to work with physicians as well as Life Labs.

8.4 Pandemic Update – L. Bisonette

T. Carter referenced the letter addressed to Dr. Anne Carter from the Perth and Smiths Falls District Hospital as well as Dr. Carter's response dated October 8, 2009. L. Bisonette provided an update on the H1N1 situation. It was noted that volumes have been approximately 25% higher per site with approximately 70% of those presenting having influenza related symptoms and the highest percentage being children. To date, five patients have been admitted. Wait time volumes have increased in the ER departments as a result of the increased volumes. The organization is still managing well. Eight staff including physicians have fallen ill with influenza like illness. The Perth and Smiths Falls District Hospital did receive its vaccine yesterday from the health unit. Clinics will be held from 7:30 a.m. to 8:30 p.m. for the next six days. Daily teleconferences are held by the Leeds, Grenville and Lanark District Health Unit for the hospitals, Community Health Centres and Family Health Teams. Staff and physicians in all areas are doing a phenomenal job.

8.5 Accreditation - Qmenutm

- nothing to report.

8.6 CEO Goals – T. Carter

T. Carter indicated that T. Stepanuik will forward this to the Executive Committee for vetting with the document forwarded to the Board of Directors for their review.

8.7 Board Members Vacancy – L. Sparks

L. Sparks advised that three applications were received during the two recent calls for applications. Interviews will be scheduled in the coming weeks.

9. New Business

9.1 Strategic Implementation Plan – T. Carter

T. Carter indicated that the most recent progress report on achieving the various milestones in the strategic implementation plan was included in the board package.

9.2 Chief of Staff Evaluation – L. Sparks

L. Sparks provided for the board an overview of discussions at the Governance Committee meeting with regards to the Chief of Staff evaluation.

RESOLUTION No. 143/09

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 Governance Committee to approve the Chief of Staff Evaluation document as presented.

CARRIED.

9.3 Board Self-Evaluation – T. Carter

T. Carter indicated that as per the Board Planning Cycle, the board self-evaluation will take place in December. In an email accompanied by the self-evaluation template will be forwarded to the Board of Directors in the near future for their completion. Details to follow.

9.4 Auditor General Report – T. Stepanuik

T. Stepanuik referenced the briefing note that was included in the package concerning the Auditor General Report regarding Smart Systems for Health and E-Health. The report will be discussed more fully at an upcoming Governance Committee meeting.

10. Board Committee Reports

10.1 Finance Committee – October 22, 2009 – P. Forget

P. Forget reviewed for the board members the hospital financial position as of September 30, 2009 as well as the projection for year end. He indicated that he is quite confident in management's projection in being balanced by March 31, 2010. Discussion ensued.

10.1.3 3SO Financial Information

10.1.4 2010/12 HAPS Update

P. Forget indicated that this was covered off under the President & CEO's Report. It is not known when funding allocations will be announced by the Ministry of Health & Long-Term Care for the hospital sector and that the November 30, 2009 deadline for the HAPS submission by hospitals will be extended and that the H-SAA will be extended for a one year term.

10.2 Liaison Committee – R. Schooley

- no report.

10.3 Board Quality Committee – L. Hendriks

L. Hendriks indicated that the Board Quality Committee report will be loaded onto the board portal for board member information.

11. Board Education

11.1 OHA Session – Building A Culture of Good Governance – T. Carter

T. Carter referenced the education session for board information.

12. Other Business

12.1 Health Care Network of Southeastern Ontario

– nothing to report at this time.

12.2 Shared Support Services of Southeastern Ontario (3SO)

- nothing further to add to information provided under Report of President & CEO.

12.3 Lanark County Mental Health Community Advisory Board

T. Zander reported that she has now had the opportunity to attend two meetings. She commented that the Elmgrove facility may in fact cease to operate the crisis line and at the most recent meeting of the Advisory Board, the Lanark County Mental Health staff highlighted the pandemic plan for that agency.

13. Next Regular Meeting Date

The next meeting of the Board of Directors will be held on Tuesday, November 24, 2009 at 7:30 a.m., Main Boardroom, GWM Site.

14. Adjournment

RESOLUTION No. 144/09

MOVED by L. Sparks

SECONDED by T. Stepanuik

THAT the meeting of the Perth and Smiths Falls District Hospital Board of Directors hereby adjourns at 09:50 hours.

CARRIED.

"Tim Carter"

"Todd Stepanuik"

Tim Carter, Chair

Todd Stepanuik, Secretary