

Perth and Smiths Falls District Hospital
Board of Directors Meeting
Tuesday, May 28th, 2024
Via GWM Boardroom and Videoconference @ 7:30 a.m.

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

1. Call to Order – Dr. W. Hollis

Dr. W. Hollis called the meeting to order at 7:32 a.m.

2. Program Presentation - Diagnostic Imaging

B. Smith and B. Izadi provided a patient story which lead into the Diagnostic Imaging program presentation. The presentation was uploaded to the portal and touched on the following:

- The DI Team
- DI Services
- Wait times (for each service)
- Challenges and Opportunities

3. Chair’s Remarks – Dr. W. Hollis

Dr. W. Hollis welcomed everyone to the meeting and he shared that he attended the OHA Conference earlier in May with M. Cohen. The meeting featured a number of excellent presenters and also featured a visit from the Premier. Mr. Ford made special mention of the role of hospital to support their executives as they work to develop innovative solutions to solve the challenges facing our sector.

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

5.1 Regular Meeting Agenda

Dr. Hollis requested that the Governance Report be moved under “5.2 Consent Agenda” as item V.

RESOLUTION No. 48/24

MOVED by K. Clupp

SECONDED by G. Church

THAT the May 28th, 2024 open session Board Agenda was approved as presented.
CARRIED.

5.2 Consent Agenda

I. PSFDH Board of Directors Minutes – April 23, 2024 *

II. CEO Report – M. Cohen *

III. PSFDH Foundation Report – M. Hallam *

IV. Liaison Committee Report – R. Schooley *

V. Governance Committee Report – C. Maloney *

RESOLUTION No. 49/24

MOVED by K. Clupp

SECONDED by G. Church

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

6. Action Items

6.1 Chief of Staff Report – Dr. T. Morell

Dr. Morell provided the following updates:

- The primary focus at centres on Lumeo, as we march toward our December go-live.
- An important part of the Lumeo work pertains to scaling down clinical activities in key areas to provide support to staff and physicians in the early weeks of go-live. This will have a temporary impact QBP’s and other clinical volumes. In our planning we are exploring methods to recover any volumes lost through this process.

- Up-staffing for physicians and other front-line staff is part of our go-live planning, including the OR's to ensure adequate coverage during the go-live and stabilization period.
- Watching physician staffing levels in key areas such as Obstetrics, and Hospitalists.

RESOLUTION No. 50/24
 MOVED by G. Church
 SECONDED by S. Gauthier

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

6.2 Medical Staff Report

Dr. Wahay was unable to attend the meeting - no report.

7. Closed Session

RESOLUTION No.51/24
 MOVED by G. Church
 SECONDED by R. Dyke

*THAT the PSFDH Board of Directors move to closed session at 8:04 a.m.
 CARRIED.*

RESOLUTION No. 54/24
 MOVED by J. Church
 SECONDED by D. Thomson

*THAT the PSFDH Board of Directors move out of the closed session at 8:06 a.m.
 CARRIED.*

Note: Housekeeping Resolution 52/24 and 53/24 was moved and approved during closed session.

Closed Session Resolutions:

- **Chief of Staff Report - Professional Staff Appointments/Reappointments (May 14th, 2024)**

RESOLUTION No. 55/24
 MOVED by K. Fair
 SECONDED by I. Boyle

*THAT the PSFDH Board of Directors adopts the Chief of Staff report (Professional Staff Appointments from May 14th, 2024) from the Closed Session.
 CARRIED.*

8. Education Presentation

8.1 Finance

M. Cohen provided the presentation made to the ADM and her team regarding our budget advocacy. He also indicated that the funding letters for this fiscal year have been delayed and are now expected mid-end June.

9. New Business

9.1 2024/2025 Scorecard

M. Cohen discussed the draft scorecard that was included in the package. The majority of the hospitals efforts this year will be dedicated to making Lumeo a success, require the hospital to take a very narrow approach to adding new initiatives. Outside of Lumeo, the hospital will:

- Tackle wait times in the emergency department, consistent with P4R requirements.
- Establish baselines for Patient and Physician/Staff satisfaction.
- Continue work on OR Efficiency
- Develop a plan to reduce agency use following successful Lumeo go-live.

RESOLUTION No. 56/24
 MOVED by I. Boyle
 SECONDED by C. Maloney

*THAT the PSFDH Board of Directors approve the draft (in principal) scorecard that was presented at the meeting.
 CARRIED.*

9.2 Annual Report for the forced and child labour reporting

The report is a baseline report and globally we're required to do our part to ensure that we're not contributing or supporting any forced labour or child labour. Mohawk Medbuy assists the hospital in completing the bulk of the work so that PSFDH can make an informed decision.

RESOLUTION No. 57/24

MOVED by R. Dyke

SECONDED by S. Gauthier

THAT the PSFDH Board of Directors approve the Annual Report for the forced and child labour that was provided in the Board of Directors Meeting package.

CARRIED.

10. Business Arising

Nil

11. Board Committee Reports - Finance Committee – May 23rd, 2024

11.1 Finance Committee Report, Dashboard and Financial Statements

D. Hodgins discussed the Committee Report and Dashboard that was included in the package. The current ratio has improved to 0.68 (0.53 March 2023) with one-time funding awards. PSFDH was able to formulize a receivable from the PSFDH Foundation.

As well, PSFDH received 2.4M from the Capital Branch this year, which resulted in not having to utilize contingency.

11.1.1 Supportive Housing Lease

The Supportive Housing Briefing Note was brought forward to the Finance Committee last week where it was endorsed. The program will be funded by the county for a one year lease, which will offer an excellent opportunity for LCMH to expand their services and provide support, counselling and shelter to members of the precariously housed within our region.

Once the program has been running successfully for a few months the hospital will craft some positive stories that can be circulated via the media to garner positive attention to this important initiative.

RESOLUTION No. 58/24

MOVED by I. Boyle

SECONDED by C. Maloney

THAT the PSFDH Board of Directors approved the funding agreement between Lanark County Social Services and the Lease Agreement between Saumure Real Estate Holdings Inc.

CARRIED.

11.2.1 Revised By-Law

C. Maloney shared that the proposed draft by-laws are almost complete. C. Maloney recommended that we move to three terms instead of two terms and allot for two renewals to give a total of 9 years.

C. Maloney added that ONCA has implemented stricter rules which will require members to officially leave the meeting during closed session vs. just sitting quietly.

RESOLUTION No. 59/24

MOVED by S. Anderson

SECONDED by S. Gauthier

THAT the PSFDH Board of Directors approve the revised By-Law that was included in the Board of Directors Meeting package. The revised By-Law will be brought forward to the AGM on June 25th, 2024.

CARRIED.

12. Standing Items

There were no standing items at the April meeting.

13. Information Items

- a) **Dr. Jane Philpott Education Session** – June 4th at 9:00am via Zoom
- b) **Board Retreat** – Saturday, June 15th, 2024 at 8:30am in the Smiths Falls Community Centre
- c) **MRI Official Ribbon Cutting – June 20th, 2024** – Please RSVP to Lori Johnson from the Foundation
- d) **Annual General Meeting** – Our regular Board meeting will be held on Tuesday, June 25th, followed by our AGM and then we will have another quick board meeting after the AGM
- e) **GWM Auxiliary AGM** – Scheduled for 4pm on Wednesday, May 29th, 2024

14. Next Meeting Date

Tuesday, June 25, 2024 in the GWM Boardroom/Zoom. Followed by our AGM and then another Board Meeting.

15. Succession Planning

M. Cohen provided the annual review of succession planning for the organization.

16. Closed Session – Independent Directors

17. Adjournment


RESOLUTION No. 60/24

MOVED by G. Church


SECONDED by R. Schooley

THAT the May 28th, 2024 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 9:09 a.m.

CARRIED.



Dr. W. Hollis, Chair



M. Cohen, Secretary