

**Perth and Smiths Falls District Hospital**  
Board of Directors Meeting  
Tuesday, February 27<sup>th</sup>, 2024  
Via GWM Boardroom and Videoconference @ 7:30 a.m.

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PRESENT: Dr. W. Hollis (Chair), A. Thomlinson, B. Smith, I. Boyle, M. Cohen, K. Clupp, S. Gauthier, Dr. Morell, S. Anderson, J. Brown, H. Mostamandi and R. Dyke  
Zoom: R. Schooley, D. Thomson, C. Maloney, K. Fair, Dr. Wahay, S. Pankow, G. Church and Dr. A. MacDonald  
REGRETS: M. Hallam (PSFDH Foundation CEO) and J. Church  
IN ATTENDANCE: C. Rustan, Recording Secretary, D. Hodgins, VP, Finance & Support Services and K. Kelly, Marketing and Communications

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**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 and gave a warm welcome to Homayra Mostamandi who just returned from maternity leave earlier this month.

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

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

**4. Patient and Family Centered Care**

**4.1 ED Experience – Patient Letter**

A letter was received from Mr. Michael Salib that outlined his positive experience that occurred earlier this year at the Smiths Falls Site. Michael brought this forward to give a balanced perception of the services offered at the Smiths Site. M. Cohen shared this positive letter with the staff in the ED, Triage and ICU and the positive letter can be viewed on the Board Portal.

**5. Program Presentation**

**5.1 Enterprise Risk Management**

The ERM Spreadsheet was included in the package and there have been some updates since it was previously reviewed.

S. Gauthier requested access to the previous document to see where we are now vs. where we were.  
*C. Rustan will post an updated spreadsheet that outlines whether an improvement was made or not.*

**6. Approval of Agendas**

**6.1 Regular Meeting Agenda**

*RESOLUTION No. 14/24*

MOVED by G. Church

SECONDED by S. Pankow

*THAT the February 27<sup>th</sup>, 2024 open session Board Agenda was approved as presented.*  
*CARRIED.*

**6.2 Consent Agenda**

**i) PSFDH Board of Directors Minutes – January 23<sup>rd</sup>, 2024**

*RESOLUTION No. 15/24*

MOVED by G. Church

SECONDED by S. Gauthier

*THAT the January 23<sup>rd</sup>, 2024 open session Board Minutes were approved as presented.*  
*CARRIED.*

**7. Action Items**

**7.1 Leadership Report – M. Cohen**

The Leadership Report was included in the package and M. Cohen will go into further detail in Closed.  
*RESOLUTION No. 16/24*

MOVED by K. Clupp

SECONDED by R. Dyke

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

## 7.2 Chief of Staff Report – Dr. T. Morell

Dr. Morell provided the following updates:

- Dr. Anderson is retiring and his last Elective Surgery will be performed on Feb 29<sup>th</sup>, 2024
- Dr. M. Coyle will be taking over for Dr. Anderson
- There have been some surgery cancellations, however the cancellations have slowed down

RESOLUTION No. 17/24

MOVED by J. Brown

SECONDED by I. Boyle

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

## 7.3 Medical Staff Report

Dr. Wahay shared the following updates:

- The Medical Staff Association will meet again on March 19<sup>th</sup>, 2024
- Working on planning a retirement party for Dr. Stolee, Dr. Anderson and Dr. Del Grande
- Dr. Wahay is waiting to hear back on dates for the Board/Physician Engagement Event

## 7.4 PSFDH Foundation Report

K. Fair shared the following highlights that were included in M. Hallam's Foundation report:

- The Foundation will be committing \$2M towards the MRI Campaign
- The Foundation is pleased to report that they have committed \$598,060.69 for the 2024/2025 Capital Project Request. Overall, that is a \$2,598,060.69 commitment
- Dates have been set for Black Tie Bingo, Giving Tuesday and the Golf Tournament. (K. Fair elaborated on what the generated funds will be directed towards)

Discussion ensued regarding advertising in the paper. It was noted that a large population in our area does not use social media so it is important to advertise in the paper in order to target all demographics. Advertising will filter into the Ottawa and Kingston areas as they will also be using MRI machine.

## 8. Closed Session

RESOLUTION No.18/24

MOVED by K. Clupp

SECONDED by R. Dyke

*THAT* the PSFDH Board of Directors move to closed session at 7:51 a.m.  
*CARRIED.*

RESOLUTION No. 21/24

MOVED by A. Thomlinson

SECONDED by R. Schooley

*THAT* the PSFDH Board of Directors move out of the closed session at 8:34 a.m.  
*CARRIED.*

Note: Housekeeping Resolution 19/24 and 20/24 was moved and approved during closed session.

### Closed Session Resolutions:

- **Chief of Staff Report - Professional Staff Appointments/Reappointments (February 13<sup>th</sup>)**

RESOLUTION No. 22/24

MOVED by K. Clupp

SECONDED by R. Dyke

*THAT* the PSFDH Board of Directors adopts the Chief of Staff report (Professional Staff Appointments from February 13<sup>th</sup>, 2024) from the Closed Session.  
*CARRIED.*

## 9. Education Presentation

### 9.1 DEI Presentation

B. Smith provided an education session on Diversity in Healthcare and the following topics were discussed during the presentation:

- Benefits of Diversity
- Risks of Lacking Diversity
- DEI Framework

PSFDH is working on developing a Health Equity Committee. B. Smith has reached out to several front line staff about joining the committee and there are two Physicians who have expressed interest. Education and training will be provided to the Executive Team along with the Board. More information to come as the committee is being rolled out.

## 10. New Business

### 10.1 Strategy Scorecard (Excellent Experience) \*

B. Smith reviewed Pillar one which is “Provide an excellent experience for the persons we serve, every time”. The following objectives were discussed:

- Deploy Best Practices to deliver safest possible care
- Remove Barriers to Care
- Improve care transitions

The PowerPoint presentation that was included in the package outlines the steps that have been taken to help ensure that our targets are met. Among the several accomplishments this year, the improvements to our falls rate was highlighted as a particularly important achievement in this year.

### 10.2 Enhanced use of consent agenda

Dr. W. Hollis informed the Board that we will be utilizing the consent agenda in a more meaningful way to enhance the efficiency and effectiveness of our Board Meetings.

Moving forward anything that falls under the consent agenda will only be discussed when an individual requests that the item be pulled out for further discussion.

### 10.3 QIP

The QIP is a document that is sent out by the Ministry and requires approval from the Board by March 31<sup>st</sup> each year. The 2024-2025 QIP will be focusing on the following four priority issues:

1. Access and Flow
2. Equity
3. Experience
4. Safety

The next steps are to review the performance data and align it with the 2024-2025 improvement plan. Once those steps are done it will be sent to MQA for approval and then brought back to Board for final approval prior to the March 31<sup>st</sup> deadline.

## 11. Business Arising

There was no business arising at the February meeting.

## 12. Board Committee Reports

### 12.1 Finance Committee – February 22, 2024

#### 12.1.1 Finance Committee Report and Dashboard\*

The Finance Committee report was included in the package.

K. Clupp shared that we received one time funding and that the hospital has some resources available should we need to utilize them as a last resort. To date the ministry is happy with the approach that our hospital has taken and we will be receiving a balance budget waiver.

## 13. Standing Items

There were no Standing items at the February meeting.

## 14. Information Items


- a) **Dr. P. Anderson** – Dr. Anderson’s Retirement letter was included in the Board package
- b) **Dr. LeBlanc – Board Expert** – This document was included in the package for information purposes only.


**15. Next Meeting Date**  
Tuesday, March 26, 2024 in the GWM Boardroom.

**16. Closed Session No.2**

**17. Adjournment**  
*RESOLUTION No. 23/24*  
*MOVED by G. Church*  
*SECONDED by S. Gauthier*

*THAT the February 27<sup>th</sup>, 2024 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 9:08 a.m.*  
**CARRIED.**

  
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Dr. W. Hollis, Chair

  
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M. Cohen, Secretary