

**Kemptville District Hospital
Board of Directors Meeting
Thursday, January 28, 2016
Grenville Mutual Community Room
380 Colonnade Drive, Kemptville**

Minutes

1. **Call to Order:** L. Angus called the meeting to order at 6:30 PM. Our guest speaker Julie Langlois, who is an Accreditation Specialist from Accreditation Canada, was welcomed to the Board Meeting.
2. **Regrets / Quorum:** Quorum was established.

Present:	L. Angus Dr. Leonard R. Morais	P. Currie P-E. Cloutier F. Onasanya	C. Chisholm D. Hart F. Vassallo	C. Burke A. Hysert R. Noseworthy
Regrets	J. Wolfe K. Cooper	J. Neubauer	D. Ulrichsen	G. Poapst
Management/Staff and Guests	L. LeClair J. Langlois, (Accreditation Canada)	A. Pinhey	J. Read	C. Van Vliet

3. **Re-affirming the Mission:** D. Hart re-affirmed KDH's mission. Having the local physicians, clinics, ED services readily available and the quality of that care is what has built Kemptville Hospital to what it is in the community.
4. **Client Centered Care:** C. Burke read a compliment letter from a very satisfied patient who was in hospital for ACL surgery. She also shared the details of a complaint submitted from a patient who claimed a number of her narcotic medications were stolen when she was admitted to hospital. This complaint and investigation resulted in a new policy for Personal Medications involving a system for counting/recording of narcotics (only) for admissions.
5. **Education: Accreditation Canada and Patient & Family Centred Care**

Julie Langlois from Accreditation Canada presented an overview (included in Agenda) of the Accreditation Process with respect to Governance, indicating where the Board's responsibilities are, how to prepare, and what to expect during and after the Survey. The Board were provided the opportunity to ask questions, and there was some general discussion around the process. It was made clear that the standards Accreditation Canada measures KDH by are the same standards for every hospital in Canada, no matter the size.

Jenny Read, Communications/Patient Relations Officer at KDH, provided an overview of the *Achieving Patient and Family Centred Care: Patient and Family Engagement Strategy* (included in the Agenda). This is KDH's planned approach to comply with new requirements under the Excellent Care for All Act, as well as with Accreditation Canada requirements. Advisors will be recruited by a call out through brochures, Health Matters, the KDH website, etc. Other hospitals in the region already have Patient Advisory Councils in place, and we are hoping to have 20 members recruited before November. It

was discussed that clarity of the role will be very important to the members and that processes will need to be developed to ensure success.

Our guest Julie left the meeting at 7:25 PM, following Jenny's presentation.

6. Additions / Changes to the Agenda:

Additions: None.

Changes: Agenda Item 10.4.1 Length of Meetings/Consent Agenda moved to first on Agenda.

10. Reports

10.4 Governance Committee Report

10.4.1 Length of Meetings/Consent Agenda

***Motion:** On a motion duly moved, seconded and carried, the Board approved the use of a Consent Agenda format, in which non-controversial matters will be grouped together and adopted/received by the Board (or by Board committees) by a single motion without debate. Any member may request that an item be removed from the consent agenda, in which case it will be addressed separately.*

Following the approval of the Motion, the Consent Agenda was implemented for the remainder of the Board Meeting.

7. Approval of Consent Agenda Items:

Item 10.2.2 Credentialing will be removed from the Consent Agenda this evening and going forward based on the advice in the OHA session on Credentialing. Verbal confirmation that the processes as outlined in the Board-approved bylaws have been followed will be sought.

***Motion:** On a motion duly moved, seconded and carried, the Board approved to receive for information items 10.1.1 Compliance Report, 10.1.2 CEO Report, 10.1.3 CNO Report, 10.3.2 Annual Quality Improvement Plan, 10.4.3 Accreditation, 10.6 KDH Foundation Report, 10.7 KDH Auxiliary Report, 10.8 Strategic Planning Ad Hoc Report and approved for motion items 8. Approval of Previous Minutes: November 26, 2015, and 10.4.2 Policy Review #10 Compensation and Benefits on the Consent Agenda.*

9. Smoke Free Ontario Act – Smoking Ban

***Motion:** On a motion duly moved, seconded and carried, the Board approved that a designated smoking area be identified on the hospital grounds in compliance with the Smoke-Free Ontario Act.*

L. LeClair provided the overview of new requirements as of January 2016 under the Smoke-Free Ontario Act, and the rationale for the need to have a designated smoking area on the hospital grounds until the hospital is required to be entirely Smoke Free in two years. Board members

requested that the insurer liability and thoughts to environmental issues be considered. Also noted is that we received notification mid-December that the Ontario government has decided to delay proclamation of the use provisions under the Electronic Cigarettes Act (ECA) to a future date.

Action: L. LeClair to confirm with insurers and to report back to Board on the outcome.

10. Reports

10.2 Hospital

10.2.1 Chief of Staff Report – verbal

Dr. Leonard provided an overview of items currently being discussed at MAC Including:

- Medical Marijuana Policy
- Service Planning
- Unfilled weeks in hospital schedule
- Physician Assisted Suicide

10.2.2 Credentialing

Motion: *On a motion duly moved, seconded and carried, hospital privileges for the following physicians, who have been credentialed as set out under Article 4 Appointment and Reappointment to Professional Staff of the Professional Staff Bylaws, were approved by the Board of Directors:*

Re-Application	Application	Physician	Privilege Category
✓		Dr. Hakeem Alobaid	
✓		Dr. Muhammad Bayat	Courtesy – Radiology, RTM**
✓		Dr. Suzanne Christie	Courtesy – Neurology
	LOGs	Dr. Andrea Donovan	Courtesy – Radiology, RTM
	LOGs	Dr. Benjamin Aaron FINE	Courtesy – Radiology, RTM
✓		Dr. Daniel Holman	Active
	✓	Dr. Owen Lee	Associate
✓		Dr. Loan Luong	Active
✓		Dr. Shawn O’Donnell	Courtesy - Emergency
✓		Dr. Anne Marie Pelletier	Courtesy - Emergency
	✓	Dr. R. Riddell	Courtesy - Emergency

* LoGS = Letter of Good Standing

** RTM = Real Time Medical

10. Reports

10.3 Quality & Safety Committee

10.3.1 Video Presentation

A video from the Effective Governance for Quality and Patient Safety conference with Dr. Ross Baker was presented to the Board on Patient Care. Some discussion followed with respect to board member recruitment of those with quality improvement skills, QIP alignment, strategic

planning, Accreditation GAP analysis and the importance of driving compliance with Board Quality and Safety ROP.

10. Reports

10.4 Governance

10.4.2 Board Policies Reviews

The motion was amended to indicate that a third board member be added to the CEO Evaluation Committee, and the policy will be changed to reflect this. The third member will commence after tomorrow's scheduled evaluation meeting, as no one was available at this short notice.

Motion: On a motion duly moved, seconded and carried, the Board approved Policy #2 Evaluation of the CEO as presented and revised January 2016.

Motion: On a motion duly moved, seconded and carried, the Board approved Policy #13 Public Attendance at Board Meetings as presented January 2016.

Action: Board Regular Meeting Schedule, Policy and Approved Minutes (going forward) posted to Website.

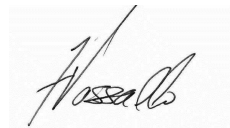
Motion: On a motion duly moved, seconded and carried, the Board approved Policy #23 In Camera Board Meetings and Minutes as presented January 2016.

11. KDH Board Action Registry: The Foundation President confirmed that the request was that the Foundation receive the hospital's Capital Equipment List and that they have received it.

12. Next Meeting: Thursday, February 25, 2016, 6:30 PM at Grenville Mutual.

13. Moved to In Camera session of the meeting at 8:35 PM.

14. Adjournment: There being no further business, the meeting was adjourned on motion at 9:13 PM.



F. Vassallo, CEO



L. Angus, Board Chair