

**Kemptville District Hospital
Board of Directors Meeting
Thursday, February 25, 2021
Via Telus Business Connect Meeting
6:30 PM**

Minutes

1. **Call to Order:** R. Morais, Board Chair, called the meeting to order at 6:31 pm.
2. **Regrets / Quorum / Declaration of Conflicts:** Quorum was established and there were no conflicts declared. A Welcome was extended to guests joining the meeting for the Education Session.

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	√	L. Carnegie	√	
A. Carrière	√		C. Chisholm	√	P.-E. Cloutier	√	
P. Currie	√		B. Hale	√	M. Harrison	√	
Dr. L. Luong		X	E. MacPherson	√	Dr. P. McGregor	√	
S. Mincoff	√		R. Morais (Chair)	√	J. Nolan	√	
S. Saslove	√		K. Strackerjan		X	D. Thompson	√
F. Vassallo	√		A. Vignuzzi	√	A. Yee	√	
Staff, Management & Guests:							
M. Hewitt	√		L. LeClair	√	L. Mignault (Recorder)	√	
J. Read	√		(G) Dr. M. Alarakhia	√	(G) T. Alexander	√	
(G) J. DesChataletes	√		(G) D. Salmon	√	(G) M. Whyte	√	

3. **Re-affirming Mission:** J. Nolan re-affirmed KDH's Mission.
4. **Client Centred Care – Patient Stories:** J. Read conveyed a compliment and a complaint, including the learning opportunities as a result of the complaint investigation.
5. **Education:** F. Vassallo introduced guests from the eHealth Centre of Excellence, Dr. Mohamed Alarakhia, Managing Director, and Ted Alexander, VP Partnership and Clinical Innovation, who presented to the Board on OHT Digital Health Strategies. They provided an engaging presentation on the future of digital health information sharing processes, including discussion of OHT Priority Populations through implementation of digital health solutions, and Virtual Care during COVID-19 and beyond. The focus of the presentation was on the first initiatives in the scope of the program, eConsult and eReferral, which have processes in place to ensure patients do not fall through the cracks. Members participated in a brief Q&A.

All guests (G) left the meeting at 7:35 pm.

6. **Additions/Changes to the Agenda:** 9.2.1 COS Report was changed to reflect a verbal report, and 9.7 Strategic Planning Ad Hoc Committee Report: High Level Timeline was added.

7. **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 8.0 Approval of Previous Minutes: January 28, 2021, 9.1.1 Compliance Report, 9.1.5 Enterprise Risk Management Dashboard Q3 Report, 9.1.6 Strategic Dashboard Indicator Report Q3, 9.5.4 Epic Update, 9.5.5 2020-2021 Financial Report Q3, 9.5.6 2020-2021 Investment Portfolio Report Q3, and 9.5.7 2020-2021 Audit Update.

Item 9.5.3 RVHS Report – Operations was removed from the Consent Agenda for discussion during Corporate Services Committee reporting.

Under the Consent Agenda, the following motion was approved:

8.0 Motion: On a motion duly moved, seconded and carried, the Board approved the Minutes of the Previous Meeting of January 28, 2021, as presented, with one edit.

9. **Reports**

9.0 **Executive Committee Report**

R. Morais reported on the recent need for convening the KDH Executive Committee to approve the immediate appointment of an Interim Chief of Emergency Department and the addition of a deputy Chief of Emergency Department while recruitment is actively underway to resolve the Physician Leadership recruitment challenges facing KDH.

9.1 **Hospital**

9.1.2 **CEO Report**

F. Vassallo supplemented his written report with an update on events that have occurred since the Agenda package was distributed. Of note was the rapid set-up and opening of a COVID-19 vaccination clinic at the North Grenville Municipal Centre, one of four fixed vaccination sites in our Health Unit jurisdiction; appreciation was extended to the Municipality for their support with this endeavour.

9.1.3 **CNO Report**

C. Burke provided a brief overview of her written report.

9.1.4 **LSAA Schedule E Declaration of Compliance**

Motion: On a motion duly moved, seconded and carried, the Board approved Authorization that the Board Chair declare (Schedule E - Form of Compliance Declaration Report) that KDH, to the best of the Board's knowledge and belief, has fulfilled its obligations under the long-term care service accountability agreement in effect during the applicable period (January 1-2020 – December 31, 2020), with no exceptions.

9.2 Chief of Staff

9.2.1 COS Report

Dr. P. McGregor gave a verbal update which will be followed up with a written report for distribution following the meeting. Included in the report was the status of the vaccination rollout for KDH staff and physicians and the vaccination clinic opening, thanks to the incredible amount of work and effort put forth by Dr. S. Rutherford and Deborah Allingham, KDH’s Occupational Health Nurse. Also reviewed was activity surrounding the regional bed collaboration in which all hospitals in the region are seen as one collective pool of beds to best access patient care across the region. Since its inception this has been working well and will likely continue beyond COVID.

9.2.2 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
	LOGs	Dr. Stephanie CANNING	Courtesy - S/OR Gastroenterology
	LOGs	Dr. Natalie Causada CALO	Courtesy - S/OR Gastroenterology
	LOGs	Dr. Catherine DUBE	Courtesy - S/OR Gastroenterology
	LOGs	Dr. Erin KELLY	Courtesy - S/OR Gastroenterology
	LOGs	Dr. Sana KENSHIL	Courtesy - S/OR Gastroenterology
	LOGs	Dr. Jeffrey McCURDY	Courtesy - S/OR Gastroenterology
	LOGs	Dr. Sanjay MURTHY	Courtesy - S/OR Gastroenterology
	LOGs	Dr. Alaa ROSTOM	Courtesy - S/OR Gastroenterology
	LOGs	Dr. Navaaz SALOOJEE	Courtesy - S/OR Gastroenterology

STATEMENT OF COMPLIANCE

It is attested that currently all physicians practicing at Kemptonville District Hospital hold valid privileges.
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9.3 Governance Committee

9.3.1 Governance Committee Chair Report

A. Vignuzzi updated the members on the recent meeting of February 9, 2021. While there will not be a need for recruitment this year, the Skills Matrix will still be completed and all members are encouraged to complete the short survey which informs the Board with an accurate reflection of the skills and experience of its members. The Chief of Staff Selection Committee has been struck and has begun the process of recruitment for the next COS, following the end of Dr. P. McGregor’s term in June.

The current relationship between the KDH Board of Directors and the KDH Foundation Board was briefly discussed, including recent engagement for support of the CT scanning technology that is being pursued.

9.3.2 Strategic Planning Ad Hoc Committee Terms of Reference

Motion: On a motion duly moved, seconded and carried, the Board approved the Strategic Planning Ad Hoc Committee Terms of Reference, as presented.

9.4 Quality and Safety Committee

9.4.1 Quality and Safety Committee Chair Report

E. MacPherson reviewed activities from the Quality and Safety Committee meeting of February 16, 2021. M. Harrison was recognized for her extensive work on Best Practices in her review of Board Policy 25 Critical Incident Reporting.

9.4.2 Board Policy Review: Policy No. 25 Critical Incident Reporting

Motion: On a motion duly moved, seconded and carried, the Board approved the changes to Board Policy No. 25 Critical Incident Reporting, as presented.

9.5 Corporate Services Committee

9.5.1 Corporate Services Committee Chair Report

Committee Chair P. Currie gave a verbal update on relevant topics covered during the Corporate Services Committee meeting of February 18, 2021; members will find this in the materials distributed in the agenda.

9.5.2 RVHS Forecasting/Strategic Direction for 2021-2022

The current status of RVHS, including the strategy around the upcoming lease expiration, was reviewed. Extensive discussion ensued with respect to various aspects of the approaches put forth in the report. Work will continue with further updates to the Board as they become available.

9.5.3 RVHS Report - Operations

This item was removed from the Consent Agenda for discussion. However, this item was addressed under item 9.5.2.

9.5.8 2021-2022 Hospital Operating Budget

Motion: On a motion duly moved, seconded and carried, the Board approved the recommendation by the Corporate Services Committee that the 2021-2022 operating budget, presented with the understanding that COVID-19 relief for incremental expenses and lost revenue will continue into 2021-2022, be approved as presented.

The Hospital Operating Budget was reviewed, referencing KDH's Strategic Directions and organizational priorities, which are reflected in budget items and net new investments; also discussed were potential risks in achieving the objectives within the Directions.

M. Hewitt, CFO, was commended for his performance during his first six months in the role, including his work on reporting around the North Grenville COVID-19 Assessment Centre and Budget preparation, particularly amidst COVID-19 restrictions.

9.5.9 Board Policy Review: Policy No. 17 Fiscal Advisory Committee Terms of Reference.

Motion: On a motion duly moved, seconded and carried, the Board approved the changes to Board Policy No. 17 Fiscal Advisory Committee Terms of Reference, as presented.

9.7 Strategic Planning Ad Hoc Committee

P.-E. Cloutier, Committee Chair, gave an update on the activities of the Ad Hoc Committee and its progress toward developing KDH's next Strategic Plan, including a High Level Timeline..

- 10. KDH Board Action Registry:** *No outstanding Actions.*
- 11. Next Meeting:** Thursday, March 25, 2021, at 6:30 pm.
- 12. Pause:** *Brief pause to confirm if moving in camera.*
- 13. In Camera:** **No in camera session was requested.**
- 14. Adjournment:** There being no further business, the meeting was adjourned on a motion at 9:11 pm.



F. Vassallo, CEO



R. Morais, Board Chair