

**Perth and Smiths Falls District Hospital  
Liaison Committee**

Friday, November 18<sup>th</sup>, 2022

7:30 a.m. Via Zoom

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Present: G. Church, M. Cohen, J. Lord, *A. Thomlinson, Chair*, K. Fair, S. Coutts, M. Quigg,  
Dr. W. Hollis

Regrets: S. Pankow and R. Garvin

In Attendance: D. Hodgins, VP, Finance & Support Services, C. Rustan, Recording Secretary

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**1. Call to Order – A. Thomlinson**

A. Thomlinson called the meeting to order at 12:04 p.m.

**2. Chair's Remarks & Introductions**

A. Thomlinson welcomed everyone to the committee.

**3. Declaration of Conflict of Interest**

No conflicts were declared. Members were reminded and encouraged to declare at any point during the discussion.

**4. Approval of Agenda**

*MOVED by G. Church*

*SECONDED by M. Quigg*

*THAT the November 18<sup>th</sup>, 2022 agenda be approved as presented.*

*CARRIED.*

**5. Approval of Minutes**

*MOVED by G. Church*

*SECONDED by M. Quigg*

*THAT the September 26, 2022 Liaison Committee open session minutes be approved as circulated.*

*CARRIED.*

**6. Business Arising from Minutes**

**a) Core Capital Program and Municipal Updates – G. Church/M. Cohen**

M. Cohen shared that he is eager to get in front of the council's to make a presentation on what is happening at the hospital and to address the overall and critical need for the municipalities to contribute to the hospitals capital needs. The core capital campaign was initiated to support the EMR project.

K. Kelly created a voters card which was well received within the community.

G. Church questioned if we should go broader then Lumeo when doing the pitch to the municipalities and should we look at amending the formula that has been used for municipal contributions?

M. Cohen expressed that he would like to make this ask a standing commitment, so that the hospital doesn't have to keep going back every year. G. Church explained that councils can't commit beyond their office term which is four years.

Dr. W. Hollis suggested providing a video to show what the vision is for the hospital as it may help sell our ask to the municipalities'. M. Cohen would like to bring a patient onboard to share their story and advertise for how imperative an EMR is for providing high quality care moving forward. K. Kelly advised that Lumeo has a LEAN network which may be of assistance with retrieving a patient story.

Discussion ensued regarding why Montague chose not to participate in the past.

***M. Cohen will engage with the PFAC group to see if any Advisor is comfortable with sharing a patient story at the Municipal Meetings.***

***M. Cohen would like to visit as many municipalities as possible prior to Christmas.***

***M. Cohen will send Dr. W. Hollis the dates so that he can attend the Municipal Meetings.***

***M. Cohen will bring a report back to the Board after the municipal meetings take place.***

***J. Lord will reach out to PFAC to see if anyone is interested in sharing their story.***

**b) Unceded Territory Statement – K. Kelly**

K. Kelly, J. Lord and G. Church will get together to buildout the current statement that is in place.

**c) PSFDH Speaking Notes – M. Cohen**

M. Cohen suggested that the Liaison Committee get into a regular cadence to ensure the speaking notes are continuously updated. The Speaking notes need to be refreshed in May/June.

**d) Patient letters to the Board**

Deferred

**e) Meeting Frequency**

Liaison will continue to meet every second month.

A. Thomlison would like to receive updates on the how the Municipal presentations are going.

**f) Committee Terms of Reference**

There is no community representative on Liaison, but there is a position listed in the Terms of Reference. As well, a Community representative description needs to be incorporated into the Terms of Reference.

**7. New Business**

**a) Community Representative**

Discussion ensued on how to move forward with selecting a community representative.

G. Church suggested reviewing applications that were previously submitted to from individuals who wished to join the Board of Directors. There is no application form to join the Liaison Committee, however there is a Board Application form.

M. Cohen and K. Kelly will work together to create a recruitment AD that can be placed in the newspaper and in the Connections Newsletter. J. Lord suggested turning the ad into a story/press release which could outline that the Liaison committee is looking for a Community representative.

**b) Communications Presentation**

K. Kelly provided the committee with a Communications presentation which was also been uploaded to the portal. The presentation outlined how to proceed with internal communications, external communications, in the moment situations and other items like MRI, Strategic Plan, Core Capital and Lumeo.

K. Kelly discussed the following deliverables:

- Social Media Presence
- Municipal Election Campaign
- Lumeo RHIS
- Health Human Resources Recruitment Strategy & Deliverables
- PSFDH Strategic Plan
- Core Capital Campaign

PFAC and C. Rustan worked on an awareness day calendar which helps outline what events/days should be recognized.

**8. Standing Items**

**a) Patient & Family Advisory Council Update – J. Lord**

J. Lord, PFAC reviewed the placemat and strategic plan at the last PFAC meeting and suggestions were provided to M. Cohen. The suggestions will be incorporated and then the document will be brought forward to the Board in January.

**b) PSFDH Strategic Plan Update – M. Cohen**

Deferred. M. Cohen continues to work with his team to update the plan.

**c) Liaison Committee Work Plan 2021/22 – All**

A. Thomlinson and C. Rustan will update the workplan to reflect the following:

- Review progress on PSFDH Strategic Plan – Add an X to June as it should be done a year after the adoption of the plan
- Commence Coordination and development of Annual Report 2022/2023 – Add an X to May

*MOVED by Dr. W. Hollis*

*SECONDED by M. Quigg*

*THAT the Liaison Work Plan be updated with the changes noted above.*

*CARRIED.*

**9. Other Business/For Information**

Nil.

**10. Date of Next Meeting – A. Thomlinson**

The next meeting will take place on Friday, January 13<sup>th</sup>, 2023 at 12:00pm.

**11. Adjournment – A. Thomlinson**

*MOVED by Dr. Hollis*

*SECONDED by M. Quigg*

*THAT the Liaison Committee meeting be adjourned at 1:04 p.m.*

*CARRIED.*