

PERTH AND SMITHS FALLS DISTRICT HOSPITAL

Board of Directors' Meeting
Tuesday, March 26, 2013
Main Boardroom, SF Site
7:30 a.m.

PRESENT: D. Adshead, C. Beckett, L. Bisonette, J. Brown, Dr. P. Cunniffe, L. Evans, *L. Hendriks, Chair*, D. Howard, Dr. M. Joannou, W. Johnson, Dr. P. Roney, M. Ross, R. Schooley, D. Staples, B. Strachan

REGRETS: B. Allen, L. Sparks

IN ATTENDANCE: M.L. Sample, Vice President, Patient Care Services (I), K. Kelly, Recording Secretary, M. Bell, President, GWM Auxiliary

1. CALL TO ORDER

The meeting was called to order by L. Hendriks, Chair at 7:32 a.m.

2. CHAIR'S REMARKS

L. Hendriks reported that she attended the GWM Auxiliary General Meeting. She added that she and L. Bisonette spoke at the event. Further, she attended the Colorectal Cancer Check event held at both sites.

At this point, M. Bell, President, GWM Auxiliary provided her report. M. Bell thanked L. Bisonette for attending and speaking at auxiliary general meeting. She thanked L. Hendriks for bringing greetings from the hospital Board of Directors. A motion was carried at that meeting regarding upcoming donations. She reported that a donation of \$50,000 was made to purchase items from the Hospital capital equipment list; four bursaries (\$500 each) were also set aside for local high school students and \$1000 for garden maintenance.

L. Hendriks thanked M. Bell for the report and the ongoing hard work of each volunteer.

3. APPROVAL OF AGENDA

RESOLUTION No. 31 /13

MOVED by M. Ross

SECONDED by J. Brown

THAT the agenda for the March 26, 2013 Board of Directors' meeting be approved as circulated.

CARRIED.

4. DECLARATION OF CONFLICT OF INTEREST

Nil.

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. 32/13

MOVED by R. Schooley

SECONDED by D. Adshead

THAT the Consent Agenda be approved as presented.

CARRIED.

6. ACKNOWLEDGEMENTS

6.1 Grateful Patient Letter – Big Brothers/Big Sisters (LCSS)– L. Bisonette

L. Bisonette referred the members to the grateful patient letter received recently to Lanark County Support Services from J. Miller, Executive Director at Big Brothers/Big Sisters.

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 highlighted the following items from her report:

- B. Allen is presently on medical leave. She provided an update on his situation. She reported that offers of assistance have been received from hospitals in Almonte, Carleton Place and Brockville. No decisions have been made at this point.
- the *Broader Public Sector Accountability* salary disclosure will be released on Thursday, March 28, 2013. She noted that T. Stepanuik will be on the list and any media concerns should be directed to L. Hendriks or L. Bisonette.
- She will be meeting with S. Roy, EMC next week to provide an update on finances;
- She listed the recent public relations events with the hospital such as the ColonCancerCheck event and "What's Your Type?" Canadian Blood Services event.

RESOLUTION No. 33/13

MOVED by B. Strachan

SECONDED by D. Howard

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

CARRIED.

7.2 CHIEF OF STAFF REPORT – DR. P. RONEY

Dr. P. Roney advised that this month's report is based on the approval of professional staff applications. This item will be reviewed and discussed during the closed session.

7.3 Quality Improvement Plan – R. Schooley

7.3.1 QIP 2012/13 (completed targets)

L. Bisonette provided a presentation outlining the 2012/13 Quality Improvement Plan results and the correlating impact on the pay for performance aspect. Discussion ensued regarding the proposed resolution.

RESOLUTION No. 34 /13

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

As required under the Excellent Care for All Act, the Perth and Smiths Falls District Hospital Board of Directors approved the Quality Improvement Plan 2012/13 at the March 27, 2012 Board of Directors meeting which outlined five aims and corresponding targets;

AND as the Senior Leadership Team worked throughout the year to meet and exceed the targets;

Be it resolved that the Board Quality Committee recommends to the Board of Directors of the Perth and Smiths Falls District Hospital the approval of the Quality Improvement Plan 2012/13 achievements and that 95% of the performance based compensation be paid to the Vice President, Patient Care Services & CNE, now President & CEO, Vice President, Finance & Support Services and Chief of Staff.

CARRIED.

7.3.2 Quality Improvement Plan 2013/14

L. Bisonette continued with a presentation of the Priority One items for the 2013/14 Quality Improvement Plan. Discussion ensued. L. Bisonette noted that each aim (of which there are six) would have a 1% pay for performance. The members discussed the targets and pay for performance.

R. Schooley commented that the pay for performance is only 1% and this may be revisited next year. The premise for the 1% is that, per L. Bisonette's recommendation, is in line with the expectations set out in her executive contract. It was noted that the 1% should be the expectation for all senior executives.

It was noted that once the document is approved it is submitted to the Quality Health Council and the South East LHIN (for information only.) W. Johnson requested clarification on the conservable days of 2800 and the work involved in reaching the set target. L. Bisonette noted that the action plans for each of the priorities will set out the steps for reaching the goals more specifically. It was suggested that the plan have a percentage as opposed to an actual number.

L. Evans was pleased to have the smoke free environment initiative included in this document. She offered to help, if any board involvement was needed.

RESOLUTION No. 35/13

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

The Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Board Quality Committee to approve the Quality Improvement Plan for 2013/2014; and

FURTHER, the Board of Directors authorizes Lynda Hendriks, Chair, Richard Schooley, Board Quality Committee Chair and Linda Bisonette, President & CEO to sign the document and submit to the Ontario Quality Health Council by April 1, 2013.

CARRIED.

7.4 Finance Committee – R. Schooley

7.4.1 Reappointment of Auditors

R. Schooley reported that normally this is the year that the PSFDH would be putting out a request for proposal for auditing services. However, in light of B. Allen's medical leave, it was discussed at the recent Finance Committee to maintain the present auditing services.

RESOLUTION No. 36 /13

*MOVED by R. Schooley
SECONDED by B. Strachan*

As the Perth and Smiths Falls District Hospital is presently challenged from a staffing perspective and is working with limited staffing resources;

BE IT RESOLVED THAT:

The Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Finance Committee to re-appoint Allan Chartered Accountants for a further one year to the end of fiscal year 2013/14;

AND further that this matter will be brought forward for the approval of the Corporation Membership at the 2013 Annual General Meeting.

CARRIED.

7.4.2 Lanark County Support Services 2013/14 Budget

R. Schooley reported that the Finance Committee reviewed and discussed the approval of the annual budget for Lanark County Support Services which presents a balanced position. R. Schooley confirmed that Lanark County Support Services does not have an advisory board. L. Bisonette confirmed that the capital project will have operate on a separate budget from this item.

RESOLUTION No. 37 /13

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

BE IT RESOLVED THAT:

The Perth and Smiths Falls District Hospital Board of Directors hereby accepts the recommendation of the Finance Committee to approve the 2013/2014 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 Lynda Hendriks, Chair, Board of Directors and Linda Bisonette, President & CEO to sign and submit the 2013/14 budget for Lanark County Support Services.

CARRIED.

8. CLOSED SESSION

RESOLUTION No. 38/13

MOVED by J. Brown
SECONDED by C. Beckett

THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby move to a closed session 8:06 and L. Bisonette, President & CEO, M.L. Sample, Vice President, Patient Care Services (I) and K. Kelly, Recording Secretary, to remain for the discussion.

CARRIED.

RESOLUTION No. 39/13

MOVED by W. Johnson
SECONDED by R. Schooley

THAT the Board of Directors hereby moves out of the closed session at 8:18 a.m.

CARRIED.

Approval of Closed Session Notes

RESOLUTION No.40 /13

MOVED by C. Beckett
SECONDED by M. Ross

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

CARRIED.

Annual Reappointment - Physician Privileges

RESOLUTION No. 41/13

MOVED by C. Beckett
SECONDED by D. Howard

BE IT RESOLVED THAT:

The Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Medical Advisory Committee to re-appoint each member of the professional staff per the attached listing.

CARRIED.

9. BUSINESS ARISING FROM MINUTES

9.1.1 Clinical Services Roadmap/SECHEF Meeting – L. Bisonette

L.Bisonette indicated that aspects of the roadmapping (clinical services) were incorporated into our Quality Improvement Plan. She noted that this the roll out of the clinical services

roadmap is a gradual process. Dr. Roney added that he anticipates it to be a lengthy roll-out similar to a working integration process.

9.1.2 SE CHEF Meeting – L. Bisonette

M.L. Sample reported that ophthalmology capacity planning was discussed along with the mental health services model and patient transfers (repatriation.) She reported that Kingston General Hospital has suffered gridlock over the last few months and a draft policy and procedure is going forward on this issue. A brief discussion ensued regarding repatriation and bed availability.

9.1.3 Clinical Leaders – L. Bisonette/Dr. P. Roney

- this meeting was cancelled this month.

9.1.4 Primary Health Links in the South East LHIN – Dr. M. Joannou

Dr. Cunniffe provided an update on the initiative. He noted that the initiative is rolling out across Ontario with five of the seven regions in LHIN have or are about to have active health links. He reported that our area (Rideau Tay) is still working on the readiness document (assessment) to be submitted to the Ministry of Health & Long-Term Care and noted that there is some funding attached to this step.

He reported that as part of the readiness assessment, there is a need to demonstrate that we are ready to collaborate with partners who provide health care in the region. He requested if the hospital board would like to engage in the collaboration in this initiative. Discussion ensued. D. Howard noted that having Dr. Cunniffe and Dr. Joannou report to the board can serve as part of the link with the group. Dr. Joannou added that there is a need to have formal recognition and support from the Hospital Board of Directors to help activate the process.

RESOLUTION No. 42/13

*MOVED by J. Brown
SECONDED by R. Schooley*

THAT the Perth and Smiths Falls District Hospital Board of Directors supports the development of the Rideau Tay Link and commits to collaborate with the group in the development of patient care and leadership initiatives;

CARRIED.

M. Ross left the meeting at 8:33 a.m.

Dr. Cunniffe further reported that the steering committee continues to develop the business plan and how the governance structure will unfold is yet to be determined. J. Brown commented that with the recent public concerns over the hospital cuts, this will be a positive message.

L. Bisonette confirmed that a letter in support of the Rideau Tay Health Link will be prepared.

9.1.5 – Meeting with SE LHIN Board Chair, D. Segal

L. Hendriks reported that a meeting with the new board chair, D. Segal has been scheduled for Thursday, April 11, 2013. It is uncertain if P. Huras, SE LHIN CEO will attend.

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

L. Bisonette reported that recruitment initiatives are ongoing. She reported that there is one physician confirmed for the Cornelia Street clinic. She reported that the “Heritage Medical Clinic”

(Gallipeau Centre) is also recruiting physicians. Dr. McGregor, Physician Recruitment Lead, has contacted the clinic regarding the need to have these physicians tend to their inpatients as part of their recruitment contracts. In addition, a physician specialist is being recruited to provide ENT services (via clinic.) There is also a need to recruit for dermatology.

9.3 Smiths Falls Site Redevelopment – L. Bisonette/B. Allen

L. Bisonette reported that work continues to access funding for change orders. She reported that most information has been agreed with the Ministry on Part 1 submission. Thanks were offered to Mayor Staples for his assistance in contacting the various ministry departments on behalf of the hospital.

L. Bisonette provided an update on the status of the ER Flood claim. She advised that the hospital received an offer to settle. The hospital will review and consider this offer.

Discussion ensued regarding the public perception that the Town of Smiths Falls has control over the direction of the hospital and municipal government processes and oversight.

9.4 Performance Improvement Plan Update – L. Bisonette/B. Allen

L. Bisonette referred the members to the approval letter from the South East LHIN included in the materials.

9.4.1 SE LHIN PIP Approval – see above.

9.4.2 SOS Event – March 4, 2013 – L. Bisonette

L. Bisonette continues to send the same message that the hospital has been sending. She noted that this message was well received by the GWM Auxiliary. She noted that it is necessary to continue on the path that we are on and avoid battling in the media.

D. Staples reported that a presentation was made to Town of Smiths Falls Council by the SOS group. He advised that no action was taken on the proposed motion pending a presentation from PSFDH. He noted that the comments put forward were inaccurate. He will recommend that the Hospital be invited to present at an upcoming Committee of the Whole meeting for the Town of Smiths Falls.

L. Bisonette would be pleased to address Council and will make note of this in her meeting with S. Roy, EMC. She added that PSFDH has had the lowest occupancy to date with 11 patients in Perth and nine in Smiths Falls. There continue to be a number of empty beds which may be a result of the change in ALC patients. Discussion ensued regarding admission rates and ALOS. L. Bisonette answered that admissions are down 5.2% and the lengths of stay in Med./Surg. are also lower. She added that there continues to be long-stay patients.

Dr. Roney commented that as the South East LHIN is tracking this, we need to be careful that we do not have a move to close additional beds. This needs to be tracked and analyze as there are variables to why there are lower admissions and occupancy.

L. Bisonette requested a copy of the presentation by SOS. D. Staples to provide. J. Brown suggested that a presentation be made to the Town of Perth Committee of the Whole meeting on April 9.

J. Brown left the meeting at 8:53 a.m.

10. NEW BUSINESS

10.1 Board Self-Evaluation – L. Hendriks

L. Hendriks thanked W. Johnson for his comments (included in materials.) She reported that it was discussed at a recent Board Quality Committee meeting to have a special meeting to review the accreditation items one of which was self-evaluation. Any further comments and/or suggestions on board self-evaluation can be forwarded to K. Kelly. She thanked those who completed the mini-survey sent following the February Board meeting.

11. BOARD COMMITTEE REPORTS

11.1 Liaison Committee – March 4, 2013 – L. Evans

L. Evans reported that the committee met with representatives of the Rideau Community Health Services on March 4. She reported that the group shared ideas and it was a good first step in establishing a relationship. L. Bisonette added that she introduced the idea of physician involvement at hospital. L. Evans advised that Liaison Committee will continue to invite a community partner every second meeting. The terms of reference (for Community Engagement Committee) were received from the Rideau Community Health Services. She thanked C. Beckett and R. Schooley for attending the meeting with RCHS

L. Evans reported that work is ongoing with the auxiliaries and foundations. The next Liaison Committee meeting is scheduled for Monday, April 8, 2013 at noon, SF Site. All board members are welcome to attend.

L. Hendriks reported on the recent fundraising event for SFCH Foundation “Golfing Hawaiian Style” and reminded the members of the upcoming GWM Foundation event, “Black Tie Bingo.”

Dr. M. Joannou left the meeting at 9:02 a.m.

L. Bisonette reminded members that volunteers are needed for the “Spring Fling Running Thing.”

11.2 Finance Committee – March 21, 2013 – R. Schooley

R. Schooley referred the members to the information in the materials. He is encouraged by the progress to date. A brief discussion ensued.

11.3 Board Quality Committee – R. Schooley

R. Schooley reported that the Board Quality Committee reviewed the Quality Improvement Plans as discussed earlier in today’s meeting. He reminded members that the Accreditation process is underway.

12. BOARD EDUCATION

12.1 OHA CONFERENCE - CEO SUCCESSION PLANNING

L. Hendriks commented that this is a timely session. A discussion will take place at the Executive level to ensure that someone attends.

13 OTHER BUSINESS

Nil.

14 DATE OF NEXT MEETING

Tuesday, April 23, 2013, Main Boardroom, GWM Site.

15 ADJOURNMENT

RESOLUTION No. 43/13

MOVED by L. Evans

SECONDED by R. Schooley

THAT the meeting of the Perth and Smiths Falls District Hospital Board of Directors be adjourned at 9:32 a.m.

CARRIED.

“L. Hendriks”

“L. Bisonette”

L. Hendriks, Chair

L. Bisonette, Secretary