

Perth and Smiths Falls District Hospital
Board of Directors Meeting
Tuesday, April 23rd, 2024
Via GWM Boardroom and Videoconference @ 7:30 a.m.

Present: Dr. W. Hollis (Chair), R. Schooley (Vice-Chair), Dr. A. MacDonald, I. Boyle, M. Cohen, K. Fair, G. Church, S. Pankow, J. Brown, R. Dyke and Dr. Morell
Zoom: S. Gauthier, J. Church, D. Thomson, Dr. Wahay, H. Mostamandi, C. Maloney and S. Anderson
Regrets: K. Clupp and A. Thomlinson
In Attendance: C. Rustan, Recording Secretary, D. Hodgins, VP, Finance & Support Services, B. Smith, VP Patient Care Services, M. Hallam (PSFDH Foundation CEO), K. Kelly, Marketing and Communications, W. McPhee, OR Manager (Guest) and Dr. M. Roberts (Surgeon)

1. Call to Order – Dr. W. Hollis

Dr. W. Hollis called the meeting to order at 7:33 a.m.

2. Chair’s Remarks – Dr. W. Hollis

Dr. W. Hollis welcomed everyone to the meeting.

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

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

4. Program Presentation

4.1 Perioperative Services – B. Smith

B. Smith and W. McPhee shared a patient story which lead into a program overview of our Perioperative Services. The PowerPoint discussed funding models, QBPs, WTIS, medical models, assorted surgical programs and etc...The PowerPoint is available on the Board Portal.

5. Approval of Agendas

5.1 Regular Meeting Agenda

RESOLUTION No. 39/24

MOVED by R. Schooley

SECONDED by G. Church

*THAT the April 23rd, 2024 open session Board Agenda was approved as presented.
CARRIED.*

5.2 Consent Agenda

I. PSFDH Board of Directors Minutes – March 26th, 2024 *

The PSFDH Board of Directors Minutes from March 26th, 2024 were included in the package.

II. CEO Report – M. Cohen *

The Leadership Report was included in the package.

III. PSFDH Foundation Report – M. Hallam *

The PSFDH Foundation report was included in the package.

IV. Governance Committee Report – C. Maloney *

The Governance Committee report was included in the package.

V. Board Quality Committee Report – I. Boyle *

The Board Quality Committee report was included in the package.

RESOLUTION No. 40/24

MOVED by R. Dyke

SECONDED by I. Boyle

*THAT the consent agenda items noted above be approved as presented.
CARRIED.*

6. Action Items

6.1 Chief of Staff Report – Dr. T. Morell

Dr. Morell provided the following updates:

- Hospitalist coverage continues to be an issue on the SF site
- Dr. Kennie will start offering Hospitalist training in SF
- A possible GI candidate has been identified and the hospital is evaluating the recruitment package.

RESOLUTION No. 41/24
MOVED by R. Dyke
SECONDED by I. Boyle

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

6.2 Medical Staff Report

Dr. Wahay shared the following updates:

- MSA hasn't met since the last Board meeting and the next meeting is scheduled for May.
- Dr. Wahay attended the Board & Physician Engagement session on Thursday and reported that there were approximately 12- 14 physicians who attended the session.
- LL&G will be providing an education session at the next MSA meeting regarding the new Telemedicine service that they will be offering shortly.

7. Closed Session

RESOLUTION No.42/24
MOVED by K. Fair
SECONDED by G. Church

THAT the PSFDH Board of Directors move to closed session at 7:59 a.m.
CARRIED.

RESOLUTION No. 45/24
MOVED by R. Dyke
SECONDED by J. Brown

THAT the PSFDH Board of Directors move out of the closed session at 8:12 a.m.
CARRIED.

Note: Housekeeping Resolution 43/24 and 44/24 was moved and approved during closed session.

Closed Session Resolutions:

- **Chief of Staff Report - Professional Staff Appointments/Reappointments (April 9th)**

RESOLUTION No. 46/24
MOVED by R. Dyke
SECONDED by J. Brown

THAT the PSFDH Board of Directors adopts the Chief of Staff report (Professional Staff Appointments from April 9th, 2024) from the Closed Session.
CARRIED.

8. Education Presentation

8.1 Board Role in Credentialing

Dr. Morell provided a presentation on Board Credentialing.

9. New Business

9.1 Physician Engagement Session

M. Cohen shared that the Board and Physician Engagement Session was successful.
M. Cohen shared the results from the polls that were completed during the session.

An evaluation survey was sent out to all Physicians that attended the session and once all the results are obtained the findings will be brought back to the next meeting for information purposes.

9.2 Corporation Meeting: OFA/ONCA Changes to Letters Patent

PSFDH needs to be compliant with the ONCA recommendations by October 24th, 2024.
Changes need to be made to the Letters Patent and BLG has completed a review of the document from a legal perspective and provided their recommendations.

It was determined that the OFA/ONCA changes to the Letters Patent will be circulated electronically.
One e-mail will be sent to the Board to accept the motion and the second email will be sent to approve the Letters Patent.

C. Maloney is working on the changes to the Letters Patent which will be vetted through the Governance Committee. In order to receive cash flow we need to push the changes through prior to the AGM.

10. Business Arising

10.1 Follow-up Communications Strategy Re: Funding

C. Rustan is currently working on narrowing down dates to schedule a meeting to discuss how to develop a framework for communications/advocacy strategy.

Once a framework is developed it will be brought forward to Liaison for review.

11. Board Committee Reports - Finance Committee – April 18th, 2024

11.1 Finance Committee Report & Dashboard

The dashboard was included in the package and it was noted that there are no financial statements this month as preparation for the audit is underway. Therefore, financial statements will be reported next month and D. Hodgins reported that the current ratio has improved.

The Finance committee endorsed keeping finance as a board item, as there will be more to report in May once the audit is complete.

11.2 ONCA Impact Recommendations

The ONCA impact recommendations were provided for information purposes. The finance committee reviewed the document at the last Finance meeting and there were no violations submitted to the Governance committee.

D. Hodgins discussed line 83 and 84 on the recommendations list. The plan is to streamline how audited statements are approved by the board (ie. Prior to the AGM).

12. Standing Items

There were no standing items at the April meeting.

13. Information Items

a) Foundation Family Dun Day – May 25th, 2024 – Reminder that this is a free community event at Settler's Ridge Mall.

b) Board Retreat – Saturday, June 15th, 2024 – M. Cohen reached out to Dr. Jane Philpott to see if she could attend the Board Retreat on June 15th. If she is unable to attend on the 15th, we may look into offering a two part Board retreat.

c) Patient Compliment – A patient submitted a compliment and addressed it to the whole Board and it has been posted to the portal.

d) San' Yas Indigenous Cultural Sensitivity (ICS) Training Opportunity – B. Smith informed the Board that the hospital was just made aware that there are 19 pre-paid seats available for this training. The course is a self-directed course where you have 8 weeks to complete it. Should you wish to participate in the training please let C. Rustan know by the end of day today as all registrations are due by noon tomorrow. There will also be additional sessions available via YouTube at a later date.

14. Next Meeting Date

Tuesday, May 28, 2024 in the GWM Boardroom.

15. Closed Session – Independent Directors

16. Adjournment


RESOLUTION No. 47/24

MOVED by G. Church


SECONDED by R. Schooley

THAT the April 23rd, 2024 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 8:54 a.m.

CARRIED.



Dr. W. Hollis, Chair



M. Cohen, Secretary