

**Perth and Smiths Falls District Hospital**

Board of Directors Meeting

Tuesday, March 24, 2020

Via Teleconference @ 7:30 a.m.

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

REGRETS: NIL.

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, R. Fromowitz, ED, Lanark County Mental Health

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**1. Call to Order – D. Howard**

D. Howard, Chair, called the meeting to order at 7:32 a.m.

**2. Chair's Remarks – D. Howard**

D. Howard remarked that a month can make all the difference. The senior leadership team have been working steadily over the last few weeks managing the COVID-19 pandemic impacts on the hospital. On behalf of the board, she offered thanks and recognition of the amazing efforts. She suggested that today's meeting be as streamlined as possible.

The Board will have two closed sessions today. Following the first session, the meeting will return to the regular agenda and welcome R. Fromowitz along with the foundations and auxiliaries.

She indicated that the board will consider the possibility of a partnership with a community partner but no decision would be taken today. She added that given the circumstances there will not be a special meeting.

**3. Patient & Family Centred Care –N. Shaw**

N. Shaw highlighted a patient journey (stemming from a grateful patient/family letter) involving all aspects of an obstetrical journey. She highlighted that the family expressed gratitude and appreciation for each person they interacted with along their journey. The letter is included in the materials for information.

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

S. Bird has a conflict with Item 8.5 LCSS Budget; L. Drynan and J. Fenik each declared a conflict with Closed Session No. 1 Item 4.a) and they will abstain from any related discussion.

D. Howard also noted that the GWM Foundation Black Tie Bingo, PSFDH Volunteer Luncheon and the PSFDH 25<sup>th</sup> anniversary celebration were postponed.

**5. (Closed Session No. 1 @ 7:45 a.m.)**

**6. Approval of Agendas**

**6.1 Regular Meeting Agenda**

RESOLUTION No. 29/20

MOVED by K. Clupp

SECONDED by S. Pankow

*That the PSFDH Board of Directors regular meeting agenda be approved as presented.*

CARRIED.

## **6.2 Approval of Minutes**

RESOLUTION No. 30/20

MOVED by J. Hewitt

SECONDED by Dr. W. Hollis

*THAT the PSFDH Board of Directors approves the February 25, 2020 meeting minutes.*

CARRIED.

## **6.3 Consent Agenda**

RESOLUTION No. 31/20

MOVED by L. Drynan

SECONDED by Dr. W. Hollis

*THAT the Consent Agenda be approved as circulated.*

CARRIED.

## **Item 10.2 OR Slowdown – N. Shaw**

N. Shaw informed the board that PSFDH is moving forward with hybrid model of OR slowdowns this year.

The GWM site will be closed to all cases while the Smiths Falls Site will have elective cases. The OR will have a full slowdown for the two week Christmas Break with no elective cases at either site. Trauma calls and C-sections will be provided at the Smiths Falls Site.

*K. Greaves, CAO, Lanark County, joined at 7:45 a.m. and participated in Closed Session No. 1.*

## **7. Closed Session No. 1 – D. Howard**

RESOLUTION No. 32/20

MOVED by S. Bird

SECONDED by C. Dolgowicz

*THAT the PSFDH Board of Directors moved to a closed session at 7:45 a.m.*

CARRIED.

RESOLUTION No. 33/20

MOVED by J. Fenik

SECONDED by J. Hewitt

*THAT the PSFDH Board of Directors moved out of the closed session at 7:57 a.m.*

*CARRIED.*

*M. Hallam, L. Smith, G. Mears, R. Fromowitz joined the meeting at 8:01 a.m.*

## **7. Sponsored Agencies**

### **7.1 Lanark County Mental Health (LCMH) – R. Fromowitz, Executive Director**

R. Fromowitz provided the Q3 LCMH and a one page update on the COVID-19 actions and measures implemented by LCMH. R. Fromowitz expressed her expectation that the community mental health/policing partnership support program would be continued.

D. Howard offered her appreciation of the report quality and how the key issues were highlighted.

D. Howard suggested that a letter be sent to LCMH to acknowledge their work to date.

## **9. Foundations & Auxiliaries**

**GWM Foundation** – M. Hallam advised that she is working from home. She provided an update on recent Foundation matters and advised that PSFDH Finance Department will be receiving a cheque for capital items. She advised that the Black Tie Bingo has been postponed to November 7, 2020 and sponsorship for this event continues to be positive.

**Smiths Falls Community Hospital Foundation** – L. Smith reported that she is also working remotely and attends onsite on Wednesdays. The Foundation continues to receive online donations and she thanked PSFDH for sharing media release.

**GWM Auxiliary** – G. Mears noted that she has provided a written report (posted to the board portal.) The Auxiliary has started the elder life program. There have also been calls from the Auxiliary membership to see what support they can provide the hospital. The Auxiliary will rely on the direction of the Senior Leadership Team. She offered thanks and appreciation to the hospital front line workers and management for the good work.

## **8. Action Items**

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

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

- 25<sup>th</sup> anniversary plans have been changed. Plans continue to deliver a token of celebration to the units and departments on March 31.
- Recruitment efforts continue for the CFO and DI Manager positions.
- Dr. Michael De la Roche has joined the organization in the temporary role of IPAC resource.
- Staff satisfaction surveys – follow-up to the results will take place.

Dr. B. Guppy commented that many items and initiatives have paused in light of COVID. He noted that a process was underway to respond to the staff satisfaction survey. Follow-up sessions with managers have taken place however the group staff sessions have been deferred.

*RESOLUTION No. 34/20*

*MOVED by G. Church*

*SECONDED by L. Drynan*



*THAT the Leadership Report be approved as presented.*

*CARRIED.*

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

Dr. K. Stolee commented that before things ramped up with impacts of COVID-19 pandemic, the medical staff considered how to handle potential COVID patients. Working groups have been developed with focussed work. The staff and physicians were recognized for coming together and accomplishing a significant amount of work in a short period of time.

General discussion ensued regarding recent media attention related to Dr. Gauthier's efforts for increasing ventilator capacity. It was noted that his version would only be considered in dire circumstances.

She noted that some physicians will be working out of their scope but the regulatory college is supportive to those who may be.

A discussion ensued regarding any liability issues. Dr. B. Guppy commented that we do not expect there so long as the directives and orders are followed. Dr. K. Stolee added that in Ontario Health – East Region and sub-regions, there are groups developing protocols to provide directions. All partners are working together.

*RESOLUTION No. 35/20*

*MOVED by G. Church*

*SECONDED by Dr. W. Hollis*

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

*CARRIED.*

## **8.3 Quality Improvement Plan 2020/21 – L. Drynan/N. Shaw**

*RESOLUTION No. 36/20*

*MOVED by L. Drynan*

*SECONDED by Dr. W. Hollis*

*The Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation of the Board Quality Committee to approve the Quality Improvement Plan for 2020/21; and*

*FURTHER, the Board of Directors authorizes the Chair – Board of Directors, Chair – Board Quality Committee and the President & CEO to sign the document and submit to Health Quality Ontario by April 1, 2020.*

*CARRIED.*

## **8.4 Professional Staff By-Law Amendment - “Term” Category – Dr. K. Stolee**

Dr. K. Stolee advised that the SBAR was included in the materials. This category was being considered prior to the COVID-19 pandemic event. It was noted that the appropriate timeline was not followed to ensure that medical staff members were provided with 30 days to review the proposed changes. She advised that the Medical Staff Association was given this information last week. Dr. B. Guppy added that the board would normally receive 10 days to consider a by-law change.

The creation of the "term" category will support the recruitment and on-boarding of professional staff as soon as possible.

*RESOLUTION No. 37/20*

*MOVED by J. Hewitt*

*SECONDED by S. Bird*

*THAT the PSFDH Board of Directors the proposed amendments to the Professional Staff By-laws permitting the creation of a Term Category, subject to satisfactory completion of the consultation with the professional staff as presented.*

*CARRIED.*

#### **8.5 Lanark County Support Services 2020/21 Budget – Dr. W. Hollis**

Dr. W. Hollis indicated that the LCSS budget information was provided in the meeting materials. He noted that LCSS is projecting a surplus which will allow some program flexibility that may be needed each to support members and to continue programs without compromising services to individuals. S. Bird abstained from voting.

*RESOLUTION No. 38/20*

*MOVED by Dr. W. Hollis*

*SECONDED by K. Clupp*

*THAT the PSFDH Board of Directors accepts the recommendation of the Finance Committee to approve the 2020/21 Lanark County Support Services Budget as presented.*

*CARRIED*

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

#### **SFCH Foundation – L. Smith**

The SFCH Foundation has a focus on supporting items not originally on the capital list.

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

M. Hallam advised that the GWM Foundation 2020 Black Tie Bingo has been rescheduled to November 2020.

#### **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.*

### **10 New Business**

#### **10.1 COVID-19 Update – Sr. Leadership Team**

An update was provided on the COVID-19 Pandemic and impacts on hospital and community. Dr. B. Guppy advised that there have been many communication items received from various the province such as memos, guidance documents and to date, three orders from the Medical Officer of Health of Ontario.

He confirmed that PSFDH has reviewed and responded to all directives and in most cases have implemented measures before they were ordered. He noted that PSFDH has a forward looking team.

Further, PSFDH has an the incident management system which provides a certain structure but this system has not been officially activated. At this point, the management team meets daily to deal with new items and guidelines. This allows for group discussion and participation in potential solutions.

The recent PSFDH media statement was included outlining measures in place at PSFDH including visitor restrictions, single point of entry, to remind the community that the hospital remains available to offer help and services in the ED.

There are presently three issues being monitored such as shortages and worsening shortages of PPE, acquisition of additional COVID test kits which are currently in short supply and how PSFDH will handle any patients who require critical care and ventilator care.

The PSFDH COVID-19 assessment centre (CAC) was launched today at the SF Site under the physician leadership of Dr. P. Cunniffe. An internal working group worked tirelessly over the weekend to coordinate. A test of the CAC was set up yesterday and included PFAC advisors. Dr. B. Guppy noted that the CAC is by referral appointment and patients are encouraged to complete online assessment first. This process may change as the event rolls out. If required, a 2<sup>nd</sup> CAC may be opened at in Perth.

It was confirmed that with local dental practices closed any dental emergencies would be seen at the ED.

PSFDH has not yet begun to roster volunteering professionals but we have approached some recently retired nurses from PSFDH to support if needed.

D. Howard again recognized the work and coordination of the hospital team in a relatively short period of time.

*G. Mears, M. Hallam, L. Smith and R. Fromowitz left the call at 8:57 a.m.*

## **11 Closed Session No. 2**

*RESOLUTION No. 39/20*

*MOVED by J. Fenik*

*SECONDED by J. Hewitt*

*THAT the PSFDH Board of Directors meeting moved to a closed session at 8:57 a.m.*

*CARRIED.*

*RESOLUTION No. 40/20*

*MOVED by A. Thomlinson*

*SECONDED by Dr. W. Hollis*

*THAT the PSFDH Board of Directors meeting moved out of the closed session at 9:22 a.m.*

*CARRIED.*

*Approval of Closed Session Agenda and Closed Session Minutes*

*RESOLUTION No. 41/20*

*MOVED by J. Hewitt*

*SECONDED by J. Fenik*



THAT the PSFDH Board of Directors approved the closed session agenda and February 25, 2020 closed session notes.

CARRIED.

Physician Privileges

RESOLUTION No. 42/20

MOVED by A. Thomlinson

SECONDED by K. Clupp

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

**New Appointments 2020**

Physician Name	Privilege Type	Department
Dr. C. Jago	Locum	OB/GYN
Dr. D. Nguyen	Locum	OB/GYN

**Re-Appointments 2020**

Physician Name	Privilege Type	Department
Dr. P. Cunniffe	Active	FM/ER -Admitting
Dr. S. Liu	Active	FM/ER -Admitting
Dr. T. Ryan	Courtesy	FM -Hospitalist
Dr. H. Aguilar	Courtesy	Diagnostic Imaging
Dr. N. Al Nakshabandi	Courtesy	Diagnostic Imaging
Dr. C. Baldauf	Courtesy	Diagnostic Imaging
Dr. J. Bennett	Courtesy	Diagnostic Imaging
Dr. J. Butler	Courtesy	Diagnostic Imaging
Dr. A. Coret	Courtesy	Diagnostic Imaging
Dr. J. De Villiers	Courtesy	Diagnostic Imaging
Dr. A. Goel	Courtesy	Diagnostic Imaging
Dr. L. Guo	Courtesy	Diagnostic Imaging
Dr. W. Guest	Courtesy	Diagnostic Imaging
Dr. O. Islam	Courtesy	Diagnostic Imaging
Dr. D. Jabs	Courtesy	Diagnostic Imaging
Dr. D. Janzen	Courtesy	Diagnostic Imaging
Dr. S.P. Lim	Courtesy	Diagnostic Imaging
Dr. S. Millward	Courtesy	Diagnostic Imaging
Dr. P. O'Brien	Courtesy	Diagnostic Imaging

**Approval of Closed Session Leadership Report**

RESOLUTION No. 43/20

*MOVED by S. Bird*  
*SECONDED by C. Dolgowicz*

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

*CARRIED.*

## **12 Business Arising from Minutes**

There was no business arising from the minutes.

## **13 Board Committee Reports**

### **13.1 Lanark County Mental Health Community Advisory Board – L. Drynan**

L. Drynan reported that there is process to realign the group with a more interactive approach for members to provide feedback and support the organization.

### **13.2 Board Quality Committee – March 12, 2020 – L. Drynan**

L. Drynan reported that the committee reviewed and recommended the QIP and received an update on the strategic plan operational plan.

### **13.3 Governance Committee – March 17, 2020 – J. Hewitt**

The Governance Committee report was included with the Consent Agenda items.

J. Hewitt reported that the board will proceed with a recruitment process. An advertisement will be posted in the local papers with a closing date of Friday, April 17. The board is seeking a member with financial skills.

### **13.4 Finance Committee – March 19, 2020 – Dr. W. Hollis**

The Finance committee report was included with the Consent Agenda items. Dr. W. Hollis added that PSFDH has not yet completed its allotment of additional hips and knees.

## **14 Standing Items**

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

No update.

## **15 Other Business**

Nil.

## **16 Information Items**

Nil.

## **17 Next Meeting Date – D. Howard**

Regular Meeting: Tuesday, April 28, 2020, SF Site, 7:30 a.m. or via teleconference.

## **18 Adjournment – D. Howard**

*RESOLUTION No. 44/20*



*MOVED by G. Church*  
*SECONDED by S. Bird*

*THAT the March 24, 2020 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 9:27 a.m.*

*CARRIED.*

  
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D. Howard, Chair

  
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Dr. B. Guppy, Secretary