Perth and Smiths Falls District Hospital
Executive Committee Meeting
7:30 a.m., Tuesday, June 23, 2020
Via Teleconference

Present: G. Church, Dr. B. Guppy, J. Hewitt, *D. Howard, Chair,* Dr. K. Stolee

Regrets: Nil.

In Attendance: K. Kelly, Recording Secretary

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1. Call to Order – D. Howard

D. Howard called the meeting to order at 7:07 a.m.

2. Declaration of Conflict of Interest

Nil.

3. Approval of Agenda

MOVED by G. Church
SECONDED by J. Hewitt

THAT the June 23, 2020 Executive Committee agenda be approved as circulated with a note that Item 5 a.) Ontario Health Teams would be updated at the regular Board of Directors meeting.

CARRIED.

4. Approval of Minutes

The members discussed the need to provide editorial revisions to the draft minutes and notes. D. Howard and Dr. B. Guppy will work with K. Kelly to make the necessary revisions.

MOVED by J. Hewitt
SECONDED by G. Church

THAT the following Executive Committee (open and closed) minutes be approved as circulated subject to editorial revisions:

- *February 25, 2020 (open);*
- *February 25, 2020 (closed);*
- *April 2020 – April 1, 2020;*
- *May 2020 – May 6, 2020; and*
- *June 2020.*

CARRIED.

5. Business Arising from Minutes

a) Ontario Health Teams Update – Dr. B. Guppy

The Ministry of Health has contacted Dr. B. Guppy as the area's OHT lead. Dr. B. Guppy will provide an update at today's board meeting.

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b) Chief of Staff Evaluation Process – D. Howard/All

D. Howard confirmed that the chief of staff evaluation process was completed and the process has led to the development of roles and responsibilities. The roles and responsibilities document has been shared with the Governance Committee for their review.

6. Closed Session Items

MOVED by J. Hewitt
SECONDED by G. Church

THAT the Executive Committee meeting moved to a closed session at 7:12 a.m.

CARRIED.

MOVED by G. Church
SECONDED by Dr. K. Stolee

THAT the Executive Committee meeting moved out of the closed session at 7:13 a.m.

CARRIED.

7. Standing Items

Accreditation Canada Update

Dr. B. Guppy advised that there has been no response to the letter sent late April 2020. Dr. B. Guppy will follow up.

PSFDH Annual General Meeting

D. Howard thanked everyone for accommodating her schedule and agreeing to have today's annual meeting at a later time.

A brief discussion ensued regarding the organizational/business meeting that follows the annual general meeting. D. Howard informed that group that the Executive Committee will be modified to involve the committee chairs and meet once in the middle of the board meeting cycle.

The main Executive Committee would remain in place consisting of the Chair, Vice Chairs, President & CEO/Secretary and Chief of Staff.

The members considered future planning for committee chairs. The following were put forward:

- G. Church would step back from Liaison Committee and would lead the Core Capital/Municipal Program;
- G. Church would continue as Vice Chair until the fall and step back also from Finance Committee;
- Dr. W. Hollis would move from Finance Committee Chair to Liaison Committee Chair;
- B. Hirst would move to Finance Committee Chair.

D. Howard confirmed that she has spoken with the parties regarding the changes.

G. Church requested to discuss the core capital program with Dr. B. Guppy and incoming CFO and B. Hirst.

8. New Business

Nil.

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9. Date of Next Meeting

Tuesday, August 25, 2020, 7:30 a.m., via teleconference.

Physician Funding (Pandemic) – Dr. B. Guppy
Dr. B. Guppy provided a brief update on temporary physician funding resulting from COVID-19 pandemic. He advised that PSFDH received a funding letter which allows PSFDH to initiate the payment process. He noted that the ministry cash advance was to cover the pandemic pays and PSFDH will continue to receive the full cash advance.

10. Adjournment

MOVED by Dr. B. Guppy
SECONDED by Dr. K. Stolee

THAT the Executive Committee meeting be adjourned at 7:23 a.m.

CARRIED.

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