

Perth and Smiths Falls District Hospital

Board of Directors Meeting

Tuesday, April 25, 2023

Via Videoconference @ 7:30 a.m.

PRESENT: G. Church, Chair, B. Smith, K. Clupp, M. Cohen, K. Fair, B. Hirst, I. Boyle, R. Schooley, Dr. W. Hollis, C. Maloney, J. Brown, K. Weekes, Dr. A. Kuchinad and Dr. M. Roberts, D. Thomson, J. Hewitt and Dr. Morell, C. Dolgowicz and A. Thomlinson
Guests: B. Izadi and Dr. Parikh

REGRETS: M. Quigg and S. Pankow

IN ATTENDANCE: D. Hodgins, VP, Finance & Support Services, M. Hallam, Executive Director, PSFDH Foundation, D. Quinn, 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

1. Call to Order – G. Church

G. Church, Chair, called the meeting to order at 7:32 a.m.

2. Chair's Remarks – G. Church

G. Church welcomed everyone to the meeting.

3. Patient & Family Centred Care – B. Smith, B. Izadi and Dr. Parikh

3.1 Program Presentation: Diagnostic Services

B. Smith shared two patient stories that related to Diagnostic services (DI).

B. Smith discussed the following issues that are ongoing:

- Ease of access for patients trying to book a DI appointment
- Trying to reduce/eliminate the backlog in DI that occurred from the CoVID-19 pandemic
- Re-protocoling (CT, U/S & Echo) – The appointment is booked based on what is written on the requisition, however if key information is missed...ie. Urgent, the patient may be prioritized as a "priority four" which means they will get booked within a month and not as a "priority one" which would be booked within 24 hours.

Discussion ensued regarding the overuse of DI services and a Central Intake Program. Dr. Morell added that the hospital has provided education on the how the DI services are being over-utilized, however the uptake from the physicians has been slow.

The program presentation can be found on the PSFDH portal and there was a total of 61, 548 exams in 2022-2023.

4. Declaration of Conflict of Interest – G. Church

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

5. Approval of Agendas – G. Church

5.1 Regular Meeting Agenda

RESOLUTION No. 49/23

MOVED by B. Hirst

SECONDED by Dr. W. Hollis

THAT the April 25th, 2023 regular Board of Directors meeting agenda be approved as presented.
CARRIED.

5.2 Consent Agenda

RESOLUTION No. 50/23

MOVED by B. Hirst

SECONDED by Dr. W. Hollis

THAT the March 28th, 2023 consent Board of Directors meeting agenda was approved as presented.
CARRIED.

i) PSFDH Board of Directors Minutes – March 28th, 2023

MOVED by B. Hirst

SECONDED by Dr. W. Hollis

THAT the Board of Directors Meetings Minutes from March 28th, 2023 were approved as presented.
CARRIED.

6. Foundation & Auxiliaries

6.1 PSFDH Foundation – M. Hallam

The Foundation report was uploaded to the Portal prior to the meeting and M. Hallam reminded the Board about the following two events:

- The Smile Cookie Campaign will be running from May 1st – 7th. All three Smith Falls Tim Hortons locations have chosen PSFDH as their charity for this event
- The Foundation Golf Tournament is scheduled for June 16th, 2023 and there is still room to enter a foursome. Cost for a foursome is \$700 (\$175 pp) which includes lunch, dinner, cocktail reception and a swag bag. Please sign-up through the Foundation.

6.2 GWM Auxiliary – D. Quinn

D. Quinn shared the following information:

- The GWM Auxiliary Annual General Meeting is taking place on Wednesday, May 17th from 2-4 p.m. and at that time Dave Quinn will resign as the GWM Auxiliary President. Nancy Peckett will step into the role of the GWM Auxiliary President and therefore will be attending our Board Meetings from that point forward

7. Action Items

7.1 Leadership Report – M. Cohen

The Leadership report was uploaded to the portal prior to the meeting.

M. Cohen shared that PSFDH will be moving into phase two of the post-pandemic recovery.

Discussion ensued how the hospital will monitor the risks and rewards of moving into phase two. The PSFDH IPAC team and OCC Health department will continue to do daily monitoring for any infections and will follow through with contact tracing if any infections are identified. As well, M. Cohen has no concerns about the hospital's HVAC system with moving into phase two.

RESOLUTION No. 51/23

MOVED by C. Maloney

SECONDED by K. Fair

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 uploaded to the portal prior to the meeting.

Dr. Morell provided the following highlights:

- Currently discussing Cerner teaching modules for physicians and staff
- M. Cohen provided MAC with an informative presentation on HHR planning
- The Capital process will now start in June instead of Nov/Dec
- D. Thomson joined MQA, so there is now PFAC representation
- Ongoing Staffing issues lead to patient care being effected due to cancelled surgeries, lack of beds, delayed transfers and etc... PSFDH is not the only hospital facing these challenges,

Almonte had to temporarily close their OB department and Brockville could not accept any Psych patients due to their staffing challenges.

RESOLUTION No.52/23

MOVED by J. Brown

SECONDED by K. Clupp

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

7.3 Medical Staff Association

Dr. Roberts shared his concerns in regards to the financial pressures that the hospital is facing. He pointed out that cuts to programs and services are not feasible as the previous cost cutting has resulted in unsafe working conditions/understaffing in many departments. Dr. Roberts encourages the hospital to continue on its path to work with the ministry by highlighting the metrics and studies and demonstrating that we are severely underfunded.

Dr. Roberts also highlighted that burn-out among staff and physicians remain a serious concern.

8. New Business

8.1 PSFDH Chair's Spring Report

The Chair's spring report was uploaded to the portal prior to the meeting and there were no questions from any of the Board of Directors.

8.2 Eastern Ontario Collaborative Forum

The Eastern Ontario Collaborative Forum met virtually in December 2021 and the hope is to regroup in the spring. A new date will be determined as the date that was chosen overlaps with the Foundation Golf Tournament. The thought was to bring together the Board of Governors from various Health Care Service providers to discuss Health Link objectives and to see if there is an opportunity to come together for a common purpose it has been proven to be an excellent educational opportunity for Board Members.

Over time the objectives of Health Links got worked into the strategic plan of all the Health Care Service providers and the Executive Directors received mandated letters to ensure that there was responsibility and accountability to make Health Links work.

The Forum Leadership is still in the early stages of planning, however R. Schooley will keep the Board informed with any progress that is made. The new date will be shared and it will likely run from 9am – 12pm.

R. Schooley and A. Thomlinson will touch base to ensure the Collaborative Forum is coordinated with the Liaison Committee.

9. Business Arising from Minutes

Nil.

10. Board Committee Reports

10.1 Finance Committee Report – April 20, 2023 – K. Clupp

10.1.2 Committee Report

K. Clupp shared the following information:

- The financial impacts of Bill 124 reopener retroactive awards and the OPSEU pay equity award are significant. As a result, approximately \$4.6M will be reflected in the March 31st Financial Statements
- There was an announcement for some funds (\$134,000) to go towards over-time for physicians, however the money flows in and then flows right back out
- The Signing Authority Policy has been altered to reflect that 3SO and Mohawk Medbuy Corporation have amalgamated

10.1.3 Financial Statements and Notes

The Financial Statements and notes were posted to the portal.

D. Hodgins to date we are at 11 months and we are currently sitting at \$2M. However, with the reopener of Bill 124 and OPSEU pay equity, we, along with many other hospitals will be impacted negatively. The Finance department is working hard to prepare for the auditors.

10.1.4 Signing Authority Policy – SBAR

The SBAR was included in the package.

10.1.5 Signing Authority Policy – Revised

The revised policy was included in the package and D. Hodgins noted that 3SO amalgamated with MMC, so any reference of 3SO is now referred to as Mohawk MedBuy Corporation (MMC).

A clarification was made in the Signing Authority policy to state the following: Mohawk MedBuy Corporation (MMC) provides purchasing and contracting services for equity member hospitals, and acting as an agent of PSFDH will execute contracts (and purchase orders) and agreements on behalf of the PSFDH once PSFDH has approved all agreements, an equity member of MMC.

Resolution No. 53/23

MOVED by Dr. W. Hollis

SECONDED by A. Thomlinson

THAT the Perth and Smiths Falls District Board of Directors approves the attached signing Authority policy with the amendments noted above effective April 20, 2023.

CARRIED.

10.1.6 M-SAA FY 2023-2024

D. Hodgins reviewed the LCMH M-SAA and stated that it is in full alignment with the budget that was previously done. As part of the agreement a balanced budget must be achieved and LCMH was successful in maintaining a balanced budget.

RESOLUTION No.54/23

MOVED by B. Hirst

SECONDED by J. Brown

THAT the PSFDH Board of Directors approve the recommended Ontario Health M-SAA for 2023-2024.

CARRIED.

10.2 Board Quality Committee – Dr. Hollis

10.2.1 Board Quality Committee Report – April 13, 2023

The Board Quality Committee report was uploaded to the Portal prior to the meeting.

Dr. W. Hollis shared that B. Smith is creating a calendar which will live on the PSFDH portal. The purpose of the document is to keep members informed on what is occurring.

10.3 Closed Session

RESOLUTION No.55/23

MOVED by I. Boyle

SECONDED by A. Thomlinson

THAT the PSFDH Board of Directors moved to closed session at 8:58am.

CARRIED.

RESOLUTION No. 58/23

MOVED by K. Clupp

SECONDED by C. Maloney

THAT the PSFDH Board of Directors moved out of the closed session at 9:18 a.m.

CARRIED.

Note: Housekeeping Resolutions 56/23 and 57/23 were moved and approved during closed session.

Closed Session Resolutions:

Chief of Staff Report
Professional Staff Appointments/Reappointments

RESOLUTION No. 59/23

MOVED by Dr. T. Morell

SECONDED by K. Fair

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

CARRIED.

11. Standing Items

Nil.

12. Information Items

- a) MRI Info Session – Complimentary Breakfast – April 26th, 2023 at 7:30am
- b) Tim Horton's Smile Cookie Campaign – May 1st – 7th, 2023 – All three Smiths Falls Locations are participating
- c) GWM 100th Anniversary Celebration – May 17th at 1:00pm
- d) PSFDH Foundation Community Family Fun Day – May 27th at 11am
- e) MRI Ground breaking Event – Friday, June 23rd, 2023
- f) Annual General Meeting – June 27th, 2023 at 4:00pm

13. Next Meeting Date

Tuesday, May 23rd, 2023, via videoconference at 7:30 a.m.

14. Closed Session No.2

15. Adjournment

RESOLUTION No. 60/23

MOVED by A. Thomlinson

SECONDED by K. Clupp

THAT the April 25, 2023 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 9:21 a.m.

CARRIED.



G. Church, Chair



M. Cohen, Secretary