

**Perth and Smiths Falls District Hospital**  
Board of Directors Meeting  
Tuesday, May 27<sup>th</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, E. Farrell, M. L. Hussak, C. Maloney, R. Schooley, I. Boyle, J. Brown, M. Hallam, B. Izadi (Guest) and D. Leboeuf (Guest)  
Teams: Dr. Wahay, S. Pankow, K. Fair, Dr. Morell, S. Gauthier, Dr. Morell, D. Thomson and Dr. N. Parikh (Guest)  
Regrets: Dr. MacDonald and J. Church  
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. Approval of Agenda**

Dr. W. Hollis shared that agenda item number “10.2 Succession Planning” will be done at the end of the Board Meeting.

*THE* May 27<sup>th</sup>, 2025 open session Board agenda was approved by consensus.

*ALL IN FAVOUR.*

*CARRIED.*

**3. Cyber Security – D. Leboeuf**

D. Leboeuf provided an education session on cyber security and that presentation is available on the Portal. IT will be working on cyber awareness and providing staff and all volunteers’ (Board included) education on prevention and protection.

The hospital was able to obtain cyber security insurance through HIROC, due to meeting all their requirements. HIROC is pleased with the steps that the Hospital has taken to ensure every effort is made to avoid a cyber attack.

*C. Rustan will be moving the Board Portal items to SharePoint over the summer.*

*IT will work on providing Board Members with a PSFDH e-mail for security purposes.*

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

K. Clupp attended the OHA Health Care Leadership Summit earlier this month. K. Clupp noted that PSFDH seems to be in a much better situation compared to some other Hospitals.

**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 7:53 a.m.

*CARRIED.*

*THAT* the PSFDH Board of Directors move out of closed session at 8:11 a.m.

*CARRIED.*

**Closed Session Resolutions:**

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

RESOLUTION No. 36/25

*THAT* the PSFDH Board of Directors adopts the Chief of Staff report (Professional Staff Appointments from May 13<sup>th</sup>) from the Closed Session be approved by consensus.

*ALL IN FAVOUR.*

*CARRIED.*

## **7. Approval of Agendas**

### **7.1 Consent Agenda**

- a) PSFDH Board of Directors Minutes – April 22, 2025 \*
- b) CEO Report – M. Cohen \*
- c) PSFDH Foundation Report – M. Hallam
- d) Governance Committee Report – C. Maloney \*
  - i. 2.7 - Annual Board Planning Cycle and Agenda Control \*
  - ii. BRD 2 – Board Meetings \*
  - iii. BRD 7 – Board and Committee Expenses \*
  - iv. BSR 4 – Correspondence to the Board \*
  - v. DRR 1 – Director Position Description \*

Discussion ensued regarding the Foundation having a direct outreach on new Board Members regarding donating. S. Anderson also inquired about selecting a goal (ie. Bed) that everyone contributes to vs. individual donations.

*M. Hallam will bring the above idea back to the Foundation Board. More information to come.*

- vi. DRR 4 – Criminal Records Check \*
- e) Liaison Committee Report

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

## **8. Finance Committee**

### **8.1 Financial Update**

Our annual audit has been conducted and there were no significant findings to report. The hospital ended up with a balanced budget.

E. Farrell noted that the draft audited financial statements will come to the June Board meeting for approval.

### **8.2 Financial Statements and Dashboard**

The Financial Statements and Dashboard were included in the package.

E. Farrell added that the OHA shared that there is an expected 4% increase, in overall funding for hospitals, however that is across all types of funding. Funding letters are expected to arrive in July.

### **8.3 Lumeo Financial Update**

R. Dyke there is a new forecast that has been prepared due to getting credit for the resources that have been provided by our organization, which has resulted in significant cost savings.

E. Farrell indicated a forecasted expenditure of \$15.5M, approximately \$6M less than budget.

*M. Cohen will share our year-end results with D. Hodgins as per R. Schooley's request.*

## **9. Action Items**

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

*THAT the Chief of Staff Report that was included in the package was approved by consensus.  
CARRIED.*

### **9.2 Medical Staff Report**

The Medical Staff Report was posted to the portal.

M. Cohen reminded the Board that Dr. Drummond's retirement party is taking place on Thursday, June 5<sup>th</sup>.

## **10. New Business**

### **10.1 Program Presentation – Diagnostic Imaging**

B. Smith, B. Izadi and Dr. Parikh provided a program presentation on Diagnostic Imaging and that PowerPoint is available on the portal. The program consists of 38 FTE's, 3 Radiologists and in the process of hiring a 4<sup>th</sup>. The program presentation touched on the different types of services, DI wait times and the challenges and opportunities.

The Board discussed the ongoing challenges with wait times. W. Bromm inquired if people in our community are notified about our wait times. B. Smith additional resources have been added until Novari has been fixed. When the patient portal is up and running, patients will have better visibility into the process.

Dr. W. Hollis inquired about what's the implication on the IHF in our community and will it have any bearing on our strategic direction. M. Cohen has seen no change at this point.

Dr. Hollis requested that if wait times are not an appropriate indication of performance, then the team should bring forward appropriate KPI's at the next DI presentation.

#### **10.2 Succession Planning**

M. Cohen reviewed the Succession Planning presentation and discussed with the Board.

#### **10.3 Bill S211 Fighting Against Forced Labour and Child Labour in Supply Chains Act Report**

The report was included in the package. PSFDH is compliant and the report will be signed and sent off at the end of this week. MMC has the same requirement to submit their own Bill S211.

#### **11. Business Arising from minutes**

There was no business arising at the May 27<sup>th</sup>, 2025 meeting.

#### **12. Information Items**

#### **13. Next Meeting Date**

Tuesday, June 24<sup>th</sup>, 2025 at 7:30am in the GWM Boardroom and Teams.

The Annual General Meeting (AGM) will be held following the Board Meeting and then following the AGM, the Organization meeting will take place.

#### **14. Adjournment**

*THAT the May 27<sup>th</sup>, 2025 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 9:28 a.m.*  
**CARRIED.**



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Dr. W. Hollis, Chair



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M. Cohen, Secretary