

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

Board of Directors Meeting
Tuesday, September 28, 2010
Main Boardroom, SF Site
@ 07:30 hours

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

Absent: Nil.

Absent w/Notice: Dr. C. Ehrat,

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, M. Ashworth, SFCH Foundation

1. Call To Order

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

2. Chair's Remarks

The Chair, L. Sparks provided the following remarks:

- He attended, with T. Stepanuik, a dinner meeting with the Chair and CEO of Carleton Place & District Memorial Hospital to discuss opportunities with them. He noted that the CEO expressed positive interest in working with the Perth and Smiths Falls District Hospital. He added that a similar meeting is being planned with Brockville General Hospital.
- He attended the recent Smiths Falls appreciation event which was very enjoyable;
- Employee Recognition Awards banquet –he commented that this event is one of the nicest that he has been a part of in his career.
- He added that T. Stepanuik received a pin for 10 years of service and offered his congratulations to him.

He then asked M. Guitard, President, GWM Auxiliary 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.

At this point, M. Ashworth, Chair, SFCH Foundation provided a brief (verbal) report on recent happenings of the Foundation. She reported that they held their annual

meeting last Wednesday, September 22, 2010 which was very brief. She added that the Foundation is looking forward to moving back to the SF Site.

L. Sparks thanked both M. Ashworth and M. Guitard for attending the recent strategic planning sessions.

3. Approval of Agenda

RESOLUTION No. 89/10

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

THAT the Agenda for the September 28, 2010 Board of Directors' meeting be approved as circulated.

CARRIED.

4. Declaration of Conflict of Interest

Nil.

5. Approval of Minutes

5.1 August 24, 2010 (regular meeting)

RESOLUTION No. 90/10

*MOVED by T. Carter
SECONDED by D. Staples*

THAT the Minutes from the August 24, 2010 Board of Directors' regular meeting be approved as circulated.

CARRIED.

5.2 August 30, 2010 (special)

RESOLUTION No. 91/10

*MOVED by B. Strachan
SECONDED by L. Hendriks*

*THAT the Minutes from the August 30, 2010 Board of Directors' special meeting be approved as circulated with the following correction:
- Dr. Muldowney should be noted as "Present".*

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:

- Radiologist recruitment – Dr. Nimish Parikh has been successfully recruited as the 2nd radiologist for the hospital. He provided assistance in early September to the department. He will be relocating to area from Ottawa with his wife and son. His official start date is November 1, 2010. Dr. Nimish Parikh will be invited to the November Board meeting.
- T. Stepanuik has had ongoing meetings with Margot Hallam, GWM Foundation;
- Ongoing working capital discussions – there is an expectation that the working group will formulate recommendations to the Government by January 31, 2011. Discussion ensued regarding what the incentive is for the government to have working capital deficit on their books. T. Stepanuik added that the Government has engaged a consulting firm to assist in this process.
- He offered his comments on the recent meeting with representatives of the Carleton Place & District Memorial Hospital. He noted that it was a positive meeting and a number of opportunities were discussed (clinical – CT and radiology services) and non-clinical issues. L. Sparks and T. Stepanuik will follow-up with Carleton Place & District Memorial Hospital on quarterly basis.

Discussion ensued regarding what can CP Hospital offer the PSFDH in return? T. Stepanuik indicated that there may be an opportunity share management level services due to upcoming retirements. To date, CP Hospital has had a reliance on Queensway Carleton Hospital for these positions and CP Hospital would like to consider other options. T. Stepanuik also noted that there may be opportunities for sharing IT resources.

T. Stepanuik offered a response to B. Strachan's earlier request for clarification regarding the high number of workplace injuries. He noted that the vast majority of incidents were "assaults". He explained that an "assault" can be the result of matters such as aggressive patients or wandering patients. The incidents are reported but there is no lost time. He offered to provide greater detail regarding lost time incidents on a go forward basis.

T. Stepanuik also reported that the inaugural "Coffee with the CEO" took place at the end of August. The next informal session will be held on Thursday, September 30, 2010. The participants are chosen from all departments.

Clarification was requested regarding the number of hips procedures performed. L. Bisonette answered that the information was related to wait times and any number under "10" is not reported.

RESOLUTION No. 92/10

*MOVED by T. Stepanuik
SECONDED by M. Ross*

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. Roney distributed copies of his monthly Chief of Staff report to the members. He highlighted the following:

- Successful recruitment of 2nd radiologist, Dr. Parikh. He noted that Dr. Parikh is a very good recruit for our organization. He is very intelligent and well spoken. He was trained in India in internal medicine and has recently completed his education in radiology.

At this point, the meeting moved to a closed session to review applications for privileges.

RESOLUTION No. 93/10

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

THAT the meeting of the Perth and Smiths Falls District Hospital Board of Directors hereby move to a closed session at 07:55 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.

RESOLUTION No. 94/10

*MOVED by L. Hendriks
SECONDED by J. Brown*

THAT the meeting of the Perth and Smiths Falls District Hospital Board of Directors hereby move out of the closed session at 08:13 hours.

CARRIED.

Based on the discussions that took place during the closed session, the following resolutions were put forward.

RESOLUTION No. 95/10

*MOVED by C. Beckett
SECONDED by L. Evans*

The Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts

the recommendation the Medical Advisory Committee to approve the following applications:

NEW PRIVILEGES:

- *Dr. J. Wilson, Courtesy Privileges in Emergency Medicine;*
- *Dr. T. Meriano, Courtesy Privileges in Diagnostic Imaging;*
- *Dr. N. Parikh, Associate Privileges in Diagnostic Imaging; and*
- *Dr. D. Samdup, Courtesy Privileges in Paediatrics;*

RENEWAL OF COURTESY PRIVILEGES:

- *Dr. T. Stothart – Courtesy privileges in Emergency Medicine;*
- *Dr. R. Drummond – Courtesy privileges in Emergency Medicine*
- *Dr. D. Franic – Courtesy privileges in Diagnostic Imaging;*
- *Dr. J. Lasich – Courtesy privileges in Diagnostic Imaging; and*
- *Dr. N. Abdeen – Courtesy privileges in Diagnostic Imaging.*

COURTESY PRIVILEGES IN RADIOLOGY:

- *Dr. John Clarke;*
- *Dr. Lisa Becher;*
- *Dr. Pierre Prud'Homme;*
- *Dr. Stavroula Karamanos;*
- *Dr. Alai Elliott;*
- *Dr. Dean Holden; and*
- *Dr. Dang Truong;*

COURTESY PRIVILEGES:

- *Dr. N. Shadbolt – Courtesy privileges in the Department of Family Medicine (from Temporary).*

CARRIED.

RESOLUTION No. 96/10

MOVED by Dr. P. Roney

SECONDED by K. Van Der Meer

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

- *Thursday, December 23, 2010 at 17:00 hours until Monday, January 10, 2011 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.

Dr. P. Roney also reported that a review of clinical core services for medical strategic planning was completed.

He also advised that the hospital has reviewed the “Report of the Investigators of Surgical & Pathological Services at Three Essex County Hospitals”. Discussions have taken place with Dr. Zelt, Chief of Staff at Kingston General Hospital to discuss processes. He added that KGH is the home base for our hospital’s pathology services. Dr. Roney has also met with Dr. Sandip Sen Gupta and M.L. Sample to discuss and ensure that the report recommendations are being adhered to at our hospital. The hospital is undergoing a review to ensure that it is meeting the criteria.

Reference to “criminal records check” will be incorporated into the application for privileges for medical staff. This matter has been discussed at recent MAC meetings and with representatives of the College of Physicians & Surgeons of Ontario (“CPSO”). The PSFDH is working to have the application process put on line in an effort to facilitate the process. It is the consensus that since the CPSO would receive the criminal reference checks, the hospitals did not need to as well. Failure to disclose a criminal record is being discussed at the CPSO. It was noted that due privacy issues, CPSO cannot share with hospitals unless consent is given by the physician. Discussion ensued re: on line applications for credentialing.

L. Evans put forward the matter should the hospital have an incident in which a criminal record was not disclosed; what would the liability on the hospital? T. Stepanuik noted that as part of the reappointment process, the MAC felt it was prudent for them to incorporate the request for a criminal reference check into the application. Should a member of the professional staff disclose that they have a criminal record, further inquiries will be made (with applicant, college, etc.)

C. Beckett requested information on the what have physicians done to prepare for the upcoming accreditation survey. Dr. P. Roney advised that physicians have been involved with various teams; the MAC has discussed; and they receive copies of the newsletters. Dr. S. Muldowney added that this (accreditation survey) was discussed at the most recent medical staff meeting, noted that the policies and procedures are in place and the medical staff members are aware of the dates.

RESOLUTION No. 97/10

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

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

CARRIED.

6.2.1 MAC Minutes – June 2010
- the minutes were provided for information.

8. Business Arising from Minutes

8.1 South East Local Health Integration Network (SE LHIN)

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

8.1.2 **CEO Monthly Report – June 2010** – included in materials for information purposes only. J. Brown noted that (in reference to the “community engagement” portion of P. Huras’ (CEO) report) that much of the community engagement business was conducted in Toronto.

8.1.3 **Clinical Services Roadmap Update**

T. Stepanuik reported that, corporately, the next meeting is scheduled for tomorrow. In addition to the clinical services roadmap, the regional lab issue will be reviewed as it was deferred from the last meeting. He will bring forward a report on both matters at the next meeting.

8.1.4 **SE LHIN Meetings**

8.1.4.1 SE CHEF Meeting

- meeting is scheduled for tomorrow.

8.1.4.2 Clinical Leaders – staff participating on a number of clinical services roadmap groups. L. Bisonette reported that work is underway and that Dr. P. Anderson will be participating in the surgical services group.

8.1.4.3 Board Chairs Meeting

L. Sparks reported that the meeting was cancelled last week.

8.2 **Accreditation Qmentum** – L. Hendriks

L. Hendriks referred the members to the Information in package. The survey will be held at the end of October (schedule included in meeting materials). She noted that the board will be meeting with surveyors on Monday, October 25, 2010. K. Kelly will send a reminder to the board regarding this meeting.

L. Sparks asked C. Cassidy-Gifford, Manager, Quality and Accreditation Coordinator to offer additional information. She reported that all teams have worked on their flags and the team responses have been valuable; Senior Leadership team has reviewed the data to determine what is key to our organization; a “Tracer Education” session was held last Tuesday. Additionally, newsletters are becoming more detailed.

Dr. S. Muldowney D. Staples left the meeting at 8:30 hours.

T. Stepanuik added that this type of survey is about episodes of care, i.e., from the moment a patient is admitted to the hospital and throughout the continuum of care. He added that the Tracers want to know that we are providing safe consistent care; have collaborative work efforts; a process for Codes, medication errors, hand washing practice, etc. The focus will not be on the policy so much as the practice or procedures.

He noted that Tracers will be speaking with people (patients, staff, medical staff, volunteers, etc.)

C. Cassidy-Gifford will be on the floors during the survey and will ask the front line staff about the process.

L. Hendriks reminded the members that the Perth and Smiths Falls District Hospital has always done well with the accreditation survey. T. Stepanuik and C. Cassidy-Gifford have had a teleconference with surveyors and noted that there may be changes to schedule.

C. Cassidy-Gifford noted that Tracers follow a process or “shadow” work.

T. Carter left the meeting at 08:40 hours.

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

T. Stepanuik noted that the draft strategic plan document is available on the board portal. L. Sparks noted that it was important to review the document and comment. He reminded the members that the plan is draft and confidential.

L. Sparks surveyed the group to ensure that there would be quorum at the special board of directors meeting scheduled for Friday, October 1, 2010 at the GWM Site. B. Quinn and L. Moore, TNG consultants, will be in attendance to review the draft document.

8.4 Perth Medical Centre Update – T. Stepanuik/B. Allen

B. Allen, Vice President, Finance & Support Services reported that the renovation was completed last week and the final clean up took place over the past weekend. He added that the tenants will be moving back into the renovated space in the next week. All of the tenants are quite pleased with the new space.

8.4.1 Ribbon Cutting Event – K. Kelly

K. Kelly reminded the members of the upcoming ribbon cutting event scheduled for Friday, October 1, 2010 at 11:30 a.m. at the Perth Medical Centre – lobby area.

8.5 Smiths Falls Site Redevelopment – T. Stepanuik

T. Stepanuik reported that Phase 3A underway and a revised sequencing schedule for Phase 3A will be reviewed at the next owners’ meeting (scheduled for Thursday, September 30, 2010). He noted that there has been an on-going battle with Aecon regarding scheduling. T. Stepanuik stated that Aecon feels that the delays are beyond their control. There should be a clearer direction in October regarding Phase 3A. The current schedule reflects June 2011 as the target completion date. T. Stepanuik referred the members to the “event” letters included in the meeting materials.

T. Stepanuik added that there is one year remaining in project, however, patience is wearing thin on some matters. He did note that the issues are manageable. T. Stepanuik also reported that SF Site Emergency parking lot is under construction.

Discussion ensued regarding some items/issues in 1950s wing that are problematic. T. Stepanuik reported that there have been a number of issues that were unforeseen (related to the plumbing, electrical, structural integrity).

7. Closed Session SEE ABOVE

9. New Business

9.1 Radiologist Recruitment – T. Stepanuik/Dr. P. Roney

- this item was discussed under the Item 6.2 - Chief of Staff Report.

9.2 HSAA Extension – R. Schooley

T. Stepanuik noted that this matter was brought forward for Board information and added that a recommendation will be brought forward from the Finance Committee to the October board meeting.

T. Stepanuik added that there are a number of clauses in the HSAA document that are not applicable to Perth and Smiths Falls District Hospital and the hospital has requested that the SE LHIN remove the clauses. The hospital has also requested clarification on how/where the information is gathered and how the LHIN arrived at numbers. Information has been received back from the SE LHIN which has been reviewed and subsequently generated more questions and discussion.

9.3 Report of Investigators of Surgical/Pathological Issues at Three (3) Essex County Hospitals – Dr. P. Roney/L. Bisonette

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

10. Board Committee Reports

At this point, L. Sparks asked L. Evans and C. Beckett to provide an update on matters related to their respective committees.

Liaison Committee – L. Evans reported that she has spoken with B. Chaplin, Chair, GWM Foundation and discussed the Foundation's concern that hospital may lose services (due to the clinical services roadmap) and the issue of the Foundation having contributed to specific/impacted services. B. Chaplin suggested that the hospital speak with W. Turner (SE LHIN Board member) to solicit her opinions and support. She added that the GWM Foundation is updating their website and they have joined the Canadian Association of Gift Planners to get new fundraising ideas. B. Chaplin also suggested that someone from the hospital attend their meetings to coordinate and develop plans.

Governance Committee – C. Beckett reported that she is considering a meeting date of Monday, October 4, 2010. Topics to be discussed at the meeting will be the board's direction (for a skills based board) and changes to by-laws due to the Excellent Care for All Act.. She noted that the top priority will be to review the matter of completing a skills based matrix completed and look at consent agendas.

10.1 Finance Committee – R. Schooley

R. Schooley provided a report of the most recent Finance Committee meeting. Discussion ensued. He confirmed that the hospital has received Post Construction Operating Plan funding (per email from T. Stepanuik). He noted that there will be some challenges going forward.

B. Allen advised that the hospital has received a good portion of the PCOP funding and is presently awaiting the final instalment.

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, 114.6% of the budget has been utilized. The summary was discussed at the Finance Committee meeting. R. Schooley commented that the monies have already been expended and the hospital has approached the Ministry for their consideration and reimbursement. B. Allen added that the hospital has shared a recent version of the Change Order summary with Ministry.

M. Ross and Dr. P. Roney left the meeting at 08:56 hours.

10.1.4 2010/2011 Operation Forecast – R. Schooley

- this item was reviewed by B. Allen.

10.1.5 HAPS Update – B. Allen

- this item was reported under Item 9.2.

10.1.6 HBAM Webcast – September 16 and 23, 2010 – R. Schooley

R. Schooley reported that there have been recent webcasts on HBAM. He, along with L. Sparks, Mr. Ross, T. Stepanuik and B. Allen attended the HBAM 101 session. T. Stepanuik added that a 2nd session was held that was more directed at management. He noted that the process is looking at creating a health needs profile for each patient. Discussion ensued regarding the potential issues with capturing who would get the service.

T. Stepanuik advised that a presentation will be provided to the board in October and noted that there is a full day session on October 5.

10.2 Executive Quality Committee – L. Sparks

A meeting was held on September 24 to discuss two change orders regarding the SF Site parking lot and the roof repairs at the Perth Medical Centre.

10.2.1 Medical Centre Roof

L. Sparks reviewed the change orders and the discussion from the Executive Committee. He advised that the Executive Committee approved the roof repairs which will be funded by HIRF.

10.2.2 Smiths Falls Site Parking

The Executive Committee also approved the option to increase parking by 19 additional spaces at the SF Site. L. Sparks advised that K. Van Der Meer was consulted. K. Van Der Meer surveyed three members of the Building Committee to solicit their opinion. The three members were in support of the choice of moving forward with 19 additional spaces. He suggested that the hospital consider directing parking revenue to this initiative. K. Van Der Meer then stated that there was nothing else to report on behalf of the Building Committee and would schedule a meeting in October.

Discussion ensued regarding the location of the construction workers' parking. T. Stepanuik advised that the construction workers park behind the building or across the

street. He anticipates that the trades will rent the land of the garage that was recently sold (located behind hospital). Discussion ensued regarding designated spots for clergy. T. Stepanuik will have the Senior Leadership Team review the feasibility.

11 Board Education

11.1 OHA Conference – “Essentials Certificate in Health Care Governance for New Directors” – Arnprior Session – L. Sparks

L. Sparks advised that the members should feel encouraged to attend sessions and noted that there money is there to support education. He also encouraged new members to attend. C. Beckett requested to attend the upcoming session in Arnprior. Discussion ensued regarding having sessions here as a matter to minimize costs. T. Stepanuik noted that the hospital would consider hosting a session and invite hospital counterparts to attend (Brockville, Carleton Place, Kemptville, etc.)

KV left the meeting at 09:10 hours.

12 Other Business

12.1 Lanark county Mental Health – Community Advisory Board

C. Beckett advised that she did not have the opportunity to attend the meeting last evening. She will be meeting with M. Poulin today.

A brief discussion ensued regarding whether or not the hospital had received official notification re: funding from LHIN to Lanark County Mental Health. B. Allen advised that he has not seen anything to date. However, Lanark County Mental Health remains balanced to date.

13 Next Meeting Date

The next special meeting of the Board of Directors will be held on Friday, October 1, 2010 at 7:30 a.m., Main Boardroom, GWM Site.

The next regular meeting of the Board of directors will be held on Tuesday, October 26, 2010 at 7:30 a.m., Main Boardroom, SF Site.

REMINDER

- CT Scan Official Opening – Thursday, September 30, 2010 at 4:30 pm.
- Perth Medical Centre Ribbon Cutting Ceremony – Friday, October 1, 2010 at 11:30 a.m.

14 Adjournment

RESOLUTION No. 98/10

*MOVED by L. Hendriks
SECONDED by B. Strachan*

THAT the meeting of the Perth and Smiths Falls District Hospital Board of Directors hereby adjourns at 09:12 hours.

CARRIED.

"Larry Sparks"

"Todd Stepanuik"

Larry Sparks, Chair

Todd Stepanuik, Secretary