

**Kemptville District Hospital  
Board of Directors Meeting  
Thursday, April 22, 2021  
Via Telus Business Connect Meeting  
6:30 PM**

**Minutes**

1. **Call to Order:** R. Morais, Board Chair, called the meeting to order at 6:33 pm.
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	√	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		D. Thompson	√
F. Vassallo	√		A. Vignuzzi	√	A. Yee	√
<b>Staff, Management &amp; Guests:</b>						
M. Hewitt	√		L. LeClair	√	L. Mignault (Recorder)	√
J. Read	√		(G) J. Chew, Global Public Affairs	√	(G) A. Retfalvi, Global Public Affairs	√
(G) R. Roth, Global Public Affairs	√		(G) J. DesChatalets	√		

L. LeClair acknowledged Administrative Professionals' Day, highlighting KDH's Executive Assistant Liz Mignault's recent completion of her college certificate in Leadership Development, as well as the administrative support Ms. Mignault provides to the Board Management Office and to herself, in addition to providing interim coverage to the office of the CEO.

3. **Re-affirming Mission:** L. Carnegie 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:** C. Chisholm introduced guests from Global Public Affairs, Andrew Retfalvi (on behalf of Roderick Elliot), Julia Chew, and Rick Roth, who provided insights regarding Ontario health policy and where they anticipated upcoming changes in healthcare in the province, viewed through both a policy and political lens.

Members were provided an opportunity for a brief Q&A session following the presentation.

*The guests from Global Public Affairs left the meeting at 7:18 pm.*

**6. Additions/Changes to the Agenda:** It was noted that item 8.0 Approval of the Previous Minutes: March 25, 2021 should have been shaded as it was included in the Consent Agenda, and Item 9.4.2 was moved to the Consent Agenda from “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 approval for motion, items 8.0 Approval of Previous Minutes: March 25, 2021, 9.1.1 Compliance Report, and 9.3.3 Board Policy Review: Board Policy No. 04 Emergency CEO Succession, and 9.4.2 KDH Patient Engagement Strategy.***

Under the Consent Agenda, the following motions were approved:

***8.0 Motion: On a motion duly moved, seconded and carried, the Board approved the Minutes of the Previous Meeting of March 25, 2021, as presented, with amendment noted.***

***9.3.3 Motion: On a motion duly moved, seconded and carried, the Board approved the revisions to Board Policy No. 04 Emergency CEO Succession, as presented.***

**9. Reports**

**9.1 Hospital**

**9.1.2 CEO Report**

F. Vassallo supplemented his written report with an update on events that occurred following the distribution of the Agenda package. Work has continued with regional partners looking at ramping down surgical programs and at staff redeployment. KDH received Kudos for the swift response of staff. Congratulations were extended to Board member M. Harrison, who has co-authored a newly released book, entitled *Knowledge Translation in Nursing and Healthcare*, which includes theory and research components and will be a great resource moving forward.

**9.1.3 CNO Report**

C. Burke updated the Board on recent actions relating to COVID-19, and KDH’s role in decanting patients from hospitals in Ottawa and elsewhere experiencing surges. Surgeries are continuing for the time being but we are prepared to ramp down as directed. KDH is utilizing staff resources across departments within our own facility, and will redeploy externally if needed. Kudos was given to the staff for the effective containment (to one case) of the recent outbreak of COVID-19 in the KDH Interim Long-Term Care unit.

## 9.2 Chief of Staff

### 9.2.1 COS Report

Dr. P. McGregor verbally reported on activities within the COS portfolio. Sharing the CNO sentiments, she commended the team at KDH for their management of the COVID outbreak, as well as the amazing work done to take on new patients, stating that Kudos were coming in from other area hospitals. Dr. McGregor provided a brief summary of Ontario’s COVID-19 triage protocol, noting that, should this measure be invoked, it would direct physicians on which patients would receive ICU care. C. Burke and Dr. McGregor sit at the regional incident command table, which includes Ethicists, Patient and Family Advisors, and Patient Relations staff, where this is discussed in detail. It is hoped that the protocol does not need to be invoked.

### 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, as amended:***

Application	Re-Application	Physician	Privilege Category
	✓	Dr. Mira Abdel Malak	Courtesy - Transfusions
✓		Dr. Angela Cheung	Courtesy – S/OR Gastroenterology
✓		Dr. Mazen Younes	Courtesy – S/OR Surgical Assist

Leaves of Absence	Physician	Period	Privilege Category
✓	Dr. Lara Gizzi	May 1, 2021 - November 1, 2021	Courtesy - Emergency
✓	Dr. Isabelle Vallee	Aug 1, 2021 - July 31, 2022	Courtesy - Emergency
✓	Dr. Aajab Abdulhussein	June 28, 2021 - June 27, <del>2021</del> 2022	Courtesy - Emergency

It was noted that the Professional Staff By-laws, Article 7.10 (3), states that, “*following a leave of absence of longer than twelve (12) months, a member of the Professional Staff shall be required to make a new application for appointment to the Professional Staff in the manner and subject to the criteria set out in this By-law.*”

### STATEMENT OF COMPLIANCE

It is attested that currently all physicians practicing at Kemptville District Hospital hold valid privileges.
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### **9.2.3 Deputy Chief of ER**

*Motion: On a motion duly moved, seconded and carried, the Board approved that the appointment of Dr. Tahereh Hosseini as Deputy Chief of ER be extended to June 30, 2021.*

This motion was a verbal addition to the Agenda, as confirmation to continue the role was received shortly before the meeting.

## **9.3 Governance Committee**

### **9.3.1 Governance Committee Chair Report**

A. Vignuzzi updated the members on the recent meeting of April 13, 2021. Summaries of the Election of Officers and Committee Participation, Chief of Staff Recruitment process, and the Policy of CEO Emergency Succession were provided.

### **9.3.2 OHT Full Application Submission Approval**

*Motion: On a motion duly moved, seconded and carried, the KDH Board of Director, as a partner organization, approved the submission of the Full Application to the Ministry of Health (the Ministry or MOH) as part of the implementation process.*

It was noted that KDH has not committed to monies, structure changes etc. at this time, as this will come after approval is granted, and that KDH is an active participant only as we move through the overall process.

### **9.3.4 Accreditation Education**

Members were provided an overview of the Who, What, When, Why and How of Accreditation and the Board's involvement in the process. L. LeClair informed members there would be a Discussion Group with Board Members as part of KDH's Accreditation Survey, scheduled for late September, 2021; further information will be provided closer to the date to ensure Directors are prepared. KDH's CNO C. Burke, who is also an Accreditation Canada Surveyor in her spare time, is leading KDH's preparations for Accreditation.

## **9.4 Quality and Safety Committee:**

### **9.4.1 Quality and Safety Committee Chair Report**

E. MacPherson, Committee Chair, noted activities from the April 20, 2021 meeting. Patient Stories will come directly to Board in the absence of a meeting of the Committee during any given month. An invitation to the Patient and Family Advisory Committee for member representation on the Committee was conveyed and they await the delegate's name.

## **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 April 21, 2021. The focus was on two

items that are being presented this evening for approval: Epic Implementation and RVHS Strategy. Both items were fully supported by the Corporate Services Committee and the deep dive had already been conducted at the Committee level.

### **9.5.2 Epic**

***Motion: On a motion duly moved, seconded and carried, the Board approved the Implementation of a new Health Information System supported by The Ottawa Hospital's instance of Epic, based on the Project Charter including the Total Cost of Ownership and Funding, as presented.***

Pending items not yet reviewed were discussed, namely Physician Engagement elements and the receipt of the Master Services Agreement. KDH Medical Committee met earlier in the week and Physicians were provided with information and details on Epic Implementation, which was augmented by guest speaker Dr. Anthony de Jesus, who provided valuable input relative to benefits and lessons learned with Epic from a physician's perspective. Members responded with brief questions on the benefits of KDH implementing Epic as well as the governance structure.

### **9.5.3 RVHS Strategy**

***Motion: On a motion duly moved, seconded and carried, the Board approved that KDH establish an accrual for the March 31<sup>st</sup>, 2021 year-end equal to its exposure of the debt related to RVHS at August 31<sup>st</sup>, 2021, which is approximately \$1,370,000, upon recommendation by the Corporate Services Committee.***

F. Vassallo provided members with a brief summary of the evolution of KDH's relationship with RVHS. This step will reduce overall risk to KDH's exposure moving forward as well as allow for improved operations within RVHS. This item will come back to Corporate Services and the Board for further approval as the strategy moves forward.

## **9.7 Strategic Planning Ad Hoc Committee**

P.-E. Cloutier, Committee Chair, elaborated on activities of the Committee since last reporting. Two Virtual Engagement Sessions will be held: April 23 (with multiple stakeholders); and May 13, (Ad hoc Committee members, Physician leaders, PFAs and CEOs). By early June, the Committee will have a sense of the direction KDH will take. Appreciation was extended to the committee members and staff for all their work on the process to date. Members were reminded if they could not attend the first session to please reach out to Board Management to attend the second session.

- 10. KDH Board Action Registry:** *No outstanding Actions.*
- 11. Next Meeting:** Thursday, May 27, 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 9:00 pm.



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F. Vassallo, CEO



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R. Morais, Board Chair