

Perth and Smiths Falls District Hospital

Board of Directors Meeting
Tuesday, January 23rd, 2024

Via GWM Boardroom and Videoconference @ 7:30 a.m.

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

1. Call to Order – Dr. W. Hollis

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

2. Chair’s Remarks – Dr. W. Hollis

Dr. W. Hollis welcomed everyone to the meeting.

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 Patient Story – ED Experience

Following the quality of care review presented at the November Board meeting, Ms. Stanzel was invited to present her story to the January Board meeting.

Mrs. Stanzel relayed her experience with the care delivered to her husband at both the Smiths falls and Perth Emergency Departments. She indicated that she hoped that relaying her story would assist in preventing such an experience with another patient & family. Ms. Stanzel was asked if she was satisfied with the hospital’s response to her complaint and she indicated that she was very satisfied.

Dr. W. Hollis thanked Mrs. Stanzel for joining the Board Meeting and sharing her story.

5. Program Presentation

5.1 Emergency Department Program Presentation

M. B. Hennin and B. Smith provided a Program Presentation on our Emergency Departments.

B. Smith discussed the risks and mitigation (staffing/recruitment/retention) and the QIP initiatives for 2024-2025. The PowerPoint slide is available for review on the Portal.

6. Approval of Agendas

6.1 Regular Meeting Agenda

RESOLUTION No. 01/24

MOVED by R. Dyke

SECONDED by G. Church

*THAT the January 23rd, 2024 open session Board Agenda was approved as presented.
CARRIED.*

6.2 Consent Agenda

i) PSFDH Board of Directors Minutes – November 28, 2023

RESOLUTION No. 02/24

MOVED by R. Dyke

SECONDED by G. Church

*THAT the November 28, 2023 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. M. Cohen shared that there hasn't been much movement from the OHT in the last 18 months.

RESOLUTION No. 03/24
MOVED by K. Clupp
SECONDED by S. Anderson

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:

- Despite the high volumes that continue to come through the ED, we have been able to open up some beds
- Lumeo education will be starting shortly for the Physicians
- Dr. Morell is hopeful to bring in the following specialists to help supplement our current family physicians:
 - 2 ED Specialists
 - 1 Gastroenterologist
 - 1 Endoscopy
 - 1 (or 2) Internal Medicine
 - 2 Hospitalists
 - 1 General Surgeon for 2024 (A General Surgeon has already been recruited for 2025)
 - 1 Midwife to help reduce the on-call for the current OB-Gyn's

RESOLUTION No. 04/24
MOVED by K. Fair
SECONDED by J. Church

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:

- Medical Staff Association had their first meeting of 2024 last week and the committee received a presentation on Vanessa's Law
- Currently discussing possibly attaching MSA dues to credentialing
- Working on planning a retirement party for Dr. Stolee, Dr. Anderson and Dr. Del Grande
- Dr. Wahay shared that the MSA didn't have any ideas for the Board Engagement session. M. Cohen and Dr. Wahay will meet to develop a plan.

7.4 PSFDH Foundation Report

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

- The Winter Appeal raised just under 372K, which doesn't include the 100K donation from the Trick Family Foundation. Overall, there has been approximately a 20% return rate from the Winter Campaign letters that were sent out
- A number of tickets will be set aside for staff to purchase for next years Black Tie Bingo event
- There has been a significant increase in our Social Media Page followers and our donor list has considerably expanded
- The MRI Campaign total is currently sitting at \$2,352,626

8. Closed Session

RESOLUTION No.05/24
MOVED by R. Dyke
SECONDED by K. Clupp

THAT the PSFDH Board of Directors moved to closed session at 8:32 a.m.
CARRIED.

RESOLUTION No. 07/24
MOVED by R. Schooley
SECONDED by S. Anderson

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

Note: Housekeeping Resolution 06/24 was moved and approved during closed session.

Closed Session Resolutions:

- **Approval of Minutes – November 28, 2023**

RESOLUTION No. 08/24

MOVED by K. Clupp

SECONDED by J. Church

THAT the PSFDH Board of Directors adopts the November 28, 2023 closed session Board Minutes.

CARRIED.

- **Chief of Staff Report - Professional Staff Appointments/Reappointments (Dec 12, 2023 & Jan 9, 2024)**

RESOLUTION No. 09/24

MOVED by K. Clupp

SECONDED by J. Church

THAT the PSFDH Board of Directors adopts the Chief of Staff report (Professional Staff Appointments from December 12, 2023 and January 9, 2024) from the Closed Session.

CARRIED.

9. Education Presentation

9.1 DEI Presentation

Deferred due to lack of time.

10. New Business

There was no new business brought forward at the January meeting.

11. Business Arising

There was no business arising at the January meeting.

12. Board Committee Reports

12.1 Governance Committee – January 16, 2024

12.1.1 Governance Committee Report *

The Governance Committee Report was included in the package with a breakdown of the revised policies listed below. C. Maloney informed the Board that there are some ONCA requirements that must be met by October 2024.

12.1.2 2.3 Director Position Description

Policy 2.3 - Director Position Description was revised and included in the Board Package.

12.1.3 2.8 Board Members Code of Conduct

Policy 2.8 - Board Members Code of Conduct was revised and included in the Board Package.

12.1.4 2.23 Conflict of Interest

Policy 2.23 - Conflict of Interest was revised and included in the Board Package.

RESOLUTION No. 10/24

MOVED by K. Clupp

SECONDED by S. Gauthier

THAT the PSFDH Board of Directors approved the following policies as presented:

- 2.3 Director Position Description
- 2.8 Board Members Code of Conduct
- 2.23 Conflict of Interest

AND THAT the PSFDH Board of Directors approved the recommendation to withdraw the following policies:

- 2.16 Confidentiality (Covered under policy 2.12 and 2.8)

- 2.18 Board Recruitment (Covered by By-Laws and Governance Committee Terms of Reference)

CARRIED.

12.2. Finance Committee – January 18, 2024

12.2.1 Finance Committee Report and Dashboard*

The Finance Committee report was included in the package.

12.2.2 Unplanned HIRF Capital Request

A Briefing note was included in the package.

The hospital staff recommend consideration and approval of the Board of Directors to proceed with phase two of the Perth roof replacement subject to approval of HIRF one-time funding up to \$0.8 million for the project.

RESOLUTION No. 11/24

MOVED by K. Clupp

SECONDED by G. Church

THAT the PSFDH Board of Directors approves phase two of the Perth roof replacement subject to approval of HIRF one-time funding up to \$0.8 million for the project.

CARRIED.

12.2.3 Operating 2024-2025 Budget Approach

D. Hodgins reviewed the Operating Budget Fiscal Year 2024/2025 PowerPoint which is available on the Board Portal. D. Hodgins shared that PSFDH has the second highest deficit in OHE.

D. Hodgins expanded on key drivers that are contributing to our financial situation and the 24/25 additional operational impacts. Discussion ensued regarding the MRI only running Monday-Friday from 8-4pm. It was noted that the plan is to keep this schedule for the first year and then contemplate whether or not we can expand.

The Finance Committee is seeking Board of Director approval of the following:

- 1) Approval of the overall 2024/25 Hospital Operating Budget resulting in a deficit \$(17.6M) operating margin before building depreciation.
- 2) Delegate authority to CEO & Board Chair to manage the Hospital Service Accountability Agreement (HSAA), and Multi-Sector Accountability Agreement (MSAA) 2024/25 extension agreements.
- 3) Recognition that the fiscal year 2024/25 Hospital Sector Accountability Agreement will require a Balanced Budget Waiver request.

RESOLUTION No. 12/24

MOVED by K. Clupp

SECONDED by G. Church

THAT the PSFDH Board of Directors approves the three recommendations noted above.

CARRIED.

12.3 Liaison Committee – January 9, 2024

12.3.1 Liaison Committee Report

The Liaison committee report was posted to the Board portal for review.

11.4 Board Quality Committee – January 11, 2024

11.4.1 Board Quality Committee Report

The Board Quality committee report was posted to the Board portal for review.

13. Standing Items

There were no Standing items at the January meeting.

14. Information Items

a) Auditors Annual Report (Emergency Department Report)


Dr. W. Hollis encouraged Board Members to review the Auditors Annual Report, specifically in relation to the Emergency Department. The link is available on the Board Portal.

15. Next Meeting Date
Tuesday, February 27th, 2024 in the GWM Boardroom.


16. Closed Session No.2

17. Adjournment
RESOLUTION No. 13/24
MOVED by G. Church
SECONDED by S. Gauthier

THAT the January 23rd, 2024 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 9:08 a.m.
CARRIED.



Dr. W. Hollis, Chair



M. Cohen, Secretary