

**Kemptville District Hospital
Board of Directors Meeting
Thursday, November 23, 2017
Grenville Mutual Building
380 Colonnade Drive, Kemptville, ON
6:30 pm**

Minutes

1. **Call to Order:** K. Cooper, Chair, called the meeting to order at 6:30 pm.
2. **Regrets / Quorum / Declaration of Conflicts:** Quorum was established and there were no conflicts declared.

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

3. **Reaffirm the Mission:** KDH's mission was re-affirmed by K. Cooper.
4. **Client Centred Care:** J. Read shared a compliment and complaint, including the learning opportunities as a result of the complaint investigation.

At this time the Board Members were also provided with copies of the Patient Relations business cards as well as copies of the "Why am I waiting" information cards that have been distributed in the ER waiting room; the "Why am I waiting" cards were prepared to proactively educate the public when accessing KDH's ER services.

5. **Education:** Dr. Jeffrey Turnbull, Chief of Staff, The Ottawa Hospital, presented on the Quality Agenda and the Role of the Board. Special attention was given to Health Quality Ontario, QI challenges, and how to promote quality. Dr. Turnbull indicated what Board members should be thinking of at a meeting, such as what is the opportunity for access to care, is there access for all, and on the Quality Agenda and unique populations he suggests Board members ask how we are doing. Also, he recommended highlighting partnerships and integration (primary/specialty care, in both urban and rural settings). Members asked questions throughout the presentation; this provided a platform for additional learning opportunities and further discussion.

Dr. Turnbull left the meeting at 7:32 pm following his presentation.

6. **Additions/Changes to the Agenda:** None.

7. Approval of Consent Agenda Items:

Motion: On a motion duly moved, seconded and carried, the Board approved to receive for information or approved for motion, items 8. Approval of Previous Minutes: October 26, 2017, 9.1.1 Compliance Report, 9.1.2 CEO Report 9.1.3 CNO Report, 9.1.4 Enterprise Risk Management Dashboard Report at November 2017, 9.2.1 Chief of Staff Report, 9.4.3 2017-2018 Quality Improvement Plan (QIP) Quarterly Q2 Report, 9.5.3 Board Retreat Outcomes and Survey Results, 9.5.4 Q2 2017-2018 Operational Plan Update and Status Report 9.5.5 Health System Integration, 9.5.6 2017-2018 Communication Plan, 9.6.2 2018-2019 Budget (HAPS), 9.6.3 2017-2018 Q2 Financial Report, and 9.6.5 Board Policy No. 9 Human Resources Practices and Recruitment.

9. Reports

9.5 Governance Committee

9.5.1 Governance Chair Report

R. Morais provided a verbal report on the Governance Committee meeting of November 14, 2017.

9.5.2 Board Policy No. 19 Quality and Safety Committee Terms of Reference

Motion: On a motion duly moved, seconded and carried, the Board approved the review of Board Policy No. 19 Quality and Safety Committee Terms of Reference, as presented.

9.2 Chief of Staff

9.2.2 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 (with revision indicated):

Re-Application	Physician, Last Name	Physician First Name	Privileges	Speciality
✓	Blakslee	James Michael	Active	General Surgery
✓	Brisebois	John	Courtesy	Emergency
✓	Christie	Suzanne Nadine	Courtesy	Neurology
✓	Coret	Alexander	Courtesy	Radiology
✓	Coret-Simon	Judith	Courtesy	Radiology
✓	Donovan	Andrea	Courtesy	Radiology
✓	El-Salfiti	Ismail	Courtesy	Emergency
✓	Evans	John	Active	Family Medicine
✓	Farah	Christian	Courtesy	Anaesthesia
✓	Gauvreau	Robert	Courtesy	Surgical Assist
✓	Halil	Alexander	Courtesy	QCH Laboratory

✓	Holman	Daniel	Active	Surgical Assist
✓	Lee	Owen	Active	Emergency
✓	Lewin	Gabriela	Active	Family Medicine
✓	Luong	Loan	Active	Family Medicine
✓	Maclean	Mary Janet	Courtesy	Internal Medicine
✓	Malhotra	Rohin	Courtesy	Radiology
✓	Matyas	Miklos	Courtesy	Otolaryngology
✓	Miller	Paul	Courtesy	Anaesthesia
✓	Papp	Steven	Courtesy	Orthopaedics
✓	Pelletier	Anne Marie	Courtesy	Emergency
✓	Pollock	J. Whitcomb	Courtesy	Orthopaedics
✓	Potoczny	Stefan	Courtesy	Radiology
✓	Riddell	Robert E.G.	Courtesy	Emergency
✓	Rizk	Magdy	Courtesy	Surgical Assist
✓	Rouf	Rehana	Courtesy	Emergency
✓	Saleh	Zahra	Active	Emergency
✓	Schnurr	Lawrence Peter	Active Courtesy	Internal Medicine
✓	Stewart	Aviva	Courtesy	Anaesthesia
✓	St-Jean	Benoit	Courtesy	General Surgery
✓	Vallee	Isabelle	Courtesy	Emergency
✓	Wiebe	Sheldon	Courtesy	Radiology

9.3 Performance Indicator Ad Hoc Committee

9.3.1 Approval of New and Amended Board Indicators and Process

R. Morais, Chair of the Performance Indicator Ad Hoc Committee, provided a summary of the activities of the Committee, the challenges they faced during the indicator review process, and the proposed outcomes. E. Grant, Manager of Decision Support, was in attendance to provide the specifics on the Dashboard and new Indicator Reports.

Motion: On a motion duly moved, seconded and carried, the Board approved the recommendations of its Ad Hoc Performance Indicator Review Committee regarding the type, number, form, format, and review frequency of indicators that the Board and its Sub-committees will receive. This includes a move to an ongoing “KDH Strategic Dashboard” format of the Board Indicators effective February, 2018. The Board and its Sub-committees will receive quarterly reports on their respective indicators. The type and number of indicators is to be reviewed annually going forward by the Quality and Safety Committee in conjunction with an annual environmental scan to ensure relevancy.

E. Grant left the meeting at 8:04 pm following the approval of the motion.

9.4 Quality and Safety Committee

9.4.1 Quality and Safety Chair Report

D. Ulrichsen provided a verbal report on the Quality and Safety Committee meeting of November 9, 2017.

9.4.2 Performance Indicators: September, 2017 Indicator Report

C. Burke reviewed the indicators presented to Board, and provided additional insight to the members. In addition, Cathy provided further comments of how these indicators will be conveyed to Board once in the new format that was previously presented by the Indicator Ad Hoc Committee.

9.6 Corporate Services Committee

9.6.1 Corporate Services Chair Report

S. Saslove, Vice-Chair of Corporate Services, provided a verbal report on the Corporate Services Committee meeting of November 16, 2017.

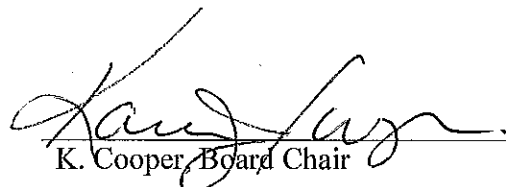
9.6.4 Auditor RFP Approval

Motion: On a motion duly moved, seconded and carried, the Board approved Corporate Services' recommendation that KPMG LLP be the firm awarded the Audit Engagement for the period of April 1, 2018 to March 31, 2021.

10. **Action Item Registry:** *For Information only.*
11. **Next Meeting:** Thursday, January 25, 2018, 6:30 pm at Grenville Mutual.
12. **Brief Recess:** *A brief recess was held at 8:30 pm prior to the in camera portion of the meeting.*
13. **In Camera:**
Moved In Camera at 8:32 pm on a motion moved.
Moved out of In Camera at 8:45 pm.
14. **Adjournment:** There being no further business, the meeting was adjourned on a motion moved at 8:45 pm.



F. Vassallo, CEO



K. Cooper, Board Chair