

**Perth and Smiths Falls District Hospital**

Board of Directors Meeting  
Tuesday, February 25, 2020  
SF Boardroom @ 7:30 a.m.

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

REGRETS: J. Fenik, Dr. W. Hollis, R. Laing

IN ATTENDANCE: B. Allen, VP, Finance & Support Services, K. Kelly, Recording Secretary, G. Mears, President, GWM Auxiliary, L. Smith, ED, Smiths Falls Community Hospital Foundation, H. Bedor, ED, Lanark County Support Services

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**1. Call to Order – D. Howard**

D. Howard, Chair, called the meeting to order at 7:36 a.m.

**2. Chair's Remarks – D. Howard**

D. Howard reported that it has been an incredible two years with incredible workloads and projects underway such as Capital Alliance, Ontario Health Teams, Regional HIS renewal and the addition of three new board members. She advised that R. Laing has tendered his resignation. Dr. W. Hollis has agreed to Chair the Finance Committee until the end of the board year.

**3. Patient & Family Centred Care – Dr. B. Guppy/N. Shaw**

Dr. B. Guppy highlighted a patient journey related to hospital overcrowding and patients and their families seeking palliative care resources and space. He noted that the hospital has been in a sustained surge since August 2019 and during this time many patients have required palliative care. He added that at one point there were 13 palliative care patients and only one room to provide support to the patients and families. He received concerns from a family member regarding this issue. There is ongoing work to find appropriate space(s) for patients given the surge situation. The palliative care spaces have intermittently been used to accommodate medical patients when no other options are available.

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

No conflicts were declared at this point.

**5. Approval of Agendas – D. Howard**

**a) Regular Meeting Agenda and Consent Agenda**

*RESOLUTION No. 16/20*

*MOVED by G. Church*

*SECONDED by C. Dolgowicz*

*THAT the PSFDH Board of Directors regular meeting and consent agenda be approved as circulated.*

*CARRIED.*

## **6. Foundations & Auxiliaries – D. Howard**

### **SFCH Foundation – L. Smith**

The SFCH Foundation has a focus on supporting items not originally on the capital list. The Foundation is creating a series of videos with Dr. Roney and nurses and will also create one with the Diagnostic Imaging Unit. The intent is to engage staff and physicians with fundraising and sharing the importance of pieces of equipment. Work is underway with the main fall event, “Dancing with our Stars.”

### **GWM Foundation – M. Hallam, ED**

**M. Hallam advised that the GWM Foundation** recently provided \$32,000 for pediatric equipment and work is underway for the Black Tie Bingo. The funds raised from this year’s event will support the purchase of anaesthetic machines. To date, there are approximately 45 sponsors and there will be a live auction. This event brings back the importance of community and awareness of hospital.

### **GWM Auxiliary – G. Mears, President**

G. Mears provided the monthly report from the GWM Auxiliary. A copy of the report was posted to the board portal.

D. Howard thanked the groups for their reports and noted that their work builds awareness for our hospital as the foundations and auxiliaries are key to support.

## **7. Sponsored Agencies**

### **Lanark County Support Services (LCSS) – H. Bedor, Executive Director**

H. Bedor provided a report on the recent developmental services trends which show rapid changes in the sector. There was a collaborative planning session held which she and Dr. B. Guppy attended. H. Bedor shared a video of a client. A copy of the LCSS report will be posted to the board portal for information.

## **8. Action Items**

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

Dr. B. Guppy presented his report and highlighted the following items:

- Patient and Family Advisors are now included with recruitment interviews.
- 25<sup>th</sup> anniversary plans are underway to celebrate the PSFDH amalgamation.
- Recruitment efforts continue for the CFO and HR Manager positions.
- Staff satisfaction surveys – follow-up to results will take place
- Representatives from the Ontario Hospital Association will attend PSFDH for a (rescheduled) site visit.

*RESOLUTION No. 17/20*

MOVED by L. Drynan  
SECONDED by C. Dolgowicz

*THAT the Leadership Report be approved as presented.*

CARRIED.

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

Dr. K. Stolee presented her report and highlighted that a professional staff by-law review is underway and noted that amendments were made to Section 59 to include a new subsection related to implementing mandatory Medical Staff Association annual dues.

RESOLUTION No. 18/20

MOVED by J. Hewitt  
SECONDED by K. Clupp

*THAT the PSFDH Board of Directors accepts the recommendation of the Medical Advisory Committee to amend Article 59 of the Professional Staff By-laws to include subsection 4 as set out below:*

- a) Members of the active staff must pay the annual fees to the Medical Staff Association;*
- b) Fees are reviewed and adjusted on a three year basis at the discretion of the Medical Staff Association;*
- c) Members who do not pay the annual fee will forfeit their right to vote at Medical Staff Association meetings;*
- d) At the annual meeting, the Medical Staff Association will present for review the list of members with voting privileges.*

CARRIED.

A general discussion ensued regarding feedback on satisfaction surveys. Dr. Stolee advised that a provincial physician satisfaction survey was conducted and 11 PSFDH-related physicians completed. She noted that the themes are common among other physicians such as burn-out, workload pressures, lack of remuneration, reporting requirements, etc. She added that she would like to conduct an internal assessment with similar questions as the provincial survey.

Dr. M. Roberts commented that the physicians experience the same pressures as hospital staff.

RESOLUTION No. 19/20

MOVED by L. Drynan  
SECONDED by A. Thomlinson

*THAT the Chief of Staff Report be approved as presented.*

CARRIED.

## **9. Closed Session**

RESOLUTION No. 20/20

MOVED by A. Thomlinson

SECONDED by S. Bird

THAT the PSFDH Board of Directors meeting moved to a closed session at 8:24 a.m.

CARRIED.

RESOLUTION No. 21/20

MOVED by S. Pankow

SECONDED by L. Drynan

THAT the PSFDH Board of Directors meeting moved out of the closed session at 9:09 a.m.

CARRIED.

### **Approval of Leadership Report**

RESOLUTION No. 22/20

MOVED by J. Hewitt

SECONDED by S. Bird

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

CARRIED.

### **Physician Privileges/Credentials – Dr. K. Stolee**

RESOLUTION No. 23/20

MOVED by C. Dolgowicz

SECONDED by S. Bird

THAT the following applications for privileges (reappointment and credentials) be approved as discussed during the closed session:

<b>Primary Care Provider Name</b>	<b>Privilege Request</b>
<b>New Appointments</b>	
Nicole Roller (NP)	Courtesy in the department of Internal Medicine - Transfusion
Brenda Louttit-Bunker	Courtesy in the department of Internal Medicine - Transfusion
Dr. M. O'Reilly:	Courtesy in the department of Diagnostic Imaging
Dr. J. Moulton	Associate in the department of Family & Emergency Medicine with Admitting Privileges
Dr. C. Nunweiler	Courtesy in the department of Diagnostic Imaging
<b>Reappointments</b>	
Dr. S. Gutcher	Active in the department of Anaesthesia
Dr. A. Taylor	Courtesy in the department of Emergency Medicine
Dr. Y. Gong	Courtesy in the department of Internal Medicine - Pathology
Dr. D. Good	Courtesy in the department of Internal Medicine – Pathology
Dr. M. Rauh	Courtesy in the department of Internal Medicine - Pathology
Dr. S. Sengupta	Courtesy in the department of Internal Medicine - Pathology
Dr. T. Baetz	Courtesy in the department of Internal Medicine - Oncology
Dr. J. Biagi	Courtesy in the department of Internal Medicine – Oncology
Dr. C. Booth	Courtesy in the department of Internal Medicine - Oncology

Dr. J. Dudebout	Courtesy in the department of Internal Medicine - Oncology
Dr. A. Hay	Courtesy in the department of Internal Medicine – Oncology
Dr. M. Mates	Courtesy in the department of Internal Medicine - Oncology
Dr. J. Matthews	Courtesy in the department of Internal Medicine - Oncology
Dr. D. Marshall	Courtesy in the department of Surgery – Ophthalmology
Dr. T. Urton	Courtesy in the department of Surgery – Ophthalmology

*CARRIED.*

### **Capital Alliance Project Lead**

*RESOLUTION No. 24/20*

*MOVED by A. Thomlinson*

*SECONDED by L. Drynan*

*THAT the PSFDH Board of Directors supports the engagement of a Capital Alliance Project Lead as discussed.*

*CARRIED.*

With respect to the other Capital Alliance related matter discussed in the closed session, the Board of Directors received the presentation as information only at this point. A further developed plan and motion will be brought to a future meeting for the Board's consideration.

Dr. B. Guppy will report to the Capital Alliance that the information has been introduced to the PSFDH Board of Directors and there is interest in moving forward.

### **10. New Business**

There were no new business items.

### **11. Business Arising from Minutes**

#### **11.1 South East Local Health Integration Network (SE LHIN)**

##### **11.1.1 Addictions & Mental Health Redesign Update**

- No update at this time.

#### **11.2 Ontario Health Teams – Update – Sr. Leadership Team**

- This item was addressed in the leadership reports.

### **12. Board Committee Reports**

#### **12.1 Capital Alliance – G. Church**

Nothing further to report outside of closed session report.

#### **12.2 Finance Committee – February 20, 2020 – Dr. W. Hollis/D. Howard**

The Committee report was included in the Consent Agenda portion of meeting.

Dr. W. Hollis reported that the Hospital Annual Planning Submission (HAPS) was discussed at the recent Finance Committee meeting. The Finance Committee members supported the

recommendation to direct surplus funds to hospital operations. He noted that in previous years, any surplus funds would be applied to debt.

G. Church asked whether there are plans to address physical plant challenges with the Ministry. Dr. B. Guppy confirmed that he does plan to speak with Ministry officials. He asked that this matter be deferred to later in the meeting for further closed session discussion.

*RESOLUTION No. 25/20*

*MOVED by L. Drynan*

*SECONDED by J. Hewitt*

*THAT the PSFDH Board of Directors accepts the recommendation of the Finance Committee to approve the 2020/21 Hospital Annual Planning Submission (HAPS) as presented.*

*CARRIED.*

### **13. Standing Items**

#### **13.1 Strategic Plan Operational Plan (Q3) – Sr. Leadership Team**

The members received the updated operational plan showing Q3 results. There were no questions.

### **14. Other Business**

Nil.

### **15. Information Items**

#### **Website request**

- K. Kelly will send out a test website link for members to review and provide feedback on content and overall usability of the proposed website.

At this point, the meeting moved to a second closed session.

*RESOLUTION No. 26/20*

*MOVED by A. Thomlinson*

*SECONDED by J. Hewitt*

*THAT the PSFDH Board of Directors moved to a closed session at 9:20 a.m.*

*CARRIED.*

*RESOLUTION No. 27/20*

*MOVED by C. Dolgowicz*

*SECONDED by S. Bird*

*THAT the PSFDH Board of Directors moved out of the closed session at 9:50 a.m.*

CARRIED.

*Dr. M. Roberts left the meeting at 9:32 a.m.*

**16. Next Meeting Date – D. Howard**

Regular Meeting: Tuesday, March 24, 2020, GWM Site, 7:30 a.m.

D. Howard remarked that the revised HIS package will be provided for the board to consider at the March meeting. K. Greaves, CAO, Lanark County will also attend and present.

**17. Adjournment – D. Howard**

*RESOLUTION No. 28/20*

*MOVED by C. Dolgowicz*

*SECONDED by S. Bird*

*THAT the February 25, 2020 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 9:51 a.m.*

CARRIED.

  
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D. Howard, Chair

  
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Dr. B. Guppy, Secretary