

Perth and Smiths Falls District Hospital

Board of Directors Meeting

Tuesday, June 27, 2023

Via Videoconference @ 7:30 a.m.

PRESENT: G. Church, B. Smith, K. Clupp, M. Cohen, K. Fair, B. Hirst, R. Schooley, Dr. W. Hollis, K. Weekes, A. Thomlinson, C. Maloney, J. Brown, Dr. M. Roberts, D. Thomson, J. Hewitt, Dr. Morell, C. Dolgowicz and S. Pankow

REGRETS: M. Quigg and I. Boyle

IN ATTENDANCE: D. Hodgins, VP, Finance & Support Services, M. Hallam, Executive Director, PSFDH Foundation, ~~N. Peckett, President, GWM Auxiliary~~, G. Laws, ED, Lanark County Mental Health, H. Bedor, ED, Lanark County Support Services, ~~J. Staples, President, SF Auxiliary~~, C. Rustan, Recording Secretary and Karen Kelly, Marketing and Communications Coordinator

1. Call to Order – G. Church

G. Church, called the meeting to order at 7:30 a.m.

2. Chair's Remarks – G. Church

G. Church welcomed everyone to the meeting.

3. Patient & Family Centred Care

3.1 Program Presentation - Deferred

D. Thomson shared the following items:

- PFAC has successfully recruited an individual from Balderson, ON
- A PFAC member will be joining the OR First Start Committee, which is one of the pillars embedded within the Strategic Plan
- D. Thomson recently joined the Medical Quality Association
- PFAC will be looking at harm reduction, which includes policies and procedures and they will be looking at Senior Complexities within the ED

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

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

5. Approval of Agendas – Dr. W. Hollis

5.1 Regular Meeting Agenda

RESOLUTION No. 72/23

MOVED by R. Schooley

SECONDED by J. Brown

THAT the June 27, 2023 regular Board of Directors meeting agenda be approved as presented.

CARRIED.

5.2 Consent Agenda

RESOLUTION No. 73/23

MOVED by R. Schooley

SECONDED by J. Brown

THAT the June 27, 2023 consent Board Agenda and the May 23rd, 2023 Board Minutes were approved as presented.

CARRIED.

6. Foundation & Auxiliaries

6.1 PSFDH Foundation – K. Fair

The PSFDH Foundation report was posted to the portal prior to the meeting and the following key items were mentioned:

- The PSFDH Foundation has raised \$1,505,582 to date, which accounts for 25% of the goal
- There is still time to purchase 50/50 tickets for the month of June. This month's jackpot is currently sitting at \$8300.

Discussion ensued regarding the PSFDH Foundation website stating "Smiths Falls MRI". M. Hallam will look into this, as R. Schooley feels that it may deter people (from outside of Smiths Falls) to donate.

6.2 GWM Auxiliary – N. Peckett

Deferred as there was no representation from the GWM Auxiliary.

7. Action Items

7.1 Leadership Report – M. Cohen

The Leadership report was uploaded to the portal prior to the meeting and the following highlights were shared:

- The Lumeo project has been impacted in a way where there has been intermittent challenges. There were quite a few things missed on the technology side that will be brought forward to the Audit/Finance Committee. The technology investment that is needed was not included in the additional scope of the project.
- Currently working with one of our local health teams to potentially expand access to sleep studies
- Provided two local family health teams with letters of support for an expansion of their current operations
- M. Cohen continues to keep J. Jordan and S. Clark at the forefront of our current situation

RESOLUTION No. 74/23

MOVED by K. Fair

SECONDED by K. Clupp

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

CARRIED.

7.2 Chief of Staff Report – Dr. T. Morell

Dr. Morell provided the following highlights:

- Health Human Resources continues to be a challenge
- The SF hospitalist program has been running thin. Internal Medicine has stepped up to cover three out of the four weeks
- A new hospitalist has been hired on and will start in September
- Dr. Pierce has developed a contingency plan to ensure an ED closure doesn't occur
- Due to the demand PSFDH has started to recruit for a 5th General Internist

M. Cohen congratulated Dr. Morell on his extensive efforts to ensure coverage for the hospitalists. This is a significant achievement that has not gone unnoticed.

RESOLUTION No. 75/23

MOVED by K. Fair

SECONDED by K. Clupp

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

CARRIED.

7.3 Medical Staff Association

Dr. Roberts shared the following highlights:

- The Medical Staff Association does not meet again until September
- Dr. Alistair MacDonald has replaced Dr. Kuchinad in the VP role
- Dr. Roberts will remain on as president, until someone steps up to take on the role
- Dr. Parikh has been reaching out to individuals to prep for the implementation of the MRI

Discussion ensued regarding Perth Community Care Centre and their new build.

Both J. Jordan and S. Clark are aware of our current situation and there are no concerns with regards to receiving support from them.

RESOLUTION No. 76/23

MOVED by K. Fair

SECONDED by K. Clupp

THAT the PSFDH Board of Directors accepts the Medical Staff Association report as presented.

CARRIED.

8. New Business

8.1 Lanark County Mental Health – Community Partner Survey Results

G. Laws provided a PowerPoint presentation which was also included in the Board package.

G. Laws disused the findings from the survey which addressed access to services and not having LCMH at all of the appropriate tables.

Majority of those who participated in the survey was in agreement of having a rebrand of the LCMH logo. The rebrand has already been paid for, as it was apart of the initial agreement that was signed.

G. Laws shared that the stepped care model has significantly changed. As well, LCMH hired an access coordinator to help minimize the wait list and they are currently preparing to launch Ocean in the next few weeks.

G. Laws informed the Board that the LCMH Workforce is now mobilized, which means that LCMH staff no longer have to drive back to the office to complete their reports, they can report in their vehicle in between patients, which has improved staff satisfaction.

G. Laws stated that all LCMH positions are filled and there is currently zero vacancies. LCMH keeps patients and staff informed by sending out a bulletin every two months.

Discussion ensued regarding Mental Health Services (Connect Well) in Perth vs. LCMH. LCMH works in conjunction with other Mental Health Services as it's solely about the patient's need and not driven by competition.

8.2 Annual General Meeting update

M. Cohen discussed the upcoming Annual General Meeting and noted that there has been a significant change to the format of the agenda. The hospital will continue to follow the OHA Guide to Good Governance and with doing that PSFDH is looking to reform the mandate of the Liaison committee.

9. Business Arising from Minutes

Nil.

10. Board Committee Reports

10.1 Finance Committee Report – June 22, 2023 – K. Clupp

10.1.2 Committee Report

The Finance report was posted to the Portal and K. Clupp shared the following information:

- The Finance Committee reviewed LCSS's request to purchase up to three vans. H. Bedor/LCSS has secure some money to purchase one van.
- The committee reviewed the Compliance Reporting and noted that our financial situation is not sustainable long term

10.1.3 4.15 Capital Reserve Investment Fund Policy

The Capital Reserve Investment Fund Policy was previously brought to the Board for approval, however it required additional changes which have been implemented. D. Hodgins noted that the following changes were made to the policy:

- A definition was embedded into the policy to define short term and long term
- Capital Redevelopment was added to Appendix A

RESOLUTION No.77/23

MOVED by D. Thomson

SECONDED by Dr. W. Hollis

THAT the PSFDH Board of Directors approve the Capital Reserve Investment Fund Policy as presented.

CARRIED.

10.1.4 Year End Compliance Reporting

D. Hodgins shared that there are five separate resolutions that need to be approved by the Board of Directors. The Finance Committee reviewed the Year-End Compliance Reports that are due at the end of this fiscal year.

RESOLUTION No.78/23

MOVED by C. Maloney
SECONDED by R. Schooley

- *THAT the PSFDH Board of Directors accepts the Finance Committee's recommendation to authorize the Chair and CEO to sign and submit the "BPSAA Compliance" reporting to the Ministry.*
- *THAT the PSFDH Board of Directors accepts the Finance Committee's recommendation to authorize the Chair and CEO to sign and submit the "Use of Consultants" document to the Ministry.*
- *THAT the PSFDH Board of Directors accepts the Finance Committee's recommendation to authorize the Chair and CEO to sign and submit the "Expense Reporting" document to the Ministry.*
- *THAT the PSFDH Board of Directors accepts the Finance Committee's recommendation to authorize the Chair and CEO to sign off and submit the "Rent Supplements (LCMH only)" document to the Ministry.*
- *THAT the PSFDH Board of Directors accepts the Finance Committee's recommendation to authorize the Chair and CEO to sign off and submit the "Declaration of Compliance (LCMH Only)" document to the Ministry.*

CARRIED.

10.1.5 LCSS Capital Request

A request from LCSS went to the Finance Committee before coming to the Board of Directors. The request to purchase three vans is coming forward for approval as they were not included in the initial Capital List that was developed.

RESOLUTION No.79/23

MOVED by C. Maloney
SECONDED by R. Schooley

THAT the PSFDH Board of Directors approved LCSS' request for approval to purchase one van and approval to purchase two additional vans once the funds have been raised.
CARRIED.

10.2.1 Governance Committee Report

The Governance Committee Report was included in the Board Package.
J. Hewitt informed the committee that there are three items that require a resolution.

10.2.2 Liaison Terms of Reference

RESOLUTION No.80/23

MOVED by J. Hewitt
SECONDED by C. Dolgowicz

THAT the PSFDH Board of Directors approve the Liaison Terms of Reference as presented.
CARRIED.

10.2.3 2.11 "Board and Committee Expenses"

RESOLUTION No.81/23

MOVED by J. Hewitt
SECONDED by C. Dolgowicz

THAT the PSFDH Board of Directors approve the "Board and Committee Expenses" policy as presented.

10.2.4 3.1 “Chief of Staff Leadership and Monitoring”

RESOLUTION No.82/23

MOVED by J. Hewitt
SECONDED by C. Dolgowicz

THAT the PSFDH Board of Directors approve the “Chief of Staff Leadership and Monitoring Policy” as presented.

CARRIED.

10.3.1 Board Quality

The Board Quality Committee Report was posted to the portal prior to the meeting.

10.4.1 Liaison Committee Report

The Liaison Committee Report was posted to the portal prior to the meeting.

10.3 Closed Session

RESOLUTION No.83/23

MOVED by C. Maloney
SECONDED by R. Schooley

THAT the PSFDH Board of Directors moved to closed session at 8:34 a.m.

CARRIED.

RESOLUTION No. 88/23

MOVED by C. Maloney
SECONDED by R. Schooley

THAT the PSFDH Board of Directors moved out of the closed session at 8:53 a.m.

CARRIED.

Note: Housekeeping Resolutions 84/23 and 85/23 were moved and approved during closed session.

Closed Session Resolutions:

Chief of Staff Report

Professional Staff Appointments/Reappointments

RESOLUTION No. 87/23

MOVED by Dr. T. Morell
SECONDED by C. Dolgowicz

THAT the PSFDH Board of Directors adopts the Chief of Staff report from Closed Session.

CARRIED.

Executive Compensation

RESOLUTION No. 88/23

MOVED by B. Hirst
SECONDED by Dr. W. Hollis

That the Executive Compensation plan be adopted and approved as presented in the Closed session.

11. Standing Items

Nil.

12. Information Items

- a) Annual General Meeting – June 27th, 2023 at 4:00pm
- b) SFCHA – 9 Hole Golf Tournament – August 14th, 2023


13. Next Meeting Date
Tuesday, September 26th, 2023 in the GWM Boardroom

14. Closed Session No.2


15. Adjournment
RESOLUTION No. 89/23

MOVED by Dr. W. Hollis
SECONDED by C. Maloney

THAT the June 27th, 2023 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 8:56 a.m.
CARRIED.



G. Church, Chair



M. Cohen, Secretary