

PERTH AND SMITHS FALLS DISTRICT HOSPITAL

Board of Directors' Meeting
Tuesday, August 27, 2013
Main Boardroom, SF Site
7:30 a.m.

PRESENT: C. Beckett, L. Bisonette, Dr. P. Cunniffe, L. Evans, J. Fenik, *L. Hendriks, Chair*,
Dr. W. Hollis, D. Howard, Dr. M. Joannou, W. Johnson, M. Ross, R. Schooley,
M.L. Sample

REGRETS: B. Allen, Dr. P. Roney, L. Sparks, D. Staples

IN ATTENDANCE: K. Kelly, Recording Secretary

1. CALL TO ORDER

The meeting was called to order by L. Hendriks, Chair at 7:37 a.m.

2. CHAIR'S REMARKS

L. Hendriks welcomed everyone back to the table after the summer break. She welcomed J. Fenik, Municipal Representative and Dr. W. Hollis to the group as the newest members on the PSFDH Board of Directors.

3. APPROVAL OF AGENDA

RESOLUTION No. 97/13

MOVED by L. Evans
SECONDED by M. Ross

THAT the agenda for the August 27, 2013 Board of Directors' meeting be approved as circulated.

CARRIED.

4. DECLARATION OF CONFLICT OF INTEREST

No conflicts were declared at this point in the meeting. L. Hendriks stated that members may declare conflicts at any point as necessary.

5. CONSENT AGENDA

At this point, L. Hendriks asked the members to review the consent agenda items and information and to bring forward any items that should be moved to the open meeting for comment and/or discussion.

RESOLUTION No. 98/13

MOVED by R. Schooley

SECONDED by D. Howard

THAT the Consent Agenda be approved as presented.

CARRIED.

6. ACKNOWLEDGEMENTS

6.1 Grateful Patient Letter – L. Bisonette

L. Bisonette referred the members to the patient letters received recently. She advised that the hospital received letters that are positive and negative. It was suggested at the last meeting that a letter outlining a patient's concerns be shared. L. Bisonette advised that all letters are acknowledged. Letters of concern are reviewed internally by the relevant Clinical Chiefs and Department Managers with a consolidated response provided to the patient and/or family.

7. ACTION ITEMS

7.1 Leadership Report – L. Bisonette

L. Bisonette referred the members to the leadership report prepared for the Board of Directors' information.

She reported that Lanark County Support Services recently underwent a significant review by the Ministry of Community and Social Services. The review was comprehensive and went well. It was requested that for orientation and on an annual basis, the governing body receive relevant training on the abuse policy. D. McEwen drafted a policy regarding this requirement. The relevant policies will be added to the orientation manual (on-line) and were shared today (hard copy.)

Discussion ensued regarding hospital policy on abuse which is reviewed annually. It was noted that the Hospital policy is specific to Hospital staff. It was suggested that the policy be reviewed by the Governance Committee with the thought to incorporate the sponsored agencies. As the abuse policies are to be reviewed annually by the Board of Directors, the Governance Committee will include it on its agenda.

A brief discussion took place regarding unattached patients and the impacts of higher volumes over the summer months. Dr. Cunniffe noted that a number of tourists present at the ER department and therefore they are considered, "unattached".

The members discussed the advantages of the two staffing models in the ER Departments (Perth physicians filling ER roster vs. itinerant physicians working in the SF ER.) L. Bisonette noted that the Perth physicians have developed an on-call system. The SF Site utilizes the hospitalist model for unattached inpatients. L. Bisonette commented that until there are more family physicians in the Smiths Falls sector, the SF Site will not be able to alter its current model.

At this point, the members discussed the proposed acute stroke unit at Brockville General Hospital. L. Bisonette stated that stroke strategies have been very active in the South East LHIN over the last number of years. The initiative proposed by Brockville General Hospital has only been discussed with L. Bisonette at this point and not yet brought forward with staff or medical staff. Information on the proposal will be shared with medical staff at the September meetings. She added the potential implementation dates will be discussed by SE CHEF in September. PSFDH will continue to participate in the by-pass protocol with Kingston General Hospital.

She clarified that this initiative should not impact the PSFDH vascular protection clinic already in place. The intent of the BGH initiative is only for diagnoses of acute stroke. L. Bisonette advised

that the next steps for the BGH acute stroke unit will be to inform the Medical Advisory Committee and BGH will need to find/confirm the funding for its initiative.

Dr. Cunniffe asked for information and impact on changes to the lab. M.L. Sample offered that there has been a cost savings for call back hours saved. She added that she will have this costed out for the next meeting. L. Bisonette added that there continues to be one person on call to attend at the GWM Site should their be a significant event or trauma.

Dr. Joannou suggested that Dr. Stolee look at best practices for the acute stroke phase. More information to be provided on future agendas.

RESOLUTION No. 98 /13

*MOVED by C. Beckett
SECONDED by M. Ross*

THAT the President & CEO Report be accepted as presented by Linda Bisonette, President & CEO.

CARRIED.

7.2 CHIEF OF STAFF REPORT – DR. P. RONEY

Due to Dr. Roney's absence, no report was provided.

7.3 Board Committees' Listing – L. Hendriks

L. Hendriks referred the members to the proposed committee lists. Based on the feedback, the following motion was put forward.

RESOLUTION No. 99/13

*MOVED by R. Schooley
SECONDED by D. Howard*

The Board of Directors of the Perth and Smiths Falls District Hospital hereby approves the board committee listing for 2013/2014 as prepared by the Executive Committee and as circulated.

CARRIED.

7.4 Municipal Representation – Town of Smiths Falls – L. Hendriks

L. Hendriks brought forward the matter of municipal representation for the Town of Smiths Falls. She referred the members to the letters included in the meeting materials indicating the recommendation of the Town of Smiths Falls Municipal Council.

RESOLUTION No.100 /13

*MOVED by L. Evans
SECONDED by D. Howard*

FURTHER to Section 5.1 (b) Special Term Directors" of the Perth and Smiths Falls District Hospital Corporation By-Laws;

BE IT RESOLVED THAT:

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Town of Smiths Falls and appoints Mayor Dennis Staples to the position of Municipal Representative for the Town of Smiths Falls for a two year term.

CARRIED.

7.5 OHA Health Achieve – L. Hendriks

L. Hendriks stated that in previous years, the Board has sent four board members to the OHA Health Achieve. Those who attended in the past provided their comments and feedback and noted that the convention is well worth the time and it was invaluable to new members. It was noted that the number of attendees was reduced to three last year, but the members support an increase to four attendees. K. Kelly confirmed that five rooms have been booked (four board members and CEO.)

RESOLUTION No. 101/13

MOVED by R. Schooley
SECONDED by L. Evans

The Board of Directors of the Perth and Smiths Falls District Hospital hereby authorizes the attendance of a maximum of four (4) Board members, of which one is to include the Board Chair or his/her designate, to attend the OHA Annual Convention & Exhibition scheduled for November 4, 5 and 6, 2013 at the Metro Toronto Convention Centre; and

THAT any costs associated with attending said conference, such as registration, travel and accommodations, be incurred by the Hospital.

CARRIED.

Any members interested in attending are to email K. Kelly.

7.6 LCSS Transfer Payment Annual Reconciliation – L. Bisonette

L. Bisonette referred the members to the information included in the package. She noted that this information was received late for the last meeting. LCSS has a balanced budget and the document is a reconciliation of the budget.

RESOLUTION No. 102/13

MOVED by C. Beckett
SECONDED by Dr. W. Hollis

THAT the Perth and Smiths Falls District Hospital Board of Directors accepts the recommendation of Linda Bisonette, President & CEO to authorize Lynda Hendriks, Chair, to sign and submit to the Ministry of Community & Social Services the report entitled, "Transfer Payment Annual Reconciliation 2012/13" for Lanark County Support Services.

CARRIED.

8. CLOSED SESSION

RESOLUTION No. 103/13

MOVED by M. Ross
SECONDED by W. Johnson

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby move to a closed session at 8:15 a.m. and L. Bisonette, President & CEO, and K. Kelly, Recording Secretary, to remain for the discussion.

CARRIED.

RESOLUTION No. 104/13

MOVED by M. Ross
SECONDED by D. Howard

THAT the Board of Directors hereby moves out of the closed session at 8:36 a.m.

CARRIED.

Approval of Closed Session Notes

RESOLUTION No.105/13

MOVED by R. Schooley
SECONDED by M. Ross

THAT the closed session notes of the June 26, 2013 meeting be approved as circulated.

CARRIED.

9. BUSINESS ARISING FROM MINUTES

9.1 South East Local Health Integration Network

- nothing to report today.

9.1.1 Primary Health Links – Dr. Cunniffe/Dr. Joannou

Dr. Cunniffe reported that Ministry provided a notice in July regarding a new initiative directed to FHOs that will fund positions of ancillary health practitioners. Dr. Joannou reported that an application was submitted with the request to support two full-time nurse practitioners, a nurse educator and social worker. She noted that the addition of these positions will allow a doctor to assume an additional 50-100 patients.

Dr. Cunniffe also provided an updated regarding the primary health links and noted that work is underway to develop ways of sharing services in community. This work is complementary with the FHOs initiative (noted above). The Tay Rideau Health Links continues to await for official approval from the Ministry before proceeding with the creation of a business model for the local health link.

9.1.2 Non-Urgent Patient Transfer – L. Bisonette

L. Bisonette referred the members to the briefing note included in the materials. She reported that PSFDH has been serviced by Quality Patient Transfer for all non-urgent patient transportation. She added that Quality has provided a good service to hospital. She stated that PSFDH cannot spend more on non-urgent patient transfers than what is currently being spent. PSFDH does not require 24/7 coverage. This service is funded directly from the hospital budget. The contract with Quality is pay for use.

Discussion ensued regarding transferring of patients (non-urgent.) L. Bisonette stated that other hospitals have set up their own non urgent transfer system, however, while it was considered by PSFDH, the organization wanted to focus on best patient care.

9.1.3 HIS & IT Collaboration – L. Bisonette

L. Bisonette referred the members to the briefing note in the materials. Discussion ensued regarding the future of IT in the South East LHIN. L. Bisonette stated that

PSFDH has had an electronic chart since 1994 and there remains room to grow within the program. The main issues with moving to a more collaborative approach are manpower and financial.

It was noted that there are huge costs associated with moving to a regional system. L. Bisonette stated that changing the existing systems at PSFDH would cost approximately \$5 million.

9.2 Family Physician Shortage – Smiths Falls – Update – L. Bisonette

- nothing to update today.

Dr. P. Cunniffe left the meeting at 9:02 a.m.

9.3 Board Member Self-Assessment Process – L. Hendriks

L. Hendriks reminded members to take time to prepare their self-assessment document. She noted that the 1st step was to complete the document and then discuss plan with a peer or mentor. It is anticipated that this process would be undertaken annually.

9.4 Financial Update

9.4.1 July 2013 Financial Summary – L. Bisonette

L. Bisonette reported that she has been working with the Finance Department and stated that she has not made any changes to the initial budget. The organization continues to track favourably over the course of the first four (4) months with a surplus of \$288,000.

She added that both Lanark County Support Services and Lanark County Mental Health continue on track. Further, there have been some savings realized from the GWM Site energy project.

The current ratio is also tracking more favourably.

9.4.2 Information from SE LHIN re: Funding Changes

L. Bisonette referred the members to the spreadsheet included in the materials (from the South East LHIN). She noted that this version is very close to the last official document, however, there was a correction to the funding amounts. The hospital has not yet received the official confirmation of change to the funding.

She reported that PSFDH received financial help in B. Allen's absence from Eric Sparks who attended at the hospital and verified numbers and funding issues.

W. Johnson asked if there is a risk that PSFDH will receive less than expected (on the quality based procedures post mitigation outline). L. Bisonette noted that there is always that risk of change however, PSFDH will consistently monitor reports and will work closely with the Health Records Department to track and report monthly.

L. Hendriks commented that L. Bisonette has done a great job during B. Allen's medical leave.

10. NEW BUSINESS

10.1 Accreditation 2013 – L. Bisonette

L. Bisonette reported that the accreditation survey is planned for October 7-11, 2013. No schedule has been received from Accreditation Canada. She noted that the additional distractions over the last 12 months has placed additional pressure on the survey preparations. She advised that J. Town, retired Manager, IT has returned from retirement to assist in the survey coordination. She added that all of the necessary information is in place, however, there is a need to ensure that everyone is aware of it and knows how to access it.

11. BOARD COMMITTEE REPORTS

11.1 Executive Committee – August 13, 2013 – L. Hendriks

L. Hendriks reported that the main item discussed at the August meeting was Board committee membership.

11.2 Lanark County Mental Health – W. Johnson

W. Johnson reported that the LCMH Community Advisory Committee did not meet during the summer months. However, the LCMH Quality Committee did meet. W. Johnson confirmed that he has also joined this committee. He noted that the priorities of this committee were to gather patient feedback (via surveys) and work on improvements in needed areas. He noted that the results of the patient surveys were outstanding along with the staff satisfaction survey results.

L. Hendriks suggested that D. McDonnell be invited to a future board meeting. L. Evans noted that LCMH will be invited to an upcoming Liaison Committee meeting.

11.3 Board Quality Committee – August 22, 2013 – R. Schooley

11.3.1 Balanced Scorecard Presentation

R. Schooley reported on the most recent Board Quality Committee meeting. He referred the members to the information in the package and noted that the full meeting package was available on the portal.

12. BOARD EDUCATION

12.1 OHA Upcoming Conferences – L. Hendriks

K. Kelly referred the members to the number of upcoming education sessions hosted by the Ontario Hospital Association.

13. OTHER BUSINESS

Nil.

L. Hendriks referred the members to the “Dates to remember” section, specifically, the new member orientation session and Employee service recognition awards night. She noted that this event was a great opportunity to see staff and physicians.

14. DATE OF NEXT MEETING

Tuesday, September 24, 2013, Main Boardroom, GWM Site at 7:30 a.m.

15. ADJOURNMENT

RESOLUTION No.106 /13

MOVED by Dr. W. Hollis

SECONDED by J. Fenik

THAT the meeting of the Perth and Smiths Falls District Hospital Board of Directors be adjourned at 9:20 a.m.

CARRIED.

"L. Hendriks"

"L. Bisonette"

L. Hendriks, Chair

L. Bisonette, Secretary

Note: Following the close of the meeting, the members remained for a general debriefing session. Staff did not attend this session.