

**Perth and Smiths Falls District Hospital**  
Board of Directors Meeting  
Tuesday, January 26, 2021  
Via Videoconference @ 7:30 a.m.

---

PRESENT: S. Bird, G. Church, K. Clupp, C. Dolgowicz, L. Drynan, J. Fenik, Dr. B. Guppy, J. Hewitt, B. Hirst, Dr. W. Hollis, *D. Howard, Chair*, Dr. A. Kuchinad, Dr. M. Roberts, N. Shaw, Dr. K. Stolee, A. Thomlinson

REGRETS: S. Pankow

IN ATTENDANCE: D. Hodgins, VP, Finance & Support Services, K. Kelly, Recording Secretary, M. Hallam, ED, Dr. K. Wickens, Chair, GWM Foundation, M. Young, President, GWM Auxiliary, R. Fromowitz, ED, LCMH

---

**1. Call to Order – D. Howard**

D. Howard, Chair, called the meeting to order at 7:31 a.m.

**2. Chair's Remarks – D. Howard**

She welcomed everyone to the meeting and to 2021. She noted that the Extended Executive Committee met in December and approved professional staff credentialing. Further details will be provided later in the meeting.

The Chair welcomed R. Fromowitz, ED, Lanark County Mental Health (LCMH) to the today's meeting. R. Fromowitz will provide an update on LCMH.

**3. Patient & Family Centred Care – N. Shaw**

The meeting materials included a letter from a grateful family.

N. Shaw provided an update to the request made at the last board meeting regarding how to bring forward the patient/family story to the board members. She worked with C. Coutts, Patient Relations Office and a patient/family interview will be recorded and shared at an upcoming Board meeting. This will allow the patient/family to share their journey while being mindful of meeting time.

The members were supportive of the idea.

**4. Declaration of Conflict of Interest – D. Howard**

No conflicts were declared. D. Howard reminded members to declare at any point during the meeting.

**5. Approval of Agendas**

**a) Regular Meeting and Consent Agendas**

D. Howard commented that a new Standing Item, "Medical Staff Association Updates" will be added to the meeting agenda. This will provide an engagement opportunity with medical staff.

**Regular Meeting Agenda**

*RESOLUTION No. 01/21*

*MOVED by J. Fenik*

*SECONDED by B. Hirst*

*The regular meeting agenda was approved as presented.*

*CARRIED.*

## **Consent Meeting Agenda**

*RESOLUTION No. 2/21*

*MOVED by S. Bird*

*SECONDED by L. Drynan*

*The consent agenda was approved as presented.*

*CARRIED.*

## **6. Foundations & Auxiliaries**

D. Howard welcomed Marilyn Young, Margot Hallam, Dr. Kathy Wickens to the meeting.

### **a) SFCH Foundation – L. Smith**

A written report was included for information. D. Howard acknowledged L. Smith for her contributions to the foundation.

### **b) GWM Foundation – M. Hallam, Dr. K. Wickens**

M. Hallam, GWM Foundation, ED reported that the last GWM Foundation board meeting was held. She is looking forward to working with the newly amalgamated foundations.

Dr. K. Wickens will continue as chair of the new PSFDH Foundation Board of Directors, which will be in place February 1, 2021. M. Hallam reported that while the response was down for the annual mail out, the donations increased this year. She noted that despite the challenges throughout the year, the community continues to support the hospital. She acknowledged the work of all volunteers and the work of Dr. Roberts.

D. Howard thanked M. Hallam and noted that M. Hallam has been a key driver to move forward the foundation initiative. She offered congratulations to Dr. Wickens for assuming the role of the new foundation chair.

### **c) GWM Auxiliary – M. Young**

M. Young provided an update on Auxiliary work. She reported that the GWM Auxiliary executive met in November and confirmed its support of \$40,000 for minor capital items. The Auxiliary has placed a hold on centennial celebrations.

## **7. Sponsored Agencies**

### **7.1 Lanark County Mental Health – R. Fromowitz**

R. Fromowitz referred the members to the written report. She highlighted the following:

- LCMH continues to provide in-person and virtual services;
- At the start of the pandemic, referral numbers decreased but have significantly increased in recent months. With the increase, internal changes have been implemented to support the needs;
- She acknowledged the LHIN and United Way for supporting the LCMH initiative to provide clients with technology to help support their counselling/mental health needs;
- She acknowledged that it has been a difficult time for staff and offered her appreciation of the hospital support and guidance;
- Self-Isolation Centre has had increased activity;
- LCMH participates with OHT committees (steering committee and mental health working group);
- Same day walk-in services continues to be available;

- Outreach wellness van initiative is underway. The van will go to key locations and offer mental health supports. This will be aligned with the mobile crisis team.

G. Church stated this was an encouraging report and acknowledged R. Fromowitz's enthusiasm for the program. General discussion ensued regarding the level difficulty in access of addiction services. R. Fromowitz indicated that LCMH does not receive addiction service funding but support can be received via the crisis counselling services. She added that LCMH staff have increased training to respond. When a person requires addiction support, he/she are referred to Leeds, Grenville and Lanark Addictions and Mental Health.

D. Howard agreed that today's report was very impressive and she asked R. Fromowitz to pass on the Board's gratitude to LCMH staff.

## **8. Action Items**

### **8.1 Leadership Report – Dr. B. Guppy**

Dr. B. Guppy referred the members to the January 2021 Leadership Report which was shared in advance of the meeting. His report is aligned with Dr. K. Stolee's report to avoid repetition.

He provided the following updates (since posting report):

- OHA Medium Size Hospital (MSH) Council held a meeting January 25 with Assistant Deputy Minister to discuss advocacy strategy for MSH funding to address working capital funding issues. The analysis driven by current ratio has the provincial target at 0.8. He noted PSDH's current ratio is in the 0.3 – 0.4 range.
- Vaccination Update – public health is moving forward with a mobile vaccination program and the notion of bystander list. PSFDH has created a bystander/prioritization list of staff and physicians. He stated that by-standers would be called upon if there are extra doses. PSFDH continues to work closely with the District Health Unit.
- He advised that PSFDH shared numerous messages to staff and physicians about holiday travel. Many staff have advised Occupational Health if they have travelled or received guests outside of their households.

*RESOLUTION No. 3/21*

*MOVED by Dr. W. Hollis*

*SECONDED by G. Church*

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

*CARRIED.*

*A. Thomlinson joined meeting at 8:05 a.m.*

### **8.2 Chief of Staff Report – Dr. K. Stolee**

Dr. Stolee referred the members to the report included in the meeting materials. She highlighted the following items:

- COVID-19 epidemiology numbers are improving. She referenced a chart of ranking and vaccination prioritization of staff/physicians.
- Dr. Roney is retiring June 2021 and recruitment is underway.
- Extended Executive Committee met in December and the Committee supported the extension of the Clinical Chief appointments of to the end of March 2021:
  - o Dr Peter Cunniffe, Department of Family Medicine Perth
  - o Dr Tom Morell, Department of Surgery
  - o Dr Del Grande, Department of Internal Medicine
  - o Dr Parikh, Department of Diagnostic Imaging

RESOLUTION No. 4/21

MOVED by J. Hewitt  
SECONDED by G. Church

*THAT The PSFDH Board of Directors accepts the recommendation to extend the Clinical Chief appointments to the end of March 2021.*

CARRIED.

RESOLUTION No. 5/21

MOVED by K. Clupp  
SECONDED by J. Fenik

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

CARRIED.

### **8.3 Energy Project SBAR – K. Clupp**

K. Clupp referred the members to the SBAR included in the meeting materials. He noted that the information was reviewed and endorsed at the January 21, 2021 Finance Committee meeting.

RESOLUTION No. 6/21

MOVED by K. Clupp  
SECONDED by G. Church

*That the PSFDH Board of Directors accepts the Finance Committee recommendation to decline participation with Honeywell for a more in depth analysis at this time.*

*FURTHER, that the PSFDH Board of Directors delegates approval to the Hospital President & CEO and the VP Finance & Corporate Services, CFO to continue to assess and evaluate future opportunities and make recommendations as appropriate to the Finance Committee.*

CARRIED.

### **8.4 Governance Committee Items – J. Hewitt**

J. Hewitt outlined the process for reviewing governance policies to ensure each is current and aligned with the Ontario Hospital Association templates and recommendations. He noted that each policy was reviewed and are grouped into one resolution for approval.

- i) 2.5 Board Committee Principles
- ii) 2.6.2 Quality Committee Terms of Reference
- iii) 2.6.7 Joint Conference Committee Terms of Reference

RESOLUTION No. 7/21

MOVED by J. Hewitt  
SECONDED by A. Thomlinson

*THAT the PSFDH Board of Directors accepts the Governance Committee recommendation to approve:*

- *Governance Process Policy No. 2.6.2 Quality Committee Terms of Reference; and*
  - *Governance Process Policy No. 2.6.7 Joint Conference Committee Terms of Reference;*
- as presented.*

CARRIED.

Governance Process Policy No. 2.5 Board Committee Principles will be deferred to the next meeting pending clarification of the statement, "A Fiscal Advisory Committee is also required by law (pursuant to the Public Hospitals Act and Regulation 965), but there is no statutory requirement for the hospital to consult with the Fiscal Advisory Committee.

**9. Business Arising from Minutes**

Nil.

**10. Closed Session**

*RESOLUTION No. 8/21*

*MOVED by C. Dolgowicz  
SECONDED by Dr. W. Hollis*

*THAT the PSFDH Board of Directors moved to a closed session at 8:19 a.m.*

*CARRIED.*

*RESOLUTION No. 9/21*

*MOVED by Dr. W. Hollis  
SECONDED by K. Clupp*

*THAT the PSFDH Board of Directors moved out of the closed session at 9:04 a.m.*

*CARRIED.*

Approval of Closed Session Notes

*RESOLUTION No. 10/21*

*MOVED by Dr. W. Hollis  
SECONDED by S. Bird*

*THAT the PSFDH Board of Directors approved the November 24, 2020 closed session notes as presented.*

*CARRIED.*

Appointments of Professional Appointments

*RESOLUTION No. 11/21*

*MOVED by A. Thomlinson  
SECONDED by J. Fenik*

*THAT the PSFDH Board of Directors accepts the information and applications for professional appointments as presented and reviewed by the Chief of Staff set out as follows:*

**CROSS APPOINTMENTS**

NAME	C	PRIM D	X requested	REVIEWER
Mireault, Christopher	AC	AN	SA-A	Morell, T.

**CHANGE IN PRIVILEGES:** None

**REAPPOINTMENTS:**

NAME	C	AP	D	X	REVIEWER	TERM
De Jong, Danica	CO	Y	ED	N/A	Simpson, J	11/01/2020-31/10/2021
Aguilar,Hector	CO	N	DI	N/A	Parikh, N	01/06/2021-31/05/2022
Coret, A	CO	N	DI	N/A	Parikh, N	01/06/2021-31/05/2022
DeVilliers,Jean	CO	N	DI	N/A	Parikh, N	01/06/2021-31/05/2022
Janzen,Dennis	CO	N	DI	N/A	Parikh, N	01/06/2021-31/05/2022
Malhotra,Robin	CO	N	DI	N/A	Parikh, N	01/06/2021-31/05/2022
O'Brien,Paul G	CO	N	DI	N/A	Parikh, N	01/06/2021-31/05/2022
Petitclerc, S.	CO	N	DI	N/A	Parikh, N	01/06/2021-31/05/2022
Potoczny,Stefan	CO	N	DI	N/A	Parikh, N	01/06/2021-31/05/2022
Taylor, Colin	CO	N	DI	N/A	Parikh, N	01/06/2021-31/05/2022
van der Merwe, D	CO	N	DI	N/A	Parikh, N	01/06/2021-31/05/2022
MacPherson, Peter	CO	N	IM Ped	N/A	DelGrande,R	01/04/2021-31/03/2022

CARRIED.

External Audit Services

RESOLUTION No. 12/21

MOVED by K. Clupp

SECONDED by C. Dolgowicz

*That the PSFDH Board of Directors accepts the Finance Committee recommendation and approves to proceed with the procurement of external audit services commencing fiscal 2021/22 with recommendations to be presented to the Finance Committee prior to May 31st, 2021, to seek approval and appointment at the Annual General Meeting in June 2021.*

*FURTHER, that the PSFDH Board of Directors approves the Hospital VP Finance & Corporate Services, CFO to participate on the SELIN 3SO selection committee, with monthly updates provided, and final recommendations being presented on or before May 31, 2021 to the Finance Committee.*

CARRIED.

Insurance Services

RESOLUTION No. 13/21

MOVED by K. Clupp

SECONDED by Dr. W. Hollis

*That the PSFDH Board of Directors accepts the Finance Committee recommendation and approves to proceed with sole sourcing insurance services for up to a one year period, contingent on the current vendor securing a carrier that will provide liability and crime of contagious disease coverage. A formal tender would be completed by March 31, 2022.*

CARRIED.

**11. New Business**

**a) Medical Staff Association Updates – Dr. M. Roberts**

Dr. M. Roberts provided an update from the recent Medical Association meeting. He thanked D. Hodgins for attending and presenting a financial update. The group discussed the vaccine roll-out and it will be a key topic going forward. Generally, the medical staff have a sense they are not supported (in relation to

long term care residents and workers receiving the vaccine first.) He noted that the upcoming Joint Conference Committee would help communications.

Dr. Roberts noted that communication is a recurring theme in healthcare and proposed more that direct (mini) and regular engagements be planned to foster relationships and review strategic directions.

D. Howard noted that a medical staff update will be added as a regular/standing agenda item.

It was supported that Dr. W. Hollis, Chair, Liaison Committee will work with Dr. K. Stolee and Dr. M. Roberts. Dr. Guppy noted that it is essential to keep open communications.

## **12. Board Committee Reports**

### **12.1 Finance Committee – January 21, 2021 – K. Clupp**

K. Clupp noted that the monthly report is included in the materials for information. He stated that the deficit is due to COVID and in its absence PSFDH would have a balanced budget. PSFDH may carry lost revenue costs if not reimbursed.

### **12.2 Governance Committee – January 19, 2021 – J. Hewitt**

#### **a) Committee Report to Board**

J. Hewitt referred the members to the Governance Committee report. He referenced the meeting evaluation. He noted that further changes to the portal were made for a better user experience.

#### **b) Governance Process Policy No. 2.16, “Confidentiality”**

The Governance Committee received a Liaison Committee request to review the “Confidentiality” policy with respect to level of transparency of information that can be posted. The Governance Committee will consider the options. Currently, board minutes are posted and committee minutes are available upon request.

#### **c) Executive Committee Work Plan 2020/21**

The work plan was shared for information and no resolution for work plan approval is required.

### **12.3 Extended Executive Committee – December 9, 2020 – D. Howard**

#### **a) MAC Recommendations – December 2020**

The draft minutes (December 9, 2020 meeting) were included with the board materials.

### **12.4 Liaison Committee – January 8, 2021 – Dr. W. Hollis**

#### **a) Committee Report to Board**

The Committee report was included in the materials. Dr. Hollis noted that the committee is reviewing the community partners list (policy appendix.) K. Kelly will share a copy for the board's consideration. Dr. Hollis asked members to share suggested additions with him.

He advised that the new PSFDH Foundation ED will be invited to an upcoming Liaison Committee meeting.

## **13. Standing Items**

### **13.1 Strategic Planning Update – January 29 and January 30, 2021**

D. Howard reminded the members of the upcoming planning sessions. The pre-session survey responses are being collated. She noted that this is the beginning of the planning process, which will create a foundation of common understanding. All agreed that it is important to engage with our internal partners. D. Howard recognized the time pressure and acknowledged the time afforded by those who are able to attend.

**14. Information Items**

The items were provided for information.

**15. Next Meeting Date**

Tuesday, February 23, 2021, Tele/Videoconference at 7:30 a.m.

**16. Adjournment**

*RESOLUTION No. 14/21*

*MOVED by J. Hewitt*

*SECONDED by A. Thomlinson*

*THAT the January 26, 2021 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 9:24 a.m.*

*CARRIED.*

---

D. Howard, Chair

---

Dr. B. Guppy, Secretary