

**Perth and Smiths Falls District Hospital  
Liaison Committee**

Friday, September 15, 2023  
12:00 p.m. – GWM Boardroom

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Present: R. Schooley (Chair), I. Boyle, J. Lord, J. Brown, K. Kelly, M. Cohen, N. Peckett,  
Dr. W. Hollis and A. Thomlinson

Regrets: K. Fair, M. Hallam, S. Pankow and J. Staples

In Attendance: C. Rustan, Recording Secretary

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**1. Call to Order – R. Schooley**

R. Schooley called the meeting to order at 12:01 p.m.

**2. Chair's Remarks & Introductions – R. Schooley**

R. Schooley welcomed everyone to the committee and everyone went around the table to introduce themselves.

**3. Declaration of Conflict of Interest**

J. Lord declared a conflict of interest for agenda item f).

**4. Approval of Agenda – R. Schooley**

*MOVED by J. Lord*  
*SECONDED by Dr. W. Hollis*

*THAT the September 15<sup>th</sup>, 2023 agenda be approved with the addition of:  
7. k) Hospital relationship with Hospice Hub – G. Church*  
**CARRIED.**

**5. Approval of Minutes – R. Schooley**

*MOVED by Dr. W. Hollis*  
*SECONDED by G. Church*

*THAT the June 9<sup>th</sup>, 2023 Liaison Committee open session minutes be approved as circulated.*  
**CARRIED.**

**6. Business Arising from Minutes**

**a) Planning and Community Engagement Events – R. Schooley**

R. Schooley would like to engage members of the Board to join in a Collaborative Engagement Forum. The forum met twice a year prior to Covid-19.

It would be beneficial to include other places like County Roads and ConnectWell, as it's a collaborative process to address the ongoing health care issues.

R. Schooley would like to have a forum that allows Boards to meet in-person from time to time. It would be beneficial to arrange for a consultant to come in to define where individual health care providers can provide support.

G. Church feels that the forum is a great idea, however concerned that it may be turning into a governing body. Working on trying to Connect Mental Health with Primary Care. M. Cohen supports any initiative that makes our operations even more effective, but suggested removing the word Governance from the title as it may cause confusion.

Dr. Hollis suggested the Liaison committee obtain their own budget to support these events. A plan should be developed and then a budget can be created based on that plan. G. Church felt it's important that the goal of this conversation be very clear.

K. Kelly and R. Schooley will work together on the communications.

**b) Review of K. Communication and Marketing vs. Foundation's role – Dr. W. Hollis**

Dr. W. Hollis suggested that the current communications plan be deleted.

Dr. Hollis requested that K. Kelly develop a strategy with regards to rolling out items.

le. Ensuring that the Hospital and the Foundation are working together and things are not being

said prior to a media release being shared.

K. Kelly has been embedded into all the Foundation events, with the main focus being the MRI Campaign.

*MOVED by J. Lord*  
*SECONDED by Dr. W. Hollis*  
*CARRIED.*

## 7. New Business

### a) Recruitment of community members - R. Schooley

#### - Looking for Suggestions

R. Schooley suggested that Marty Crapper (Municipal Councilor – Westport) and P. McKenna may be a good fit to fill the role of community members on the Liaison committee.

M. Cohen suggested identifying objectives that the Liaison committee would like to accomplish in the work plan and then recruit individuals who can help achieve the committees goals.

G. Church suggested recruiting someone from Primary Care. The committee discussed the possibility of reaching out to Dr. Shew or Dr. Hendry to join Liaison.

If no other suggestions are brought forward at the Board meeting, R. Schooley will contact those individuals noted above to determine their interest.

#### - Review potential Organization Connections

R. Schooley noted that Hospice Hub has requested the Hospitals support.

R. Schooley inquired if there is any other organization that we should be partnering with.

Connections should be made at the Board level and not the Foundation level.

K. Kelly will bring forward the list of Organizations that we have regularly connected with. This document should be available on the Board Portal.

When developing connections, the Executives should be present as they can add value to the discussions whether they are for simply connecting or for developing a strategy for funding.

### b) What is on our Wish List - R. Schooley

#### - regarding inter-operational collaboration

#### - Community engagement

### c) Liaison role - R. Schooley

#### - LL&G Collaborative Governance Forum's future

R. Schooley discussed this in agenda item 6. A.

### d) 2023-24 Work Plan\*- R. Schooley

The committee reviewed the draft work plan and the following recommendations were made:

- Remove 4. B. – Review progress on PSFDH strategic plan
- Remove 5. D. – Review and Update forward facing documents (website) (bi-annual)
- Remove 5. F. – Commence coordination and development of Annual Report 2023/2024 (bring May 2023)
- 5. H. – Medical Staff/Board Engagements will be changed to read as “Professional Staff/Board engagements”

Discussion ensued regarding Accreditation. J. Lord recommended starting an Accreditation file. as it would help build case studies.

C. Rustan is working on cleaning-up the Board Portal. Moving forward any living/working documents will be posted under each committee tab. The Communication strategy will be placed at the front of the Board portal.

Dr. W. Hollis would like to see how the following work plan is defined: Develop and maintain a system of accountability to our Community, our Municipal Partners, our Foundations and Auxiliaries.

### e) Feedback from 2022-2023 Annual Report\* - R. Schooley

R. Schooley recommended that the committee review the document and if there is any feedback to please let K. Kelly know.

**f) Rideau Community Health Services - R. Schooley**

RCCHS are beginning a renewed strategic planning process and in preparation they have asked for a Board to Exec meeting for the purpose of identifying opportunities for collaboration or joint PSFDH/PCCHS efforts.

R. Schooley inquired if the PSFDH Executive Team would be open to meeting with the RCCHS Executive Team. The committee was in favour of having the meeting with RCCHS providing that it is a casual conversation. It was noted that the meeting will be opened up to the Executive Team (Committee Chairs and the CEO).

R. Schooley will draft a report to bring to Board with regards to the RCCHS Board to Board meeting.

**g) Review Meeting Schedule – as per Work plan\* - R. Schooley**

The committee did not review the meeting schedule.

**h) Review Terms of Reference – as per Work plan\*- R. Schooley**

The committee did not review the Terms of Reference.

**i) Support for LCMH – M. Cohen**

There is a huge need for support with regards to Mental Health and Addictions in Lanark. The Mobile Crisis Rapid Response Team (MCRRT) program is the 2<sup>nd</sup> busiest program east of Toronto.

M. Cohen will invite G. Laws to attend the next Liaison meeting to discuss how we can help promote their services within our community.

**j) Liaison Engagement for Perth Redevelopment – M. Cohen**

Discussion ensued regarding the challenges that we're facing with getting Perth to support the MRI camp again. M. Cohen feels that additional community engagement may help with those challenges.

As for the Perth Redevelopment, it is currently on hold until we receive approval and then we will move into phase two which is the planning grant phase.

**k) Hospital relationship with Hospice Hub – G. Church**

Janet Cozier will be board chair of the Hospice Hub Board and they are happy to hear that the hospital is in full support of the Hospice Hub.

**8. Standing Items**

Nil.

**9. Other Business/For Information**

Nil.

**10. Date of Next Meeting – R. Schooley**

The next meeting will take place on Tuesday, November 7<sup>th</sup>, 2023 at 12:00pm.

**11. Adjournment – R. Schooley**

*MOVED by I. Boyle*

*SECONDED by J. Brown*

*THAT the Liaison Committee meeting be adjourned at 1:13p.m.*

*CARRIED.*