

Perth and Smiths Falls District Hospital

Board of Directors Meeting
Tuesday, September 26th, 2023
Via Videoconference @ 7:30 a.m.

PRESENT: G. Church, B. Smith, M. Cohen, K. Fair, R. Schooley, Dr. W. Hollis, K. Weekes, A. Thomlinson, C. Maloney, I. Boyle, J. Brown, Dr. M. Roberts, D. Thomson, Dr. Morell and Dr. A. MacDonald

REGRETS: K. Clupp and S. Pankow

IN ATTENDANCE: D. Hodgins, VP, Finance & Support Services, M. Hallam, Executive Director, PSFDH Foundation, N. Peckett, President, GWM Auxiliary, G. Laws, ED, Lanark County Mental Health, H. Bedor, ED, Lanark County Support Services, ~~J. Staples, President, SF Auxiliary~~, C. Rustan, Recording Secretary and Karen Kelly, Marketing and Communications Coordinator, J. Roberts

1. Call to Order – Dr. W. Hollis

Dr. W. Hollis, called the meeting to order at 7:31 a.m.

2. Chair's Remarks – Dr. W. Hollis

Dr. W. Hollis welcomed everyone to the meeting.

3. Patient & Family Centred Care

3.1 Pharmacy Program Presentation – J. Roberts/ B. Smith

B. Smith and J. Roberts provided an overview on the Pharmacy Program that focused on quality and safety:

- There are three Pharmacy Committees: Pharmacy and Therapeutics, Antibiotic Stewardship and Medication Reconciliation
- Pharmacy has a Sterile Compounding Program
- Administration, Dispensing, Prescribing and Transcribing are all types of errors in the medication use process

B. Smith discussed the advantages of Automation and how automated dispensing Cabinets (ADC) can help with not only safety but recruitment if we have up-to-date technology.

4. Declaration of Conflict of Interest – Dr. W. Hollis

Members were asked to declare a conflict at any point during the meeting.

5. Approval of Agendas – Dr. W. Hollis

5.1 Regular Meeting Agenda

RESOLUTION No. 90/23

MOVED by C. Maloney

SECONDED by D. Thomson

THAT the September 26th, 2023 regular Board of Directors meeting agenda were approved as presented.

CARRIED.

5.2 Consent Agenda

RESOLUTION No. 91/23

MOVED by C. Maloney

SECONDED by D. Thomson

THAT the September 26th, 2023 consent Board Agenda and the June 27th, 2023 Board Minutes were approved as presented.

CARRIED.

6. Foundation & Auxiliaries

6.1 PSFDH Foundation – K. Fair

M. Hallam provided a brief overview on what the Foundation does. K. Fair thanked all Hospital/ Foundation Board members for their time, dedication and support. The Foundation offices at both sites are fully functioning and Lori Johnson recently joined the Foundation team to assist with administrative tasks. The new donor recognition wall has been installed and the MRI magnet arrived in early September with the first patient expected to arrive on October 14th.

The Foundation hosted a successful Golf tournament, Family Fun Day and a sold out Smile Cookie campaign. They continue to generate revenue through their 50/50 draws and will generate additional revenue through the upcoming Lake 88 Radiothon. The Foundation is committed to working cooperatively with the hospital Board and working with M. Cohen to tighten up the Capital list.

6.2 GWM Auxiliary – N. Peckett

The GWM Auxiliary report was included in the package and N. Peckett provided a recap of what was included in the report. The Auxiliary is limited when it comes to events in the cooler months, so their focus is being set on fundraising events for the spring.

7. Action Items

7.1 Leadership Report – M. Cohen

The Leadership report was uploaded to the portal prior to the meeting and the following highlights were shared:

- There has been a significant uptick in respiratory illnesses, so M. Cohen feels that the right decision was made with regards to re-implementing masking
- Once we're ready to remove Meditech, we will be implementing Office 365 to ensure that staff still have a means to communicate with one another
- Discussion ensued regarding the Lumeo Project failing a project milestone, which has moved the go-live date for the project to fall/winter 2024

RESOLUTION No. 92/23

MOVED by G. Church

SECONDED by A. Thomlinson

*THAT the PSFDH Board of Directors accepts the Leadership Report as presented.
CARRIED.*

7.2 Chief of Staff Report – Dr. T. Morell

The Chief of Staff report was included in the package and Dr. Morell stated that the OR continues to be understaffed and volumes continue to rise. The Board discussed ALC patients, as PSFDH has had approximately 40 ALC patients at any given time over the summer, as most patients are waiting for LTC or other types of services.

RESOLUTION No.93/23

MOVED by K. Fair

SECONDED by R. Schooley

*THAT the PSFDH Board of Directors accepts the Chief of Staff Report as presented.
CARRIED.*

7.3 Medical Staff Association

Dr. Roberts shared the following highlights:

- Surgeries are being cancelled due to bed availability
- Dr. Alistair MacDonald replaced Dr. Kuchinad as the new VP of the Medical Staff Association
- Dr. Roberts (President, MSA) replacement is expected to be voted in at the next MSA meeting in November. K. Kelly will develop a communication piece to showcase our new recruits.
- Recruitment has been underway – A new Urologist is working on both sites and a new Orthopedic Surgeon was brought on who is an upper limb specialist
- Due to the increase in Covid-19 numbers, meet and greet social event that was scheduled for October may be postponed to a later date

RESOLUTION No.94/23

MOVED by K. Fair

SECONDED by R. Schooley

THAT the PSFDH Board of Directors accepts the Medical Staff Association report as presented.
CARRIED.

8. New Business

8.1 Board Reporting Schedule – M. Cohen

M. Cohen reviewed the Board reporting schedule and noted that this document will be posted to the Board Portal to give all Directors a sense of what is expected throughout the year.

RESOLUTION No.95/23

MOVED by I. Boyle

SECONDED by J. Brown

THAT the PSFDH Board of Directors accepts the Board reporting schedule as presented.
CARRIED.

8.2 LCSS Policies – H. Bedor

a. 20-11 Abuse Prevention Procedures and Reporting *

RESOLUTION No.96/23

MOVED by D. Thomson

SECONDED by G. Church

THAT the PSFDH Board of Directors accepts and approves policy “20-11 Abuse Prevention Procedures and Reporting”.

CARRIED.

b. 40-12 Orientation and Annual Review *

RESOLUTION No.97/23

MOVED by D. Thomson

SECONDED by G. Church

THAT the PSFDH Board of Directors accepts and approves policy “40-12 Orientation and Annual Review”.

CARRIED.

c. 40-10 Purpose Philosophy and rights *

RESOLUTION No.98/23

MOVED by D. Thomson

SECONDED by G. Church

THAT the PSFDH Board of Directors accepts and approves policy “40-10 – Purpose, Philosophy and Rights”.

CARRIED.

8.3 Performance Monitoring – Strategic Outcomes – Pillar One – B. Smith

B. Smith provided a PowerPoint presentation which reviewed the following items:

- Deploy Best Practices – Falls
- Remove Barriers to Care – Patient Flow
- Improve Care Transitions

B. Smith advised that being understaffed has not been a contributing factor to our falls.

B. Smith will provide a Quality review at the next Board meeting along with two additional falls.

9. Business Arising from Minutes

Nil.

10. Board Committee Reports

10.1 Finance Committee – September 21, 2023

10.1.2 Finance Committee Report – R. Schooley for K. Clupp

The Finance report was posted to the Portal and R. Schooley shared that bridge financing has been arranged for a 3 year loan term over the next 10 years at a fixed rate of 6%. The interim financing is to allow the bills to be paid and the 8.5M needs to be repaid at the end of March 2024.

10.1.3 MRI Capital Bridge Financing

The briefing note was included in the package and
RESOLUTION No.99/23

MOVED by C. Maloney
SECONDED by R. Schooley

That the Finance Department seek endorsement from the Board of Directors for approval to proceed with the debt financing of up to \$6.1M, 3-year term rate applicable at commencement, with approvals in accordance with PSFDH Board delegation of authority policy.
CARRIED.

*****M. Hallam left the Board meeting at 8:37am*****

10.1.4 Financial Reporting – Financial Statements

The Financial Statements were included in the package.

10.1.5 Financial Reporting – Financial Health Dashboard

The Financial Health Dashboard was uploaded to the portal and D. Hodgins noted that this is a new document that captures a lot of data points.

10.2. Governance Committee – September 19, 2023

10.2.1 Governance Committee Report – C. Maloney

The Governance Committee Report was included in the Board Package.
Dr. W. Hollis informed the Board the there were 9 candidates who applied for a seat at the Board, however Governance interviewed 6 candidates and only chose to move forward with 4.

RESOLUTION No.100/23

MOVED by G. Church
SECONDED by R. Schooley

THAT the PSFDH Board of Directors accepts the Governance Committee's recommendation to appoint the selected four individuals to fill the current vacancies on the Board.
CARRIED.

****The eligible candidates will be invited to the October Board meeting, however they will not have a right to vote until they attend Orientation which will be scheduled for early November.**

10.2.2 Executive Committee - Terms of Reference

RESOLUTION No.101/23

MOVED by I. Boyle
SECONDED by D. Thomson

THAT the PSFDH Board of Directors approve the Executive Committee Terms of Reference with the addition of who can/will call the meeting to order should a meeting be required.
CARRIED.

10.2.3 Board Quality – Terms of Reference

RESOLUTION No.102/23

MOVED by K. Fair
SECONDED by G. Church

THAT the PSFDH Board of Directors approve the "Board Quality – Terms of Reference" as presented.
CARRIED.

10.2.4 2.14 Criminal Records Check Policy

RESOLUTION No.103/23

MOVED by K. Fair
SECONDED by G. Church

THAT the PSFDH Board of Directors approve policy "2.14 Criminal Records check"
CARRIED.

*****A. Thomlinson, M. Roberts and Dr. Morell left the meeting at 9:00am*****

10.3 Board Quality Committee – September 14, 2023

10.3.1 Board Quality Report – I. Boyle

The Board Quality Committee Report was posted to the portal prior to the meeting.

10.4 Liaison Committee – September 15, 2023

10.4.1 Liaison Committee Report – R. Schooley

D. Thomson declared a potential conflict of interest as she is a director on the RCHS board. The Liaison Committee Report was posted to the portal prior to the meeting. G. Church raised concerns with regards to the Collaboration Forum becoming another level of Governance and would like to be mindful on what invitations are being sent to the OHT. It was also highlighted that Management should be engaged and included.

R. Schooley met with Irv Mazurkiewicz and it was noted that RCHS would like to set-up a meeting between their Executive team and our Executive team, and would like our input to assist with the development of their Strategic Plan. Ideally the Executive Team would consist of the Chair, Vice-Chair, Treasurer and Secretary, Dr. W. Hollis suggested leaving the invitation open as our Board is so lean at the moment.

The board acknowledged and endorsed the request from R. Schooley to move forward with a Governance Collaboration Forum and the Executive Meeting with RCHS.

11. Closed Session

RESOLUTION No.104/23

MOVED by D. Thomson
SECONDED by C. Maloney

THAT the PSFDH Board of Directors moved to closed session at 9:23 a.m.
CARRIED.

RESOLUTION No. 107/23

MOVED by D. Thomson
SECONDED by K. Fair

THAT the PSFDH Board of Directors moved out of the closed session at 9:25 a.m.
CARRIED.

Note: Housekeeping Resolution 105/23 and 106/23 were moved and approved during closed session.

Closed Session Resolutions:

Chief of Staff Report

Professional Staff Appointments/Reappointments

RESOLUTION No. 108/23

MOVED by R. Schooley
SECONDED by K. Fair

THAT the PSFDH Board of Directors adopts the Chief of Staff report from Closed Session.
CARRIED.

12. Standing Items

Nil.

13. Information Items

- a) PSFDH Foundation Radiothon – October 12th, 2023
- b) PSFDH Foundation Board Retreat – October 14th, 2023
- c) Foundation Gala - Black Tie Bingo – November 18th, 2023 at 5:30pm *
- d) 5k Prediction Fun Run/Walk – October 1st, 2023 at 9:00am

14. Next Meeting Date

Tuesday, October 24th, 2023 in the Smiths Falls Boardroom

15. Closed Session No.2

16. Adjournment

RESOLUTION No. 109/23

MOVED by C. Maloney

SECONDED by G. Church

THAT the September 26, 2023 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 9:26 a.m.

CARRIED.



Dr. W. Hollis, Chair



M. Cohen, Secretary