

**Perth and Smiths Falls District Hospital**  
Board of Directors Meeting  
Tuesday, November 28, 2023  
Via SF Boardroom and Videoconference @ 7:30 a.m.

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PRESENT: Dr. W. Hollis (Chair), B. Smith, M. Cohen, R. Schooley, I. Boyle, K. Clupp, S. Gauthier,  
J. Church, S. Anderson, Dr. Roberts, K. Fair, A. Thomlinson, G. Church and C. Maloney  
Zoom: D. Thomson, S. Pankow, K. Weekes, Dr. Morell, J. Brown and R. Dyke

REGRETS: Dr. A. MacDonald

IN ATTENDANCE: C. Rustan, Recording Secretary, D. Hodgins, VP, Finance & Support Services, M. Hallam,  
PSFDH Foundation CEO, J. Cray, Supervisor, Environmental Services & Facilities, Dr.  
Leigh Wahay

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**1. Call to Order – Dr. W. Hollis**

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

**2. Chair's Remarks – Dr. W. Hollis**

Dr. W. Hollis welcomed everyone to the meeting.

Dr. W. Hollis informed the Board that moving forward all directors will be invited to all Committee Meetings and Dr. W. Hollis encouraged Board Members to attend these meetings if possible.

**3. Declaration of Conflict of Interest – Dr. W. Hollis**

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

**4. Approval of Agendas**

**4.1 Regular Meeting Agenda**

I. Boyle requested that the following item be added to the agenda:

11.4.1 Board Quality Report – I. Boyle

RESOLUTION No.127/23

MOVED by G. Church

SECONDED by K. Fair

THAT the PSFDH Board of Directors meeting agenda be approved with the addition noted above.  
*CARRIED.*

**4.2 Consent Agenda**

**i) PSFDH Board of Directors Minutes – October 24<sup>th</sup>, 2023**

*RESOLUTION No. 128/23*

MOVED by G. Church

SECONDED by K. Fair

*THAT* the October 24<sup>th</sup>, 2023 open session Board Minutes were approved as presented.  
*CARRIED.*

**5. Action Items**

**5.1 Leadership Report – M. Cohen**

The Leadership Report was included in the package.

RESOLUTION No. 129/23

MOVED by G. Church

SECONDED by K. Fair

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

## 5.2 Chief of Staff Report – Dr. T. Morell

Dr. Morell provided the following updates:

- One physician has opted to take a leave of absence due to pressures/burn out
- One of our current Part-Time Physicians has opted to come to PSFDH Full-time from QCH
- Currently working with KHSC to offload some of their Emergency Cases
- Everyone in the region has been and continues to be faced with ongoing pressures in health care

RESOLUTION No. 130/23

MOVED by R. Schooley

SECONDED by C. Maloney

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

*CARRIED.*

## 5.3 Medical Staff Report – Dr. M. Roberts

Dr. Roberts shared that Dr. Leigh Wahay has joined our Board meeting via Zoom as she will be taking over for Dr. Roberts as the President of the Medical Staff Association come January 2024.

D. Roberts encouraged Dr. Hollis and all Board Members to establish a series of questions to help narrow down what the goal would be for the Board Engagement Session. The Board Engagement sessions should have a structured approach and should be reoccurring to help ensure that the relationships that are developed at the first session will be maintained.

Dr. Hollis/R. Schooley will discuss the Board Engagement Session at the January Liaison Meeting.

## 6. Closed Session

RESOLUTION No.131/23

MOVED by S. Anderson

SECONDED by K. Fair

*THAT* the PSFDH Board of Directors moved to closed session at 7:48 a.m.

*CARRIED.*

RESOLUTION No. 133/23

MOVED by C. Maloney

SECONDED by I. Boyle

*THAT* the PSFDH Board of Directors moved out of the closed session at 8:13 a.m.

*CARRIED.*

Note: Housekeeping Resolution 132/23 was moved and approved during closed session.

### Closed Session Resolutions:

#### • Approval of Minutes – October 24, 2023

RESOLUTION No. 134/23

MOVED by K. Fair

SECONDED by C. Maloney

*THAT* the PSFDH Board of Directors adopts the October 24<sup>th</sup>, 2023 closed session Board Minutes.

*CARRIED.*

#### • Chief of Staff Report - Professional Staff Appointments/Reappointments

RESOLUTION No. 135/23

MOVED by K. Fair

SECONDED by J. Brown

*THAT* the PSFDH Board of Directors adopts the Chief of Staff report (Professional Staff Appointments) from the Closed Session.

*CARRIED.*

**7. Patient & Family Centred Care/Education Presentation**

**7.1 First MRI Scan – Patient Story**

The First MRI Scan - Patient Story was included in the Board Package.

**7.2 Quality, Safety and the EMR**

Dr. Morell and B. Smith provided a PowerPoint presentation to the Board on Quality, Safety and the EMR. The Presentation is available on the PSFDH portal.

The presentation touched base on how an Electronic Medical Record plays a huge role in increased safety and quality patient care. As well as the importance of an Automated Workflow.

**8. Foundation & Auxiliaries**

**8.1 PSFDH Foundation Report**

The PSFDH Foundation report was included in the package. M. Hallam shared that Black Tie Bingo 2024 has been scheduled for November 16<sup>th</sup> and some businesses have already confirmed their sponsorship for next year's event. K. Fair added that the PSFDH Foundation is currently sitting at 1.9M for the MRI Campaign.

C. Rustan will circulate the MRI Video Tour link to all Board Members after today's meeting.

**8.2 GWM Auxiliary**

There was no report from the GWM Auxiliary.

**9. New Business**

**9.1 Environmental Services – Program Presentation**

J. Cray and D. Hodgins provided a program presentation on Environmental Services and highlighted all of the hard work that they have completed thus far and all of the changes that are coming.

**9.2 Strategic Plan Report**

B. Smith noted that the Strategic Plan Presentation was included in the package. During the presentation, B. Smith discussed Recruitment and Retention, Code Simulations, Huddle Boards, NVCI, the Wellness Committee and our Medical Human Resource Plan.

**10. Business Arising**

There was no business arising at the November meeting.

**11. Board Committee Reports**

**11.1 Governance Committee – November 21, 2023**

**11.1.1 Governance Committee Report \***

The Governance Committee Report was included in the package and a brief memo was provided to outline all of the considerations that are being brought forward to the Board today with regards to the policies noted below.

**11.1.2 Committee Memberships**

The Board of Directors reviewed the proposed Committee Memberships.

**11.1.3 2.21 Statement of Roles and Responsibilities**

C. Maloney recommended that 2.20 Responsibilities of the Board be deleted as it is covered under 2.21 Statement of Roles & Responsibilities. Verbiage regarding expectations of Individual Directors will be added to policy 2.3 and brought forward for Board approval in Jan 2024.

RESOLUTION No. 136/23

MOVED by C. Maloney

SECONDED by G. Church

*THAT* the PSFDH Board of Directors approved 2.21 Statement of Roles and Responsibilities of the Board as presented and approves the deletion of 2.20 Responsibilities of the Board.  
*CARRIED.*

**11.1.4 2.6.1 (B) Capital Planning Sub-Committee Terms of Reference**

C. Maloney recommended a thorough review in conjunction with the Audit & Finance Committee when subcommittee is activated.

RESOLUTION No. 137/23  
MOVED by C. Maloney  
SECONDED by G. Church

*THAT* the PSFDH Board of Directors approves 2.61 (B) Capital Planning Sub-Committee Terms of Reference as presented.  
*CARRIED.*

**11.1.5 2.6.7 Joint Committee Terms of Reference**

RESOLUTION No. 138/23  
MOVED by C. Maloney  
SECONDED by G. Church

*THAT* the PSFDH Board of Directors approves 2.6.7 Joint Committee Terms of Reference as presented.  
*CARRIED.*

**11.1.6 2.7 Annual Board Planning Cycle**

RESOLUTION No. 139/23  
MOVED by C. Maloney  
SECONDED by G. Church

*THAT* the PSFDH Board of Directors approves 2.7 Annual Board Planning Cycle as presented.  
*CARRIED.*

**11.1.7 2.5 Board Committee Principles**

C. Maloney recommended that 2.6 Board Committee Structures be archived as it is covered under 2.5 Board Committee Principles.

RESOLUTION No. 140/23  
MOVED by C. Maloney  
SECONDED by G. Church

*THAT* the PSFDH Board of Directors approves 2.5 Board Committee Principles as presented and the deletion of 2.6 Board Committee Structures.  
*CARRIED.*

**11.2. Finance Committee – November 23, 2023**

**11.2.1 Finance Committee Report \***

The Finance Committee report was included in the package.

**11.2.2 Financial Reporting – Financial Statements and Dashboard**

The Financial Statements and Dashboard was included in the package.

**11.2.3 Operating 2024/205 Budget Approach**

D. Hodgins provided a PowerPoint presentation on the 2024/2025 Budget Approach and the slides can be found on the Portal. The draft budget will come back for approval in Jan 2024.

**11.3 Liaison Committee – November 7, 2023**

**11.3.1 Liaison Committee Report**

The Liaison report was posted to the Portal and R. Schooley shared that the Board did meet with RCHS and they will be meeting again with the CEO's. Dr. W. Hollis shared that Chris is waiting to hear back from M. Bellows.

**11.4 Board Quality Committee – November 9<sup>th</sup>, 2023**

**11.4.1 Board Quality Committee Report**

C. Rustan will post the Board Quality report to the Portal. I. Boyle shared that Board Quality received a presentation on Accreditation and a Flow project. A new Surge policy will be implemented shortly and the OHA Solution will go live sometime in 2024 to assist with measuring patient experiences. As well, PFAC is looking to recruit more diverse individuals.

**12. Standing Items**

There were no Standing items at the November meeting.

**13. Information Items**

**a) Board Budget and Educational Opportunity**

Dr. W. Hollis encouraged all Board Members to subscribe to the OHA newsletter and reminded the Directors that there is a budget for educational opportunities.

**14. Next Meeting Date**

Tuesday, January 23, 2024 in the GWM Boardroom.

**15. Closed Session No.2**

**16. Adjournment**

*RESOLUTION No. 141/23*

*MOVED by K. Fair*

*SECONDED by G. Church*

*THAT the November 28, 2023 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 9:33 a.m.*

*CARRIED.*

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Dr. W. Hollis, Chair

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M. Cohen, Secretary