

**Kemptville District Hospital
Board of Directors Meeting
Thursday, June 22, 2017
Grenville Mutual Community Room,
380 Colonnade Drive, Kemptville, ON
6:45 pm**

Minutes

1. **Call to Order:** K. Cooper, Chair, called the meeting to order at 6:56 pm.

K. Cooper thanked outgoing Past Board Chair Lis Angus for her 11 years of service and fine attention to detail. The Board will still reach out to Lis regarding Broader Public Service Accountability and Executive Compensation.

K. Cooper thanked outgoing Board member Ann Hysert for her advice with respect to the Human Resources policy and her questions and interventions. Ann has had to leave the Board for personal reasons.

2. **Regrets / Quorum / Declaration of Conflicts:** Quorum was established and there were no conflicts declared.

Present:	B. Baxter M. Harrison R. Morais S. Saslove	C. Chisholm Dr. G. Leonard J. Neubauer D. Ulrichsen	K. Cooper (Chair) E. MacPherson F. Onasanya F. Vassallo	P. Currie Dr. P. McGregor C. Parsons
Regrets:	C. Burke	P.-E. Cloutier	G. Poapst	
Management / Staff and Guests:	B. Bryan (Recorder) C. Van Vliet G. Martine	L. LeClair L. Angus	A. Pinhey A. Hysert	J. Read A. Gillani

3. **Reaffirm the Mission:** KDH's mission was re-affirmed by C. Chisholm.
4. **Client Centred Care:** J. Read shared both a complaint and a compliment that were received from patients and/or their families, along with the learning opportunities that came as a result of the complaint resolution process. Also shared were the steps taken to close the loop on the complaint presented at the previous meeting.
5. **Education:** Accreditation Canada – Genevieve Martine, Director, and Asmita Gillani, Executive Director presented an update on the Health Standards Organization (HSO) & Accreditation Canada (AC). HSO will develop and deliver global standards, and the tools and services to bring them to life in local jurisdictions around the world. AC will focus on delivering innovative assessment programs and models directly with clients in Canada and around the world.

Ms. Martine and Ms. Gillani left the meeting at 7:55 pm following the presentation.

6. **Additions/Changes to the Agenda:**

Change to Item 9.3.4: removed from the consent agenda and moved 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 or approve for motion, items, 8. Approval of Previous Minutes: May 25, 2017, 9.1.1 BPSAA Year End Attestation / Declaration, 9.1.2 Compliance Report, 9.1.3 CEO Report, 9.2.2 Professional Staff Bylaws, 9.3.2 Patient Safety Governance Toolkit Final Report, 9.4.7 Executive Compensation Framework, 9.5.2 HR Plan and HR Talent Management, 9.6 KDH Foundation Report.

9. Reports

9.1 Hospital

9.1.4 CNO Report - no report; provided at AGM.

9.2 Chief of Staff

9.2.1 Chief of Staff Report – no report; provided at AGM.

9.2.3 Medical Staff Policies

Motion: On a motion duly moved, seconded and carried, the Board approved Medical Staff Policies No. 27 Eye Donation and 30 Credentialing for Telemedicine as amended.

9.2.4 Credentialing

Motion: On a motion duly moved, seconded and carried, the Board approved the 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:

Re-Application	Application	Physician	Privilege Category
	Full	Dr. Nizar AL-NAKSHABANDI	Courtesy – Radiology Realtime Medical

9.3 Quality and Safety Committee

9.3.1 Quality and Safety Chair Report

R. Morais provided an update on the Indicator Ad hoc Committee. There are a large number of indicators reflecting corporate services and quality being reviewed for relevancy. Indicators are reviewed on a three year cycle. The Ad hoc Committee met initially in January, 2017, and are currently compiling information for the existing 36 indicators. They will look at the scope of what is needed to address the goals set out in the Strategic Plan. A Retreat is scheduled in early August, 2017, to finalize the indicators, and it will be brought to the Board retreat in September, 2017. A presentation is anticipated in October, 2017, for approval by the Board.

The Committee is considering a dashboard reporting style. Currently the project's timelines are longer than anticipated. K. Cooper provided a description of the indicators for the benefit of the new board members.

9.3.3 Performance Indicators: June, 2017 Indicator Report – *this agenda item was not discussed.*

9.3.4 Patient Experience Survey – Distribution Analysis

L. LeClair provided an overview of the Patient Experience Survey Distribution Analysis. A question regarding response rates was posed earlier. It was confirmed that KDH's response rate is typical for inpatients across all hospitals. The ER and Day Surgery units are short stays and provide a better response rate.

9.4 Governance Committee

9.4.1 Governance Chair Report

R. Morais provided a verbal report of the activities of the Governance Committee since last reporting to the Board.

9.4.2 Election of Officers

Motion: On a motion duly moved, seconded and carried, the Board approved to elect K. Cooper as Board Chair, R. Morais as Vice-Chair and P. Currie as Treasurer.

9.4.3 Board Officer and Committee Participation 2017-2018

Motion: On a motion duly moved, seconded and carried, the Board approved the 2017-2018 Board of Directors Officers and Committee Participation list as amended.

9.4.4 2016-2017 Board and Committee Education Report and 2017-2018 Education Survey

R. Morais reflected on the education provided for the 2016-2017 year. For 2017-2018, members were asked to think about education sessions, particularly to address goals outlined in the Strategic Plan, and to prioritize their choices. Members were asked to complete the survey by prioritizing the possible topics and speakers as distributed and return to K. Cooper. Some topics would be for Board meetings and some for the Board Retreat in September, 2017. Members were asked to send their suggestions for other topics for education at the Board Retreat to the attention of R. Morais.

9.4.5 Board Recruitment – *no report; addressed at the AGM.*

9.4.6 Board Retreat

Potential dates for the Board Retreat included September 9, 16 and 23, 2017, and were forwarded to Dr. Kennedy as an anticipated key speaker. The Board will be polled for availability to determine a firm date.

9.5 Corporate Services Committee

9.5.1 Corporate Services Chair Report (including RVHS Report)

P. Currie provided a verbal report on the activities of the Committee since last reporting to the Board, including the RVHS Report. KDH is looking for more granularity with respect to the RVHS budget. RVHS is looking to increase rostering, which is being tracked and is in line with their budget.

Executive Compensation will be discussed in camera.

The Clinic Modernization Project is on schedule and on budget. The project is being extremely well managed by the Staff team. The Foundation has committed to raise \$1 million for this Project and has publicly stated this. The KDH Board has asked the Foundation to have a stretch target of \$1.7million.

9.7 KDH Auxiliary Report -no report; provided at AGM.

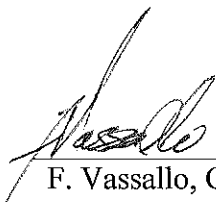
10. **Action Item Registry:** *For Information only.*
11. **Next Meeting:** 6:30 PM Thursday September 21, 2017, at KDH Boardroom.
12. *Brief recess at 8:40pm.*
13. **Moved In Camera at 8:45 pm on a motion moved.**

Motion: The Board approved the CEO's Performance Objectives for the year ending March 31, 2018 in accordance with the attached draft Performance Goals.

Motion: The Board approved that the Performance Amount payable pursuant to the CEO's employment contract, for the year ending March 31, 2018, be linked to the achievement of performance pay targets set out in the attached draft Performance Goals.

Moved out of In Camera at 9:01 PM.

14. **Adjournment:** There being no further business, the meeting was adjourned on a motion moved at 9:02 pm.


F. Vassallo, CEO


K. Cooper, Board Chair