

**Perth and Smiths Falls District Hospital**  
Board of Directors Meeting  
Tuesday, April 28, 2020  
Via Videoconference @ 7:30 a.m.

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PRESENT: S. Bird, G. Church, K. Clupp, C. Dolgowicz, L. Drynan, J. Fenik, Dr. B. Guppy, J. Hewitt, Dr. W. Hollis\*, *D. Howard, Chair*, S. Pankow, Dr. M. Roberts, N. Shaw, Dr. K. Stolee, A. Thomlinson

REGRETS: Dr. A. Kuchinad

IN ATTENDANCE: B. Allen, VP, Finance & Support Services, K. Kelly, Recording Secretary, G. Mears, President, GWM Auxiliary, M. Hallam, ED, GWM Foundation, L. Smith\*, ED, Smiths Falls Community Hospital Foundation

*\*by teleconference*

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**1. Call to Order – D. Howard**

D. Howard, Chair, called the meeting to order at 7:39 a.m.

**2. Chair's Remarks – D. Howard**

D. Howard reported that the last few weeks have been busy clinically. She thanked everyone for joining today.

**3. Declaration of Conflict of Interest – D. Howard**

No conflicts were declared at this point.

**4. Approval of Agendas**

*RESOLUTION No. 45/20*

*MOVED by J. Hewitt*

*SECONDED by G. Church*

*THAT the PSFDH Board of Directors approved the March 24, 2020 meeting minutes.*

*CARRIED.*

**4.1 Consent Agenda**

*RESOLUTION No. 46/20*

*MOVED by K. Clupp*

*SECONDED by A. Thomlinson*

*THAT the Consent Agenda was approved as circulated.*

*CARRIED.*

D. Howard commented that there is no patient story this month.

## **5. Action Items**

### **5.1 Leadership Report – Dr. B. Guppy**

Dr. B. Guppy provided an update on the CFO recruitment and advised that there are presently three applicants with additional applicants to come. A date has not yet been set to review the applications with the recruitment firm. The matter will be reviewed in the next week as it was thought that the search may need to be expanded. He noted that the search has been slower mainly due to COVID as most leaders are holding in place.

He confirmed that Andrew Hickey has accepted the role as Manager of Diagnostic Imaging and Cardiopulmonary Services. His first day will be mid-May.

*RESOLUTION No. 47/20*

*MOVED by C. Dolgowicz*

*SECONDED by L. Drynan*

*THAT the Leadership Report was approved as presented.*

*CARRIED.*

### **5.2 Chief of Staff Report – Dr. K. Stolee**

The monthly Chief of Staff report was included in the meeting materials. She highlighted that recruitment efforts continue with two internists and a family physician planning to join PSFDH in August 2020. Given the current COVID environment, the physician recruitment task force was placed on hold.

She provided a COVID update as it related to the medical staff and noted that there are five working groups:

- ED/Resuscitation
- Critical Care
- COVID Surge
- COVID Triage Consultation Team
- COVID Assessment Centre

Dr. Stolee commented that the COVID pandemic has resulted in lower numbers but bed capacity continues to be an issue as initially, admitted patients may need to be isolated to a single room. Further, some in-patients may be able to return to home facility but not able to be discharged but not able to return to home facility due to factors such as an outbreak.

*RESOLUTION No. 48/20*

*MOVED by J. Fenik*

*SECONDED by J. Hewitt*

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

*CARRIED.*

#### **5.2.1 Annual Professional Staff Reappointments**

To be discussed during closed session.

## **6. Foundations & Auxiliaries**

### **6.1 SFCH Foundation – L. Smith**

The SFCH Foundation written report was included. L. Smith commented that SFCH Foundation Board meeting was held last night and the board agreed to support the recent capital medical equipment request. The SFCH Foundation board appreciated the regular updates from Dr. B. Guppy.

**6.2 GWM Foundation – M. Hallam**

The GWM Foundation written report was included. M. Hallam reported that the total capital medical equipment request for the past fiscal year was \$480,000 + recent additional request. She noted that there was unanimous support for the recent ask of \$85,000. She added her appreciation of everyone for working together.

The PSFDH Board members acknowledged the foundations for working together to meet the extraordinary requests brought to them.

**6.3 GWM Auxiliary – G. Mears**

The GWM Auxiliary written report was included. G. Mears appreciated the bi-weekly updates with B. Guppy as well.

**6.4 SFCH Auxiliary – J. Staples**

No report provided.

**7. New Business**

**7.1 Beverley McFarlane Award of Excellence – D. Howard**

D. Howard reported that the awards of excellence are presented at the PSFDH AGM. The hospital has until July 31 to hold its AGM. A decision will be made to move out the date for the AGM by the end of May. K. Kelly will coordinate the nomination process.

**8. Closed Session**

*RESOLUTION No. 49/20*

*MOVED by K. Clupp  
SECONDED by J. Hewitt*

*THAT the PSFDH Board of Directors moved to a closed session at 7:58 a.m.*

*CARRIED.*

*RESOLUTION No. 50/20*

*MOVED by L. Drynan  
SECONDED by G. Church*

*THAT the PSFDH Board of Directors moved out of the closed session at 8:45 a.m.*

*CARRIED.*

Approval of Closed Session Agenda and Closed Session Minutes

*RESOLUTION No. 51/20*

*MOVED by G. Church  
SECONDED by J. Hewitt*

*THAT the PSFDH Board of Directors approved the closed session agenda and March 24, 2020 closed session notes.*

*CARRIED.*

Physician Privileges

RESOLUTION No. 52/20

MOVED by G. Church  
SECONDED by S. Bird

THAT the PSFDH Board of Directors accepts the recommendation of the Chief of Staff to approve the following requests for privileges:

Clinician Name	Privilege Type	Department
Carrie Blaire (NP)	Term – 6 months	FM-COVID Assessment Centre
Lindsay MacDonald (NP)	Term – 6 months	FM-COVID Assessment Centre
Katie Bailey (NP)	Term – 6 months	FM-COVID Assessment Centre
Nicole Smith (NP)	Term – 6 months	FM-COVID Assessment Centre
Lynn Demsey Jechel (NP)	Term – 6 months	FM-COVID Assessment Centre
Dr. A. Gruder	Term – 6 months	FM-COVID Assessment Centre
Dr. B-A Van Noppen	Term – 6 months	FM-COVID Assessment Centre
Dr. B. MacIntosh	Term – 6 months	FM-COVID Assessment Centre
Dr. M. Sobala-Drozdowski	Locum Tenens	Family Medicine
Dr. E. Pranger	Term – 12 months (Admitting)	Family Medicine
Dr. D. Dorward	Term – 12 months (Admitting)	Emergency Medicine with a cross appointment in Family Medicine
Erin Cameron (NP)	Courtesy	Internal Medicine-Transfusion
Michelle Barone (NP)	Courtesy	Internal Medicine-Transfusion
Dr. Brian Penney	Courtesy	Internal Medicine-Transfusion

**Cross-Appointments**

Physician Name	Privilege Type	Department
Dr. M. Argue	Cross-Appointment	Emergency Medicine
Dr. A. Miller	Cross-Appointment	Family Medicine

**Change in Status**

Physician Name	Privilege Type	Department
Dr. R. Shew	Active to Courtesy –	Family Medicine
Dr. MA Labbe	Locum Tenens to Term – 12 months with admitting privileges	Family Medicine

CARRIED.

9. **Business Arising from Minutes**

9.1 **Board Recruitment Update – J. Hewitt**

J. Hewitt reported that there were four applications received for the Board vacancy. The next steps will involve a review of applications and interview the applicants.

10. **Board Committees**

10.1 **Finance Committee – April 23, 2020 – Dr. W. Hollis**

The Finance Committee Report to the Board was included in the materials. There are no resolutions brought forward today.

B. Allen reported that the onsite year-end audit normally occurs in early May but given the current restricted environment, the work will be completed mid-May. He noted that a large portion of audit testing occurred during the interim audit and the year-end audit focusses more on payroll. To date, hospitals have not received any information regarding possible changes to submission and reporting deadlines.

He noted that the accumulated surplus of approximately \$1 million decreased in March 2020 resulting primarily from lost QBP and other patient revenues (preferred accommodations, parking, etc.)

While the hospital is presently in a good position, the Finance Committee and hospital senior management team are monitoring the lines of credit capacity given the additional significant COVID-19 related expenses.

11. **Information Items**

Nil.

12. **Next Meeting Date**

Tuesday, May 26, 2020, GWM Boardroom/Tele/Videoconference – 7:30 a.m.

D. Howard noted that the committee meetings will continue as planned during May as planned with the Committee chairs confirming in the next week or so.

The members offered their comments on today's meeting and found it helpful to have a virtual meeting. D. Howard will continue with weekly Executive meetings followed by a chair's report (with the exception of board meeting weeks.)

She asked members to bring forward any suggestions, comments or gaps in information. Going forward, committee meetings will also be held virtually.

On behalf of the board, she offered heartfelt thanks and noted that the organization has the full support of the Board of Directors.

13. **Adjournment**

*RESOLUTION No. 53/20*

*MOVED by G. Church*

*SECONDED by J. Fenik*

*THAT the April 28, 2020 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 8:53 a.m.*

*CARRIED.*



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D. Howard, Chair



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Dr. B. Guppy, Secretary