

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

*Board of Directors Meeting*  
Tuesday, October 26, 2010  
Main Boardroom, SF Site  
@ 07:30 hours

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Present: C. Beckett, J. Brown, Dr. C. Ehrat, L. Evans, L. Hendriks, Dr. S. Muldowney, Dr. P. Roney, M. Ross, R. Schooley, *L. Sparks, Chair*, D. Staples, T. Stepanuik, K. Van Der Meer

Absent: Nil.

Absent w/Notice: B. Strachan

In Attendance: B. Allen, VP, Finance & Support Services, L. Bisonette, VP, Patient Care Services & CNE, K. Kelly, Executive Assistant, C. Cassidy-Gifford, Manager, Quality, M. Guitard, GWM Auxiliary

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**1. Call To Order**

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

**2. Chair’s Remarks**

The Chair, L. Sparks provided the following remarks:

- he offered congratulations to D. Staples and J. Brown in their respective election successes;
- he also thanked those who attended the accreditation session yesterday. He noted that the sessions were going well.
- The ICU (SF) was rededicated to “Beryl Beach”; the event took place on October 20 and was an enjoyable event.

L. Sparks then welcomed M. Guitard, President, GWM Auxiliary and invited her to speak on behalf of her agency. M. Guitard provided an Auxiliary report – a copy will be attached to the minutes for ease of future reference.

L. Sparks concluded by noting that he will be attending a LHIN meeting tomorrow and will circulate any pertinent information to the board.

**3. Approval of Agenda**

*RESOLUTION No. 103/10*

*MOVED by L. Hendriks*

*SECONDED by R. Schooley*

*THAT the Revised Agenda for the October 26, 2010 Board of Directors' meeting be approved as circulated with the following additions:*

- *Item 6.1.1 – addition of October 25 media release;*
- *Move Item 8.2 to “Action Items”;*
- *Move 8.5 to “Action Items”*
- *Item 8.4 – addition of letter to Erskine Dredge (circulated at meeting); and*
- *Item 8.2.2 – reference to letter.*

*CARRIED.*

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

Nil.

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

- 5.1 September 28, 2010 (regular meeting)**
- October 1, 2010 (special meeting)**
- October 6, 2010 (special meeting)**

*RESOLUTION No. 104/10*

*MOVED by R. Schooley*  
*SECONDED by M. Ross*

*THAT the Minutes from the September 28, 2010 (regular), October 1, 2010 (special) and October 6, 2010 (special) Board of Directors' meetings be approved as circulated.*

*CARRIED.*

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

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

T. Stepanuik referred the members to his report included in the meeting materials. He highlighted the following items:

- Accreditation survey is underway. To date, it has been an enjoyable experience. The general debriefing will be held on Thursday, October 18, 2010. K. Kelly will send out the particulars to the Board;
- He added that the level of organization that the hospital has demonstrated in preparing has been exceptional; C. Cassidy-Gifford has done well in organizing the four days;
- Re: October 20 release of Auditor General report, T. Stepanuik referred the members to the hospital-generated media release. Our hospital has not been contacted by the media. The report suggested that all hospitals have acted in the similar capacity in terms of procurement practices.

- The hospital website has been redesigned and he encouraged the members to take a look at it. Going forward, site maintenance will be done in-house.
- Recent changes at CCAC - the Executive Director and the CFO are no longer with the CCAC; the organization is presently recruiting for the positions.
- Sisters of Providence – T. Stepanuik commented that the Sisters have been an integral part of the community and hospital. He noted that Sr. Marlene Schuster has recently retired and it is the hospital's plan to recognize the Sisters internally. Additional information to come at a later date.

*RESOLUTION No. 105/10*

*MOVED by T. Stepanuik*

*SECONDED by J. Brown*

*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.*

Discussion ensued regarding the information presented in the President & CEO report. D. Staples noted that he was pleased to see media release regarding procurement. The members discussed the matter of single sourcing and engagement of consultants. T. Stepanuik noted that The Ottawa Hospital was one of the 16 hospitals investigated.

R. Schooley requested clarification regarding the improvement of sick time (vs. numbers presented for 2009). T. Stepanuik to provide a response at the November Board of Directors' meeting. In addition, the members requested that the arrows used to show increase/decrease be changed to +/- for the next report.

## **6.2 Chief of Staff Report**

Dr. Roney provided a verbal monthly Chief of Staff report to the members. He highlighted the following:

- Elmgrove issues – letters included in the package; the matter is an operational issue at this point with a limited involvement required from the board's at this point.
- Follow-up to take place with R. Hillier and Christine Elliot (health critic).

*RESOLUTION No. 106/10*

*MOVED by D. Staples*

*SECONDED by J. Brown*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the Chief of Staff report as presented.*

*CARRIED.*

## **6.3 Leave of Absence – L. Sparks**

L. Sparks addressed the matter of B. Strachan's request for a leave of absence. He noted that to grant the leave minimizes any quorum and attendance issues.

*RESOLUTION No. 107/10*

*MOVED by T. Stepanuik  
SECONDED by J. Brown*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Governance Committee and permits a leave of absence for B. Strachan effective today until December 14, 2010.*

*CARRIED.*

**6.4 Policy 2.12 *In Camera* Meetings**

**6.5 Policy 2.14 Criminal Reference Checks**

L. Sparks and T. Stepanuik reported on the recent discussion held at the Governance Committee meeting. L. Sparks brought forward two policies that were reviewed and noted that they had minor changes (housekeeping in nature). In addition, he noted that there was a change to the Criminal Reference Check policy (indicated on information circulated to the members).

*RESOLUTION No.108/10*

*MOVED by T. Stepanuik  
SECONDED by L. Evans*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby approves the revised Policy No. 2.12 entitled, "In Camera Meetings" and Policy 2.14 "Criminal Reference Checks" per the recommendations of the Governance Committee.*

*CARRIED.*

**6.6 Skills Based Board**

T. Stepanuik provided information on this matter on behalf of C. Beckett. He referred the members to the briefing note. He noted that there are three matters to discuss and resolve regarding board composition. He then reviewed the three options (as outlined in the briefing note.) T. Stepanuik confirmed that these items were discussed at the recent Governance Committee meeting.

L. Sparks added that now is the time to look beyond geography and consider a skills based board. The Hospital Board needs to show leadership. He then put forward three resolutions.

*RESOLUTION No. 109/10*

*MOVED by L. Hendriks  
SECONDED by R. Schooley*

*THAT the Perth and Smiths Falls District Hospital Board of Directors accepts the recommendation of the Governance Committee, per best practice, to adopt a skills based Board of Directors effective January 2011;*

*FURTHER, that the by-laws be modified to reflect this change of moving away from the current criteria regarding geographical representation with the qualification that directors must be from the catchment area serviced by the Hospital, as determined by the Board of Directors;*

*AND FURTHER in accordance with the new legislation effective January 2011, the President & CEO, Chief of Staff, President and Vice President of the Medical Staff, will continue on the Hospital Board of Directors in an ex officio capacity with no voting rights.*

**CARRIED.**

L. Evans expressed her concern that to move to a skills based board may deter potential applicants who do not fit the requested criteria. It was noted that the newspaper ad would be modified to include, "community representation". K. Van Der Meer noted that a skills based board is acceptable but it is still important to include community involvement on the board. The members agreed that knowledge of the community is key and if this resolution passes, then the Governance Committee will then need to work on developing direction.

### **Municipal Representatives**

L. Sparks brought forward the matter of having municipal representatives on the Board of Directors and noted that Governance Committee discussed at length the position. It was agreed at the Governance Committee to consult the municipal councils to ascertain their feedback on the matter. The councils would be sent a letter from L. Sparks. Discussion ensued regarding Bill 77 and concerns. D. Staples noted that the suggested approach was proactive. He added that Town of Smiths Falls council will be taking a position on Bill 77 with discussions taking place in open session. L. Sparks assured the members that prior to any changes to board composition, that consultation will take place. Despite Bill 77, it was noted that discussion is important to have in terms of relationship with municipalities.

*RESOLUTION No. 110/10*

*MOVED by L. Hendriks*

*SECONDED by R. Schooley*

*In an effort to move the Perth and Smiths Falls District Hospital Board of Directors forward and closer to a skills based board, the Perth and Smiths Falls District Hospital Board of Directors accepts the recommendation of the Governance Committee to consult with the local municipalities to assess the interest in participating and involvement on the Hospital Board of Directors.*

**CARRIED.**

### **Medical Staff & Employees**

Dr. P. Roney advised that the physicians do not support the proposed changes to their positions on the hospital board. T. Stepanuik confirmed that a letter outlining the concerns of the board and medical staff was sent to the Minister of Health &

Long-Term Care and to date, no response has been received. He added that only option to being on the board with no vote, is to not be at the table at all for the discussion.

L. Sparks advised that the Hospital board feels that medical staff and CEO are important to the discussions, however, the board and hospital must be compliant with legislation (effective January 1, 2011). This will be the reality for all Ontario hospitals.

T. Stepanuik and K. Kelly to send a copy of the letter to Minister Matthews to Christine Elliott, Health Critic. K. Van Der Meer put forward the following resolution.

*RESOLUTION No. 111/10*

*MOVED by K. Van Der Meer  
SECONDED by M. Ross*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital defer proceeding with any by-law changes stemming from the proposed legislation entitled, Excellent Care for All Act, until after the November 2010 Board of Directors meeting.*

*CARRIED.*

L. Sparks will raise the matter at the South East LHIN meeting scheduled for Wednesday, October 27, 2010 and will also follow-up with R. Hillier, MPP and others to get a sense of whether there will be a change to the legislation. R. Schooley feels that having the discussion with municipalities is important outside of the primary purpose and will give the opportunity for the hospital board to apprise them (the municipal councils) of the changes to board composition.

D. Staples commented that it may be helpful to include a linkage with MPP Steve Clark as there are three municipalities that jurisdiction that are serviced by the Perth and Smiths Falls District Hospital.

### **6.7 Proposal from TNG**

L. Sparks referred the members to the proposal circulated with the meeting materials. As there was some confusion over the attachment, the matter was deferred to the November meeting. K. Kelly to resend to the members.

### **6.8 HSAA Extension**

B. Allen reported that as required, he submitted the hospital budget to the South East LHIN in September (as part of the HSAA process). Discussions took place with the South East LHIN regarding information including on the schedules. With this in mind, the following resolution was put forward in order to meet the HSAA requirements.

*RESOLUTION No. 112/10*

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

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital authorizes the President & CEO and Chair, Board of Directors to sign the Amending Agreement to 2008/10 Hospital Service Accountability Agreement (H-SAA) and return to the South East Local Health Integration Network.*

*CARRIED.*

## **7. Closed Session**

At this point, the meeting moved to a closed session.

*RESOLUTION No. 113/10*

*MOVED by C. Ehrat  
SECONDED by R. Schooley*

*THAT the meeting of the Perth and Smiths Falls District Hospital Board of Directors hereby move to a closed session at 08:33 hrs and that B. Allen, Vice President, Finance & Support Services, L. Bisonette, Vice President, Patient Care Services & CNE and K. Kelly, Recording Secretary remain present for the discussion.*

*CARRIED.*

*RESOLUTION No. 114/10*

*MOVED by T. Stepanuik  
SECONDED by L. Evans*

*THAT the meeting of the Perth and Smiths Falls District Hospital Board of Directors hereby move out of the closed session at 09:00 hours.*

*CARRIED.*

L. Sparks provided a report of discussions held during the closed session. He advised that a memorandum of understanding was discussed.

*RESOLUTION No. 115/10*

*MOVED by J. Brown  
SECONDED by D. Staples*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby supports the Memorandum of Understanding and further authorizes the Liaison Committee to consult with the Great War Memorial Hospital Foundation and the Smiths Falls Community Hospital Foundation to ascertain their respective position of developing and finalizing a memorandum of understanding with the Perth and Smiths Falls District Hospital.*

*CARRIED.*

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

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

8.1.1 **Draft Minutes – August 2010** – included in materials for information purposes only.

8.1.2 **CEO Monthly Report – August 2010** – included in materials for information purposes only.

Discussion ensued regarding the “Smile Program”. L. Bisonette commented that this is an excellent service for seniors. J. Brown noted that not many people are aware of program and suggested that should another event be launched, the SE LHIN should consider a better communication strategy.

L. Bisonette will discuss comments with LHIN counterpart regarding SMILE program. She added that we are aware of the SMILE program and there is some concern with having a large public event about the program as there is presently a very lengthy waiting list for this service. The program is reviewed at quarterly meetings. She highlighted a few of the reasons for wait lists: it is a costly program with a finite budget and there has been a significant uptake of the program. She added that this program happens in tandem with CCAC services with tremendous benefits for families with aging family members.

Dr. C. Ehrat commented that the Smile Program is unique to our LHIN (this program does not exist in Champlain LHIN). She added that the current wait list is significantly lower than at the commencement of the program and is an excellent service.

#### **8.1.3 Clinical Services Roadmap Project Update**

Dr. P. Roney and L. Bisonette spoke to the included document that was forwarded to MAC which included the Clinical Services Roadmap Executive Summary and the seven (7) areas of interest. Dr. P. Roney commented that this is a work in progress and there is presently one committee that the Perth and Smiths Falls District Hospital does not have a representative on core group. The hospital does have representatives on all subcommittees.

#### **8.1.4 SE LHIN Meetings**

##### **8.1.4.1 SE CHEF Meeting**

T. Stepanuik reported that the SE LHIN offered a refresher on integration at the recent SE CHEF meeting. The presentation will be circulated to the members. He commented that any integration initiatives require the endorsement of the SE LHIN.

Clinical Leaders – L. Bisonette provided the following update:

- discussion was held on tamiflu stockpile and flu pandemic, clinical services roadmap (presentations received on cardiac services and mental health and addictions.)
- review of SE LHIN wait times – the area is performing well with wait times.

8.1.5 **PCOP Funding Release** – matter was deferred to Item 10.1 Finance Committee

*Dr. P. Roney left the meeting at 09:25 hours.*

## **8.2 Accreditation Qmentum – L. Hendriks**

C. Cassidy-Gifford referred to the schedule and noted that the schedule will have further revisions. K. Kelly to send out information regarding the general debriefing session scheduled for Thursday, October 28, 2010.

## **8.3 Strategic Plan Update – L. Sparks/T. Stepanuik**

- The board will discuss a proposed Action Plan at the November meeting along with the TNG proposal.
- K. Kelly to resend the TNG proposal.

### **8.3.1 Strategic Plan**

- deferred to November meeting

### **8.3.2 Proposal from TNG**

- deferred to November meeting

## **8.4 Smiths Falls Site Redevelopment – T. Stepanuik/K. Van Der Meer**

- T. Stepanuik reported that recent letters with Aecon were circulated to the members this morning
- He noted that written request has been made for additional PCOP funding;
- A written request to Erskine Dredge was forwarded re: warranty interpretation. T. Stepanuik added that there have been numerous meetings with Aecon to discuss and resolve the warranty issue.
- K. Van Der Meer will be calling a Building Committee meeting in November to review/discuss issues with Phase 3. He noted that the hospital continues to work with Aecon through issues.
- K. Van Der Meer also relayed positive comments from the community about the new building;

## **8.5 HSAA Extension – R. Schooley/B. Allen**

- this item was discussed earlier in meeting.

## **9. New Business**

### **9.1 Elmgrove Schedule One Psychiatric Facility – T. Stepanuik/Dr. P. Roney**

- this item was discussed earlier in meeting.

### **9.2 Bill 46 *Excellent Care for All Act 2010* Proposed Legislation – T. Stepanuik**

T. Stepanuik referred the members to the briefing note included in the meeting materials. He advised that the Governance Committee will be reviewing the items set out regarding Quality Committee composition.

## **10. Board Committee Reports**

### **10.1 Finance Committee – R. Schooley**

R. Schooley provided a report of the most recent Finance Committee meeting. He highlighted the following items:

- the hospital is reported a year to date deficit from operations of \$113,346 to September 30, 2010;
- the month of September 2010 ended with a deficit of \$98,339 for the month;
- the 2010/11 year end projection, revised after September results, is a deficit of \$52,995. This projection takes into account the recently announced PCOP funding;
- some contributing factors to the deficit to date are:
  - LHIN /Ministry revenue
  - salaries and benefits
  - drugs and medical/surgical supplies
  - medical staff remunerations

**10.1.3 Change Order Summary – B. Allen**

B. Allen provided a review of the change order summary. He advised that the change order budget is \$1.5 million and to date, 131.3% of the budget has been utilized. The summary was discussed at the Finance Committee meeting.

**10.1.4 2010/2011 Operation Forecast – R. Schooley**

- comments above.

**10.1.5 HAPS Update – B. Allen**

- this item was reported under Item 9.2.

**10.1.6 3SO September Statements – B. Allen**

- this item will be presented on a quarterly basis.

**10.2 Liaison Committee – L. Sparks**

- arrange meeting with CHCs (LS) – TS to speak at Chamber meetings to outline where we are and headed; discussed MOU and its direction; discussed frequency and regularity of meetings.

**10.3 Board Quality Committee – October 21, 2010 – L. Hendriks**

- L. Hendriks reported that she attended a 1.5 day conference in Kingston with the focus being on developing a quality and safety plan. She noted that PSFDH appears to be ahead of the curve;
- She reported that the Committee met last week and reviewed the presentation
- K. Kelly to add the recent presentation to portal – L. Hendriks to bring forward balanced scorecard to November meeting.

**10.4 Governance Committee – October 22, 2010 – C. Beckett**

- L. Sparks thanked C. Beckett for her guidance during the last meeting.
- C. Beckett indicated that she would like the Committee to meet prior to the November board meeting to begin working on going forward – would like to meet before next board meeting.

**11 Board Education**

**11.1 OHA Conference – “Essentials Certificate in Health Care Governance for New Directors” – Arnprior Session – C. Beckett**

- C. Beckett reported that she attended a great OHA session and recommended this event for all new members. She offered the course materials to anyone who was interested.

**11.2 HBAM Presentation – T. Stepanuik/B. Allen**

– this item was deferred to the November meeting.

**12 Other Business**

**12.1 Lanark county Mental Health – Community Advisory Board**

C. Beckett attended the meeting the previous evening and provided a brief report on discussions.

**13 Next Meeting Date**

The next regular meeting of the Board of directors will be held on Tuesday, November 23, 2010 at 7:30 a.m., Main Boardroom, GWM Site.

**14 Adjournment**

*RESOLUTION No. 116 /10*

*MOVED by K. Van Der Meer*

*SECONDED by L. Evans*

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

*CARRIED.*

*“Larry Sparks”*

*“Todd Stepanuik”*

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Larry Sparks, Chair

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Todd Stepanuik, Secretary