

**Kemptville District Hospital
Board of Directors Meeting
Thursday, February 25, 2016
Grenville Mutual Community Room, 380 Colonnade Drive, Kemptville**

Minutes

1. **Call to Order:** L. Angus called the meeting to order at 6:32 PM and welcomed guest speaker Aparna Vaidyanathan, Project Manager from the South Ottawa North Grenville (SONG) Health Links.
2. **Regrets / Quorum:** Quorum was established.

Present:	L. Angus A. Hysert Dr. Leonard R. Morais	P. Currie D. Ulrichsen P-E. Cloutier (T) F. Onasanya	C. Chisholm G. Poapst D. Hart	J. Neubauer R. Noseworthy F. Vassallo
Regrets	J. Wolfe	C. Burke	K. Cooper	
Management/Staff and Guests	L. LeClair Aparna Vaidyanathan, (SONG Health Links)	A. Pinhey Margret Norenberg (KDH Foundation)	J. Read	C. Van Vliet

3. **Re-affirming the Mission:** J. Neubauer re-affirmed KDH's mission from his perspective.
4. **Client Centered Care:** J. Read read a compliment letter from a very satisfied patient who was in hospital for a knee scope. Also shared was a complaint of early discharge and long wait time for repatriation. An investigation was done and as a result of the complaint, discharges over the weekend will receive increased scrutiny.
5. **Education - Health Links:** Aparna Vaidyanathan, Project Manager from the South Ottawa North Grenville (SONG) Health Links presented an overview of Health Links, followed by Catherine Van Vliet, KDH VP Integration and Primary Care, who spoke to KDH's role within Health Links.

Ms. Vaidyanathan was thanked and left the meeting.

6. **Additions / Changes to the Agenda:** Item 9.1.2 CEO Report was moved from the Consent Agenda to "for discussion".
7. **Approval of Consent Agenda Items:**

Motion: On a motion duly moved, seconded and carried, the Board approved to receive for information items 8.0 Approval of Previous Minutes: January 28, 2016, 9.1.1 Compliance Report, 9.1.3 CNO Report, 9.1.4 CoS Report, 9.2.2 February Indicator Report, 9.5 KDH Foundation Report, and for motion 9.3.1 Policy #9 Human Resources Practices and Recruitment, 9.3.1 Policy #12 Recruitment of New Board Members on the Consent Agenda.

9. **Reports**

9.1. Hospital

9.1.2 CEO Report

Clarification was sought regarding our Patient Family and Centred Care Campaign slogan and the definition of “On-Call Physicians – Hospitalists”. It was confirmed that the slogan “The Patient Experience Starts Here” is the one we are moving forward with and not the previously suggested slogan noted in the Communication Plan. It was advised that Hospitalists are those that provide in-patient coverage.

Motion: On a motion duly moved, seconded and carried, the Board approved receipt for information of item 9.1.2 CEO Report.

9.2 Quality & Safety Committee

9.2.1 Video Presentation

The video “The Importance of Developing and Maintaining Relationships” with Dr. Jack Kitts was played.

9.3 Governance

9.3.1 Board Policies Reviews

Motion: On a motion duly moved, seconded and carried, the Board approved Policy #6 Risk Management as presented.

Motion: On a motion duly moved, seconded and carried, the Board approved Policy #14 Conflict of Interest as presented.

9.3 Governance

9.3.2 Communication Plan

An overview of the current Communication Plan was provided by Communications/Patient Relations Officer Jenny Read. Suggestions were made.

Action: Language will be added reflecting the community’s and stakeholder’s ‘ownership’ of KDH.

9.4 Corporate Services Committee

9.4.1 Verbal Report

The Corporate Services Committee Chair provided a verbal report with an overview of the meeting held on February 24, 2016.

9.4.2 Financial Operations – Q3 Financial Update

The Corporate Services Committee Chair provided an overview of the Financial Operations for Q3. As well, the Committee Chair highlighted changes in the Clinic

Modernisation Project floor plans, in particular location of the clinics moved from the lower floor to the second floor: changes which will increase the number of clinics, patient access and flow.

9.7 Strategic Planning Ad hoc Committee

An overview of the materials distributed was given. Board members were reminded of the importance of participating in the strategic planning process and staff advised they would recirculate the Survey link.

It was proposed that a Foundation member join the Ad Hoc Strategic Planning Committee.

Action: The Foundation Chair will put forward who from the Foundation Board will sit on the Ad Hoc Strategic Planning Committee.

Discussion occurred regarding the Environmental Scan that will be employed during this process. It was shared that the environmental tool that will be used is SOAR (strengths, opportunities, aspirations, results).

9.5 Foundation Report

The Foundation President reviewed written report.

10. KDH Board Action Registry:

#3 – Designated Smoking Area (DSA) - Liability and environment factor in location choice: Insurance advised of KDH's responsibilities and recommended that the DSA be treated with the same level of care as sidewalks and entrances. KDH accepted and will act upon this recommendation. Further consultation, including with patients, was done regarding location: as a result, a new location is being considered near the ER entrance to increase safety.

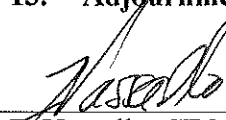
#4 – Board Regular Meeting Schedule, Policy #13 Public Attendance at Board meetings, and Approved Minutes to be posted to the KDH Website; this has been completed.

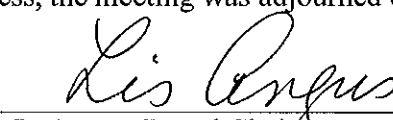
11. **Next Meeting:** Thursday, March 24, 2016, 6:30 PM at Grenville Mutual.

12. **Moved to In Camera session at 8:37 PM.**

Motion: On a motion duly moved, seconded and carried, the Board agreed to renew the RVHS lease with the Bank of Nova Scotia for one year on terms and conditions generally in line with what is already in place, with any material changes to be approved by the CEO and Chair of KDH.

13. **Adjournment:** There being no further business, the meeting was adjourned on motion at 9:45 PM.


F. Vassallo, CEO


L. Angus, Board Chair