

**Perth and Smiths Falls District Hospital**  
Board of Directors Meeting  
Tuesday, November 23, 2021  
Via Videoconference @ 7:30 a.m.

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PRESENT: S. Bird, *G. Church, Chair*, K. Clupp, C. Dolgowicz, L. Drynan, J. Fenik, J. Hewitt, B. Hirst, Dr. W. Hollis, Dr. A. Kuchinad, S. Pankow, M. Quigg, Dr. M. Roberts, A. Thomlinson, Dr. K. Wickens

REGRETS: N. Shaw, Dr. K. Stolee

IN ATTENDANCE: D. Hodgins, VP, Finance & Support Services K. Kelly, Recording Secretary, M. Hallam, Executive Director, PSFDH Foundation, M. Young, President, GWM Auxiliary, P. Storeybaker, Interim ED, Lanark County Mental Health, H. Bedor, ED, Lanark County Support Services

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**1. Call to Order – G. Church**

G. Church, Chair, called the meeting to order at 7:31 a.m.

**2. Chair's Remarks – G. Church**

No remarks.

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

A grateful patient journey letter included in the materials.

**4. Declaration of Conflict of Interest – G. Church**

G. Church reminded members to declare a conflict at any point during the meeting.

**5. Approval of Agendas – G. Church**

**a) Regular Meeting and Consent Agendas**

**Regular Meeting Agenda**

*RESOLUTION No. 136/21*

*MOVED by J. Hewitt*

*SECONDED by K. Clupp*

*THAT the regular meeting agenda was approved as presented.*

*CARRIED.*

**Consent Meeting Agenda**

*RESOLUTION No. 137/21*

*MOVED by L. Drynan*

*SECONDED by C. Dolgowicz*

*THAT the consent agenda was approved as presented.*

CARRIED.

## 6. Foundation & Auxiliaries

### a) PSFDH Foundation – M. Hallam

M. Hallam provided the following updates on behalf of the PSFDH Foundation:

- the Foundation holiday appeal was distributed and the focus is ICU bedside monitors (approximately \$160,000.
- a thermometer will be installed on an exterior wall at each site to track campaigns
- members were encouraged sign up for Foundation newsletter
- Foundation social media campaigns continue to develop with the creation of a LinkedIn account.
- a case for support for urology services is in development.
- PSFDH Foundation will participate in “Giving Tuesday” planned for November 30, 2021. Donations will support the purchase a chemotherapy chair for the MDCU.

### Grateful Patient Letter – D. Hodgins for N. Shaw

D. Hodgins read the grateful patient story to the group.

### b) GWM Auxiliary – M. Young

M. Young reported that the auxiliary activities remain quiet but noted the following activities:

- The gift shop has had successful sales and received a positive response from the community.
- Four (4) new volunteers have joined the gift shop.
- The off-site gift shop location is in place until the end of January. The next steps will need to be determined (returning to hospital property.)
- Auxiliary members made Christmas cards for patients and staff at GWM Site and they will be shared this year.

G. Church expressed his appreciation for the Auxiliary update and the continued support of the patients and families. D. Hodgins added that she would bring forward the matter of Christmas favours on patient trays and gift shop location to the Senior Leadership Team meeting.

## 7. Action Items

### 7.1 Leadership Report – M. Cohen

M. Cohen referred the members to the November 2021 Leadership Report which was shared in advance of the meeting. He highlighted the following:

There is an increase in COVID+ cases in community which may impede next steps. He noted that now is not the time to loosen restrictions. He noted that some small meetings had reverted to in-person but will now go back to virtual.

*RESOLUTION No. 138/21*

*MOVED by B. Hirst*

*SECONDED by K. Clupp*

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

CARRIED.

### 7.2 Chief of Staff Report – Dr. K. Stolee

G. Church noted that Dr. Stolee’s report was included in the materials and opened the floor to questions.

*RESOLUTION No. 139/21*

*MOVED by J. Hewitt*

*SECONDED by C. Dolgowicz*

*AS the current Emergency Department Clinical Chief, Dr. James Simpson, is completing his term at the end of 2021,*

*AND the proposed candidate, Dr. Jennifer Pierce has expressed interest in assuming this role;*

*BE IT RESOLVED THAT the PSFDH Board of Directors accepts the recommendation of the Medical Advisory Committee and approves Dr. Jennifer Pierce to serve as the Emergency Department Clinical Chief effective January 1, 2022.*

*FURTHER the PSFDH Board of Directors supports the recommendation with the expectation that Dr. Pierce will move to the required Professional Staff Category – Active in March 2022 as is required by the PSFDH Professional Staff By-Laws.*

*CARRIED.*

M. Cohen will advise Dr. Stolee that the Board supports her proceeding with discussing Chief of Staff recruitment efforts with the Brockville General Hospital.

*RESOLUTION No. 140/21*

*MOVED by Dr. W. Hollis*

*SECONDED by C. Dolgowicz*

*THAT the PSFDH Board of Directors accepts the Leadership and Chief of Staff reports as presented.*

*CARRIED.*

### **7.3 Medical Staff Association (MSA) Report – Dr. M. Roberts**

Dr. M. Roberts reported that the MSA met last week and welcomed M. Cohen and D. Hodgins. The MSA appreciated receiving a financial update from D. Hodgins. The group is also appreciative of the continued transparency and communication with management.

G. Church thanked Dr. M. Roberts for his contributions at the recent Town of Perth Council meeting delegation related to municipal support for the hospital core capital program. Mayor Fenik reiterated the comments and noted that his presentation influenced the outcome.

General discussion ensued regarding the level of commitment for the Chief of Staff position. Dr. Roberts indicated that PSFDH has a number of possible candidates however given where they are in their respective careers; the opportunity is not feasible to consider. He also noted that the time commitment for upcoming Regional HIS Initiative is approximately one day/week and there are some physicians who have an interest and may pursue.

Mayor Pankow noted that the Town of Smiths Falls held its first budget meeting last night and there is consensus to support the hospital but this is yet to be confirmed. The hospital is presenting to the Town of Smiths Falls on December 13 and efforts to coordinate a presentation at the Montague Township council is underway.

### **7.4 PSFDH Annual Report – A. Thomlinson**

*RESOLUTION No. 141/21*

*MOVED by A. Thomlinson*

*SECONDED by C. Dolgowicz*

*THAT the PSFDH Board of Directors approved the PSFDH Annual Report 2020/21 as presented.*

*CARRIED.*

## **7.5 Strategic Engagement Framework – A. Thomlinson**

Dr. Hollis commented that the framework supports transparency and communications and it is different from someone presenting to the board through a community delegation.

*RESOLUTION No. 142/21*

*MOVED by A. Thomlinson  
SECONDED by Dr. W. Hollis*

*THAT the PSFDH Board of Directors approved the PSFDH Strategic Engagement Framework as presented.*

*CARRIED.*

## **7.6 Governance Committee Items – J. Hewitt**

### **i) Liaison Committee Work Plan 2021/22**

*RESOLUTION No. 143/21*

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

*THAT the PSFDH Board of Directors accepts the Governance Committee recommendation to approve the Liaison Committee Work Plan 2021/22 as presented.*

*CARRIED.*

### **ii) Governance Process Policy 2.14 Criminal Reference Checks**

### **iii) Governance Process Policy 2.15 Open Board Meetings**

### **iv) Governance Process Policy 2.17 Consent Agenda**

J. Hewitt brought forward three policies as part of the routine review of all governance policies and presented the following resolution.

*RESOLUTION No. 144/21*

*MOVED by J. Hewitt  
SECONDED by S. Bird*

*THAT the PSFDH Board of Directors accepts the Governance Committee recommendation to approve the following Governance Process Policies as presented:*

- 2.14 Criminal Reference Checks;*
- 2.15 Open Board Meetings; and*
- 2.17 Consent Agenda.*

*CARRIED.*

## **7.7 Finance Committee – K. Clupp**

### **i) Working Capital Fund**

*RESOLUTION No. 145/21*

*MOVED by K. Clupp  
SECONDED by B. Hirst*

*THAT the PSFDH Board of Directors accepts the Finance Committee recommendation to authorize the disbursement of up to \$7.1M Ministry Working Funds for debt repayment within funding terms and conditions.*

*CARRIED.*

The working capital funds are a significant support to removing hospital debt. M. Cohen has raised the matter with MPP Clark and advocacy continues through the Ontario Hospital Association Medium-Sized Hospitals Council.

## **8. Sponsored Organizations**

### **11.5.1 Lanark County Support Services – H. Bedor**

H. Bedor referred to her October – November 2021 report included in the materials. She noted that affordable housing remains a key issue and many clients live in poverty. She provided an update on the September 2021 serious occurrence. Further, 40<sup>th</sup> anniversary celebrations continue.

### **11.5.2 LCMH Report – P. Storeybaker, Interim ED**

P. Storeybaker provided a verbal report and highlighted LCMH ED Recruitment is nearing completion. There continues to be limitations on in-person meetings and work is ongoing with psychiatry services MOU. She added that there has been an increase in escalated interactions with some clients warranting police response.

## **9. New Business**

### **9.1 Strategic Planning Process – M. Cohen**

M. Cohen has given consideration on how to move forward the strategic planning process and suggested creating a small *ad hoc* committee with volunteer board members. The group would consider the next steps and timelines. A proposed process will be brought to the January 2022 board meeting for approval.

J. Hewitt, C. Dolgowicz, Dr. W. Hollis volunteered for the *ad hoc* committee. A meeting will be set up in the coming days.

*Secretary's Note: following the meeting, M. Quigg volunteered to participate on the ad hoc committee.*

## **10. Business Arising from Minutes**

Nil.

## **11. Board Committee Reports**

### **11.1 Governance Committee – November 16, 2021 – J. Hewitt**

#### **11.1.1 Committee Report**

The Committee Report to the Board was included in the materials.

#### **11.1.2 Board Education Needs – Accreditation Education Session**

J. Hewitt reported that the Committee continues to developing opportunities. There is an accreditation education session scheduled for December 9 and all members were encouraged to attend.

### **11.2 Liaison Committee – November 12, 2021 – A. Thomlinson**

The Committee Report to the Board was included in the materials. Nothing further to add.

### **11.3 Finance Committee – November 18, 2021 – K. Clupp**

The Committee Report to the Board was included in the materials. K. Clupp noted that a signing authority policy is being developed with the sponsored agencies.

### **11.4 Board Quality Committee – November 4, 2021 – L. Drynan**

The Committee Report to the Board was included in the materials and there was nothing further to add.

*M. Hallam, H. Bedor, M. Young, P. Storey Baker left the meeting at 8:22 a.m.*

**12. Closed Session**

*RESOLUTION No. 146/21*

*MOVED by K. Clupp*

*SECONDED by Dr. W. Hollis*

*THAT the PSFDH Board of Directors moved to a closed session at 8:22 a.m.*

*CARRIED.*

*RESOLUTION No. 149/21*

*MOVED by S. Bird*

*SECONDED by Dr. W. Hollis*

*THAT the PSFDH Board of Directors moved out of the closed session at 8:29 a.m.*

*CARRIED.*

Closed Session Resolutions:

*RESOLUTION No. 150/21*

*MOVED by L. Drynan*

*SECONDED by K. Clupp*

*THAT the PSFDH Board of Directors accepts the recommendation of the Chief of Staff and Medical Advisory Committee to approve the requests for appointment and reappointment to the Professional Staff as presented.*

*CARRIED.*

**Board Member – Committee Appointment – Dr. W. Hollis**

Dr. W. Hollis noted that M. Quigg recently joined the board but has not yet been assigned to any committees. In the absence of the formal Executive Committee, he brought forward the motion to have M. Quigg join the Finance Committee.

*RESOLUTION No. 151/21*

*MOVED by Dr. W. Hollis*

*SECONDED by L. Drynan*

*THAT the PSFDH Board of Directors appoints M. Quigg to the Finance Committee.*

*CARRIED.*

**13. Other Items/Information**

**13.1 Strategic Plan Operational Plan Q1 – M. Cohen**

There were no updates to the operational plan.

M. Cohen remarked that PSFDH is a lean organization with an especially lean management team. G. Church commented that the Board is sympathetic to this remark. M. Cohen asked that members keep this in mind when a new strategy is developed.

**13.2 Accreditation Canada Survey 2022 – M. Cohen**

M. Cohen referred the members to the information and noted that the guide is helpful to review in advance of completing the assessment. The tool is not a test but an assessment to gauge knowledge and to improve performance or better engage members.

**13.2.1 Governance Functioning Tool**

**13.2.2 Governance Functioning Tool Guide**

- useful to review before completing the tool

**13.2.3 Accreditation Canada Survey Education Session – Thursday, December 9, 2021**

- reminder of session.

14. **Information Items** – items provided for information.

15. **Next Meeting Date**

Regular Meeting: Tuesday, January 25, 2022, via videoconference at 7:30 a.m.

16. **Adjournment**

*RESOLUTION No. 152/21*

*MOVED by S. Pankow*

*SECONDED by J. Fenik*

*THAT the November 23, 2021 Perth and Smiths Falls District Hospital Board of Directors' meeting adjourned at 8:37 a.m.*

*CARRIED.*



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G. Church, Chair



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M. Cohen, Secretary