

**Perth and Smiths Falls District Hospital**  
Board of Directors Meeting  
Tuesday, April 22<sup>nd</sup>, 2025  
Via GWM Boardroom and Teams @ 7:30 a.m.

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Present: Dr. W. Hollis, R. Schooley, K. Kelly, S. Anderson, B. Smith, K. Clupp, R. Dyke, M. Cohen, W. Bromm, Dr. Morell, E. Farrell, K. Fair, S. Gauthier, J. Brown and W. McPhee (Guest)  
Teams: J. Church, Dr. Wahay, H. Mostamandi, Dr. MacDonald, C. Maloney, S. Pankow, D. Thomson and Dr. Roberts (Guest)  
Regrets: M. Hallam, M.L. Hussak and I. Boyle  
In Attendance: C. Rustan, Recording Secretary

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**1. Call to Order – Dr. W. Hollis**

Dr. W. Hollis called the meeting to order at 07:31 a.m.

**2. Education Presentation**

**2.1 Medical Human Resource Planning – Dr. T. Morell**

Dr. Morell provided an education session on Medical Human Resource Planning. Dr. Morell discussed the Medical Staff Count in multiple different departments. The breakdown outlined how many medical staff we currently have in the departments; how many we had last year and how many we should have at any given time.

Dr. Hollis shared that the biggest challenges continue to be:

- Surgical – Equipment and finding space
- OBS fee structure
- Pay scale in ER

**3. Approval of Agenda**

Under dates to remember the following revisions were brought forward:

- The Governance Committee has opted to push their meeting back by a week, so it will now occur on May 20<sup>th</sup> instead of May 13<sup>th</sup> to align with the interviews for Board Recruitment.
- Liaison was not listed – However the next meeting will take place on May 13<sup>th</sup>, 2025

*THE* April 22<sup>nd</sup>, 2025 open session Board agenda was approved by consensus, with the inclusion of the revisions noted above.

*ALL IN FAVOUR.*

*CARRIED.*

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

Dr. W. Hollis welcomed everyone to the meeting and provided the following updates:

- K. Clupp will be attending the OHA Leadership Conference in May
- M. Cohen and Dr. Hollis continue to meet monthly to keep both the Board and Hospital informed
- Continuing to work on efficiencies, while ensuring the Board is kept up-to-date on progress

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

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

**6. Closed Session**

*THAT* the PSFDH Board of Directors move into closed session at 7:55 a.m.

*CARRIED.*

*THAT* the PSFDH Board of Directors move out of closed session at 7:56 a.m.

*CARRIED.*

**Closed Session Resolutions:**

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

RESOLUTION No. 35/25

*MOVED* by R. Dyke

*SECONDED* by W. Bromm

*THAT* the PSFDH Board of Directors adopts the Chief of Staff report (Professional Staff Appointments from April 8<sup>th</sup>) from the Closed Session.

*ALL IN FAVOUR.*

*CARRIED.*

## 7. Approval of Agendas

### 7.1 Consent Agenda

- I. PSFDH Board of Directors Minutes – March 25<sup>th</sup>, 2025 \*
- II. CEO Report – M. Cohen \*
- III. PSFDH Foundation Report – M. Hallam – Foundation report was not submitted this month
- IV. Governance Committee Report – C. Maloney \*
  - o BRD 1 – 2.21 – Roles and Responsibilities
  - o BCom 2 – 2.6.2 – Board Quality Committee Terms of Reference
  - o BCom 3 – 2.6.9 – Medical Advisory Committee Terms of Reference
  - o B Com 4 – 2.6.1 – Audit & Finance Committee Terms of Reference
  - o BCom 8 – Fiscal Advisory Committee Terms of Reference
- V. Board Quality Report

*THAT the consent agenda items noted above were approved as presented by consensus.*  
*ALL IN FAVOUR.*  
*CARRIED.*

A question was raised regarding the status of the Algonquin College campus. M. Cohen relayed the conversation with C. Brulé, President of the College. He indicated that the college will not be moving to deal with the property until the end of the next full term of school (August 2026). If a decision is made to sell the property outright, approvals from the ministry of education will be required.

*M. Cohen will continue to monitor this closely as per a request from a few Board members.*

## 8. Finance Committee

### 8.1 Financial Update

R. Dyke shared that the April meeting was cancelled to allow Finance to focus on Year End and that a report will be brought forward to the Board meeting in May.

## 9. Action Items

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

*THAT the Chief of Staff Report was approved as presented by consensus.*  
*CARRIED.*

### 9.2 Medical Staff Report

Dr. Wahay shared the following updates:

- Dr. Cuniffe has sorted out a 3-month plan to assist with unattached patients come May 1<sup>st</sup>
- Dr. Wahay is currently working on organizing a retirement party for Dr. Drummond. Dr. Drummonds privileges have not changed; however, his service of delivery has, therefore he will continue to work in the ED, and another physician has picked up his practice.

## 10. New Business

### 10.1 Support and Empower People – B. Smith

B. Smith shared the scorecard and discussed the Q4 data from the support and Empower people category.

### 10.2 Program Presentation – Peri-Operative Services - B. Smith, W. McPhee and Dr. Roberts

B. Smith provided a program presentation on Peri-operative services, which has been posted to the portal.

### 10.3 MOU Foundation & Hospital

The Hospital & Foundation MOU was included in the package. Dr. W. Hollis did note that both the Foundation Board and the Hospital Board have a commitment to make a personal philanthropic gift to the Foundation in support of the Hospital.

RESOLUTION            36/25  
MOVED by               K. Clupp  
SECONDED by          R. Dyke

*THAT the Board of Directors approved the Hospital and Foundation MOU as presented.*  
*CARRIED.*

**11. Business Arising from minutes**

There was no business arising at the April 22<sup>nd</sup>, 2025 meeting.

**12. Information Items**

- a) **AODA Training** – Please complete the AODA training
- b) **Chair Report** – The Deloitte Report was included in the package.
- c) **Grateful Patient Letter** – A grateful patient letter was included in the Board package.

**13. Next Meeting Date**

Tuesday, May 27<sup>th</sup>, 2025 at 7:30am in the GWM Boardroom and Teams.

**14. Adjournment**

*THAT the April 22<sup>nd</sup>, 2025 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 8:48 a.m.*

**CARRIED.**

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Dr. W. Hollis, Chair

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M. Cohen, Secretary