

**Perth and Smiths Falls District Hospital**  
Board of Directors Meeting  
Tuesday, November 25<sup>th</sup>, 2025  
Via GWM Boardroom and Teams @ 7:30 a.m.

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Present: Dr. W. Hollis, K. Kelly, B. Smith, K. Clupp, M. Cohen, W. Bromm, I. Boyle, H. Mostamandi, R. Dyke, M. Hallam, M-L Hussak, M-A Gagné, Dr. Morell, S. Gauthier and S. Anderson  
Teams: Dr. Wahay, D. Thomson, J. Church, C. Langstaff and A. Pellerin  
Regrets: S. Pankow, Dr. MacDonald, J. Brown, E. Farrell and K. Fair  
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**

*THE* November 25<sup>th</sup>, 2025 open session Board agenda was approved by consensus.  
*CARRIED.*

**3. Accreditation**

M. Cohen provided an education session on Accreditation which was included in the package.

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

Dr. Hollis welcomed everyone to the November Board Meeting.

**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**

*THE* PSFDH Board of Directors moved into closed session by consensus at 7:52 a.m.  
*CARRIED.*

*THE* PSFDH Board of Directors moved out of closed session by consensus at 7:56 a.m.  
*CARRIED.*

**Closed Session Resolutions:**

- **Chief of Staff Report - Professional Staff Appointments/Reappointments**  
RESOLUTION No. 48/25

*THAT* the PSFDH Board of Directors adopt the Chief of Staff report (Professional Staff Appointments from November 4<sup>th</sup>) from the Closed Session. The report was approved by consensus.  
*CARRIED.*

**7. Approval of Agendas**

**7.1 Consent Agenda**

- i. **PSFDH Board of Directors Minutes – October 28<sup>th</sup>, 2025 \***
- ii. **CEO Report – M. Cohen \***
- iii. **PSFDH Foundation Report – M. Hallam**
- iv. **Communications & Development Committee Report – S. Anderson**
- v. **Board Quality Report – I. Boyle**

*The consent agenda was approved by consensus.*

**8. Finance Committee**

**8.1 Financial Statements and Dashboard**

R. Dyke shared that the hospital is six months into the fiscal year and the documents provided show data from the end of September. Revenue and Expenses are both tracking favourably and E. Farrell prepared a budget scenario for the remaining of the year.

Michael discussed the HSSP process and will continue to keep the Board apprised of anything that unfolds. M. Cohen confirmed that PSFDH remains on the high priority list.

*M. Cohen discussed the ongoing financial risks associated with the projection for next year:*

- *Back-office project – working with MCC on this project*
- *Medical coverage on the Perth Site – Will meet with Dr. Morrell Dr. Wahay and Dr. MacDonald to discuss.*

RESOLUTION No. 49/25

Moved by R. Dyke

Seconded by K. Clupp

*THAT the Board of Director's approve the recommendation from Finance to extend the contract of audit services with KPMG for a period of 4 years, pending successful negotiations of the increased rates.*

*ALL IN FAVOUR.*

*Carried.*

**9. Action Items**

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

The chief of Staff Report was included in the Board package.

**9.2 Medical Staff Report**

The Medical Staff Report was included in the Board package. Dr. Wahay was asked to bring back any recommendations or key information from the Mortality & Morbidity rounds to the Board Quality Committee,

Discussion ensued regarding informing the Board when articles are being released or any high-level communication pieces to keep Board Members apprised of what is going on.

B. Smith shared that 3-4% of the Emergency Department annual volume populates from areas outside of PDFDH catchment area.

**10. New Business**

**10.1 Strategy Scorecard – Support and Empower our People**

M. Cohen provided a PowerPoint presentation on Staff Satisfaction, which was included in the package. The results were conducted from the Global Workforce Survey that the staff completed earlier this year. M. Cohen reported that the overall staff satisfaction results have decreased slightly which might have been expected considering the survey was conducted during the Lumeo project.

M. Cohen shared that a Town Hall was recently held to apprise staff of what is in the works. As well, Senior Leadership rolled out Common Grounds, which is where SLT meets with departments to have informal conversations with everyone in the department over coffee and treats.

C. Langstaff inquired about reviewing the flow map of how the results were collected and/or dealt with for the following questions:

- My manager provides me with positive recognition for following correct << Patient>> safety procedures when an incident has occurred
- I am told about chances resulting from incident reports on my unit/team/work area

**11. Business Arising from minutes**

There was no business arising at the November 25<sup>th</sup>, 2025 meeting.

**12. Information Items**

**a) Board Reporting Schedule**

The board reporting schedule was included in the Board package.

**13. Next Meeting Date**

Tuesday, January 27<sup>th</sup>, 2026 at 7:30am in the GWM Boardroom.

**14. Adjournment**

*THAT the November 25<sup>th</sup>, 2025 Perth and Smiths Falls District Hospital Board of Directors' meeting be adjourned at 8:59 a.m.*

*CARRIED.*

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Dr. W. Hollis, Chair

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M. Cohen, Secretary