

Perth and Smiths Falls District Hospital

Board of Directors Meeting

Tuesday, June 25th 2024

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

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

1. Call to Order – Dr. W. Hollis

Dr. W. Hollis called the meeting to order at 7:31 a.m.

2. Closed Session

RESOLUTION No.61/24

MOVED by S. Gauthier

SECONDED by R. Dyke

THAT the PSFDH Board of Directors move to closed session at 7:32 a.m.

CARRIED.

RESOLUTION No. 64/24

MOVED by K. Clupp

SECONDED by R. Schooley

THAT the PSFDH Board of Directors move out of the closed session at 7:54 a.m.

CARRIED.

Note: Housekeeping Resolution 62/24 and 63/24 was moved and approved during closed session.

Closed Session Resolutions:

• **Chief of Staff Report - Professional Staff Appointments/Reappointments (June 18th, 2024)**

RESOLUTION No. 65/24

MOVED by K. Clupp

SECONDED by R. Schooley

THAT the PSFDH Board of Directors adopts the Chief of Staff report (Professional Staff Appointments from June 18th, 2024) from the Closed Session.

ALL IN FAVOUR.

CARRIED.

3. Chair's Remarks – Dr. W. Hollis

Dr. W. Hollis welcomed everyone to the meeting and he took a moment to thank G. Church for his long-term dedication to the PSFDH Board. Today's Board meeting will be the last meeting for G. Church, as his term has come to an end, however he will be staying on the Liaison Committee as a community member.

4. Declaration of Conflict of Interest – Dr. W. Hollis

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

5. Education Presentation

5.1 LCSS Compliance Obligations – H. Bedor

H. Bedor provided an education session on LCSS Compliance obligations. All inspection elements must be met to be deemed compliant and any non-compliant items will have a resolution timeline that is dependent upon the risk level. The PowerPoint was included in the package and is available on the portal.

H. Bedor reported that her team performed admirably and passed compliance. M. Cohen added H. Bedor's presentation down-played the monumental efforts of Heidi and her team to pass the compliance audit with "flying-colours". The fact that the Ministry has requested that they showcase many of our processes with peer sites is a testament to the exemplary services provided by LCSS.

6. Approval of Agendas

6.1 Regular Meeting Agenda

RESOLUTION No. 66/24

MOVED by R. Schooley

SECONDED by G. Church

THAT the June 25th, 2024 open session Board Agenda was approved as presented.

ALL IN FAVOUR.

CARRIED.

6.2 Consent Agenda

I. PSFDH Board of Directors Minutes – May 28, 2024 *

II. **CEO Report – M. Cohen *** - M. Cohen will ask other organizations what they include in their CEO Reports to the Board.

III. **PSFDH Foundation Report – M. Hallam *** - K. Fair shared that the new date for the MRI Ribbon Cutting is Wednesday, September 18th, 2024.

IV. **Governance Committee Report – C. Maloney ***

V. **Board Quality Committee Report – I. Boyle ***

RESOLUTION No. 67/24

MOVED by R. Schooley

SECONDED by G. Church

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

ALL IN FAVOUR.

CARRIED.

VI. **Finance Committee Report & Financial Statements ***

THAT the Perth and Smiths Falls District Hospital Board of Directors accepts the audited financial statements for the year ending March 31, 2024 as presented.

ALL IN FAVOUR.

CARRIED.

7. Action Items

7.1 Chief of Staff Report – Dr. T. Morell

Dr. Morell provided the following updates:

- To date the we are well staffed with Physicians
- Hospitalist issues continue, but we're working on getting those covered
- The hospitalist schedule in SF looks good for fall and winter of 2024

M. Cohen shared that PSFDH is not unique and that other hospitals are also struggling with hospitalists and the plan is to work on a corporate solution.

Discussion ensued regarding PT vs. FT positions. M. Cohen will develop an education session for the Board pertaining to staffing (ex. Scope of practice for RPN, benefits of Perm PT, FT and Casual). A certain ratio needs to be maintained in order to be able to grant vacation. The four float positions that were previously created are still vacant as nurses want to remain in one department and not float.

RESOLUTION No. 68/24

MOVED by S. Anderson

SECONDED by S. Pankow

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

CARRIED.

7.2 Medical Staff Report

Dr. Wahay shared the following updates:

- The retirement party will be held Thursday, September 19th at Ecotay
- Brian Goldman recently interviewed Dr. Drummond and a few other Physicians pertaining to ED closures. Dr. Wahay will let the Board know once the interview is released and K. Kelly will let the Board know where they can access the interview.
- Continuing to work on organizing an education session for early July with Dr. Lee regarding Lyme and Anaplasmosis

8. Program Presentation

Nil.

9. New Business

9.1 Year End Mandated Reporting

D. Hodgins reviewed the Year-End reporting with the Board.

RESOLUTION No. 69/24

MOVED by R. Dyke

SECONDED by R. Schooley

THAT the PSFDH Board of Directors approved the year-end reporting that was presented at the Board Meeting.

ALL IN FAVOUR.

CARRIED.

9.2 Revised By-Law

C. Maloney revised the By-Law and the final (draft) version was included in the Board Package.

RESOLUTION No. 70/24

MOVED by K. Clupp

SECONDED by I. Boyle

THAT the PSFDH Board of Directors approved the revised By-Law and recommended that it be sent to the AGM for approval.

ALL IN FAVOUR.

CARRIED.

10. Business Arising

10.1 2023/2024 Scorecard & Year End Strategy Performance Review

M. Cohen provided a PowerPoint presentation on the 2023/2024 Strategic Plan and Year End Strategy Review. M. Cohen outlined the progress against the plan, highlighting several important accomplishments.

M. Cohen credited the success in this first year to the hard work and dedication of his team, and thanked the board for their support.

11. Standing Items

11.1 Finance Dashboard

D. Hodgins discussed the embargoed Financial Dashboard that outlines our progress which displays only 1 month into the 24/25 fiscal year

A question was raised about proactively raising the limit for the line of credit to assist in managing cash flow. D. Hodgins pointed out that securing an interest free cash advance from the Ministry requires that our line of credit is at limit, so increasing the line of credit limit should not be pursued until the cash advances are exhausted.

D. Hodgins added that the loan for Lumeo will go through the OFA and that all 6 hospitals will be using them for long term funding. We're currently waiting for approval from the Ministry for approval on our Letters of Patent. Once received it will be sent to the OFA with a hopeful target date of early September 2024.

12. Information Items

a) Annual General Meeting – Annual General Meeting is taking place right after this meeting.

b) Second Board Meeting – The second meeting is taking place right after the Annual General Meeting.

c) Tentative – MRI Ribbon Cutting – K. Fair confirmed earlier in the meeting that the ribbon cutting will take place on Wednesday, September 18th, 2024.

13. Next Meeting Date

Tuesday, September 24th, 2024 in the GWM Boardroom/Zoom.

14. Closed Session – Independent Directors

15. Adjournment

RESOLUTION No. 71/24

MOVED by R. Dyke

SECONDED by R. Schooley

THAT the June 25th, 2024 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 8:45 a.m.

CARRIED.



Dr. W. Hollis, Chair



M. Cohen, Secretary