

**Kemptville District Hospital
Board of Directors Meeting
Thursday, May 28, 2020
Via Teleconference/Zoom Meeting
6:30 pm**

Minutes

- 1. Call to Order:** R. Morais, Board Chair, called the meeting to order at 6:33 pm.

CEO F. Vassallo formally introduced Marcus Hewitt, KDH’s incoming CFO and VP of Operations, to the Board. Marcus will replace Andrew Pinhey, who is retiring from KDH in June following a long and successful career with the hospital. Andy was thanked and recognized for his extensive knowledge and expertise in his field, and his outstanding contributions to KDH, for which he will be missed. M. Hewitt commented that he is thankful for the opportunity, noting the uniqueness of the timing of his onboarding during a world pandemic, and stated that he is looking forward to the transition with staff and the Board.

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

The following Territorial Acknowledgement was made by Board Chair R. Morais:

In the spirit and understanding that we continue to gain in today’s world, we would like to acknowledge the Algonquin nation, whose traditional and unceded territory we are gathered upon today.

| Directors: | Present | Regrets | | Present | Regrets | | Present | Regrets |
|--|---------|---------|------------------|---------|---------|-----------------|---------|---------|
| B. Baxter | √ | | C. Burke | √ | | C. Chisholm | √ | |
| P.-E. Cloutier | √ | | P. Currie | √ | | B. Hale | √ | |
| M. Harrison | √ | | E. MacPherson | √ | | Dr. P. McGregor | √ | |
| R. Morais, Chair | √ | | J. Nolan | √ | | Dr. Z. Saleh | | X |
| S. Saslove | √ | | B. Steacy | √ | | K. Strackerjan | | X |
| D. Ulrichsen | | X | F. Vassallo | √ | | A. Vignuzzi | √ | |
| A. Yee | √ | | | | | | | |
| Staff, Management & Guests: | | | | | | | | |
| M. Hewitt | √ | | R. Clayton, KPMG | √ | | L. LeClair | √ | |
| L. Mignault (Recorder) | √ | | A. Pinhey | √ | | J. Read | √ | |
| N. Van Oosten, KPMG | √ | | | | | | | |

- 3. Additions/Changes to the Agenda:** None.

7. Reports

7.6 Corporate Services

7.6.2 Supplemental Report for Draft Audited Financial Statements and Audit Report 2019-2020 *(This item was moved up in the agenda to accommodate the Audit team from KPMG to present their findings.)*

The Audit Report for fiscal year 2019-2020, along with the Draft Audited Financial Statements, were presented by Rob Clayton and Nicole Van Oosten of KPMG. Thanks was given to A. Pinhey for his ongoing dedication to KDH and his significant knowledge and expertise during the many years of working through the annual audit process.

Motion: On a motion duly moved, seconded and carried, the Board approved the Draft Audited Financial Statements for the Year ended March 31, 2020 for presentation at the Annual General Meeting.

R. Clayton and N. Van Oosten left the meeting at 6:45 pm.

4. Education: Health Standards Organization: New Self-Assessment Tool

R. Morais, Board Chair, introduced Amy Yee, who, in addition to being a KDH Board Director, is the Chief Digital Officer with Health Standards Organization (HSO). Ms. Yee presented the Board with an insightful preview of the OnBoard QI platform that has been developed to allow users to review their own internal quality auditing to develop and improve by assessing against the standards and collaborating with other organizations. While the platform has not been officially launched, an overview was provided to give the Board an idea of the look, feel, and flow of the platform that had been scheduled for release but is being held back due to COVID-19.

The presentation was followed by several members applauding the platform, its purpose and its future role in quality healthcare. Members provided positive feedback on the platform and look forward to the future rollout of this initiative by HSO. *Note: Due to the pending release of OnBoard QI, the slide presentation will not be made available to members.*

5. Approval of Consent Agenda Items:

Motion: On a motion duly moved, seconded and carried, the Board approved to receive for information or approval for motion, items 6.0 Approval of Previous Minutes: April 23, 2020, 7.1.3 Strategic Dashboard Indicator Report Q4, 7.4.2 KDH Skills Matrix 2020, and 7.4.3 OHA GCE Board Self-Assessment.

Under the Consent Agenda, the following motions were approved:

6.0 Motion: On a motion duly moved, seconded and carried, the Board approved the Minutes of the Previous Meeting of April 23, 2020, as presented.

7. Reports

7.1 Hospital

7.1.2 CEO Report

F. Vassallo addressed the CEO Report, and noted that since writing his report to Board, two additional activities had occurred; these were conveyed verbally. First, a Readiness Assessment has been completed and will be submitted tomorrow, May 29, 2020, at the regional group table regarding ramping back up the surgical program and clinics. Appreciation was given to all parties involved in completing the assessment. Premier Doug Ford's recent comments about criteria for testing for COVID-19 were referenced, i.e., anyone who wants to be tested can receive the test. In response to our OHT partners' requests, we are looking at setting up an assessment centre in Kemptville, although there are many things to consider, such as our lab provider, the Eastern Ontario Regional Laboratory Association (EORLA) having the capacity to keep up with the assessments, potential locations, and securing adequate PPE supplies, to name a few. This is in the early stages of development, and updates will be communicated as more information is gathered on this OHT initiative.

7.1.2 CNO Report

C. Burke updated members on activities occurring at the hospital since her last report, including preparation for ramping services back up, which requires final direction from the regional group regarding the surgical program, clinics and diagnostic imaging (DI). The assessments have been completed and we have to wait for approval.

7.2 Chief of Staff

7.2.1 Chief of Staff Report

Dr. P. McGregor augmented her report with updates regarding the process for determining how hospitals ramp up regionally, noting it is a challenge, with the risk of exposure to COVID-19, the risk to the patient of not receiving surgery, the challenge of determining which hospital gets the procedure, etc. A scoring system will be used to determine the order of surgeries, and the region may decide who will perform the surgeries and in what order. C. Burke added that the regional group are looking at sending more surgeries to KDH; for example, cases the larger hospitals feel they can't get to could be deferred to the rural hospitals that have the ability to take them, leaving the larger hospitals available for more complex cases. It was reiterated that KDH is a 'clean' site because we have no COVID-19 cases, which puts us in a unique position to accommodate this process.

7.2.2 Credentialing

Motion: On a motion duly moved, seconded and carried, the Board approved hospital privileges for the following physician(s), who have been credentialed as

set out under Article 7 Appointment and Reappointment to Professional Staff of the Professional Staff Bylaws:

| Re-Application | Application | Physician | Privilege Category |
|-----------------------|--------------------|------------------------|---------------------------|
| | √ | Dr. Aajab ABDULHUSSEIN | Courtesy – Emergency |

STATEMENT OF COMPLIANCE

It is attested that currently there are no physicians practicing at Kemptonville District Hospital who do not hold valid privileges.

7.3 Enterprise Risk Management Dashboard Q4

Although this item was for information, P. Currie noted that, in summary, the associated current risks that have increased are strategic in nature, that the Board Committees have reviewed each individually in detail, and that there are no areas of concern at this time.

7.4 Governance Committee

7.4.1 Governance Committee Chair Report

P. Currie reviewed activities of the May 12, 2020 Governance Committee meeting, including a brief review of the results of the KDH Skills Matrix and OHA Board Self-Assessment, noting no red flags arose requiring a change in direction as a result.

7.4.4 2020-2021 Election of Officers and Officers and Committees Participation List

It was noted that Doreen Ulrichsen will be retiring from the Board, and that she has been a terrific participant and colleague, and Board members wish her every success and happiness.

Attention was drawn to the Officers and Committees Participation List, specifically noting S. Saslove not being included on the committees for the coming year as he has graciously responded to a request to devote his efforts to RVHS on secondment. As there will be much activity occurring there in the coming months, he will lead that, representing the Board as the new Chair of the Trust, replacing Lis Angus. He will remain on the KDH Board, but cannot participate on committees due to potential conflict of interest items that could arise.

Members were referred to the Officers and Committees Participation List for other notable changes for the coming year. B. Hale took the opportunity to thank the Quality and Safety Committee for the opportunity to serve for two years as their Committee Chair, stating that it was a great learning opportunity for him and that he is looking forward to working on Corporate Services in the Fall.

7.6 Corporate Services Committee

7.6.1 Corporate Services Committee Chair Report

S. Saslove briefly highlighted the activities of the May 21, 2020 Committee meeting.

8. **KDH Board Action Registry:** *No outstanding Actions.*

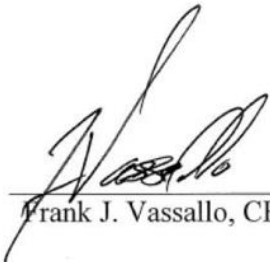
9. **Next Meeting:** AGM Thursday, June 25, 2020, at 6:30 pm., followed by a Board Meeting at 6:45 pm., both via Zoom Teleconference.

10. **Pause/General Discussion:**

R. Morais, Board Chair, acknowledged the work of all staff and physicians at KDH and encouraged everyone to participate in the global "Light It Blue" movement to honor and thank all of our healthcare workers as well as other essential workers across our community during the pandemic.

11. **In Camera:** *No In Camera session was deemed necessary.*

12. **Adjournment:** There being no further business, the meeting was adjourned on a motion at 8:13 pm.



Frank J. Vassallo, CEO



Robert Morais, Board Chair