

**Kemptville District Hospital  
Board of Directors Meeting  
Thursday, January 27, 2022  
Via Microsoft Teams Meeting  
6:30 pm**

**Minutes**

1. **Call to Order:** E. MacPherson, Board Chair, called the meeting to order at 6:32 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 E. MacPherson:

*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.*

Guests were welcomed to the meeting: for our Education Session, North Grenville's Mayor, Nancy Peckford, and CFO, Gary Dyke; and members of the public who requested attendance, Kristen Lechleitner, and Christopher Durance.

<b>Directors:</b>	Present	Regrets		Present	Regrets		Present	Regrets
B. Baxter		X	C. Burke	√		L. Carnegie	√	
A. Carrière	√		C. Chisholm	√		P.-E. Cloutier	√	
B. Hale	√		M. Harrison	√		Dr. L. Luong		X
E. MacPherson (Chair)	√		S. Mincoff	√		R. Morais	√	
J. Nolan	√		M. Norenberg	√		S. Saslove	√	
Dr. C. Sentongo	√		K. Strackerjan	√		F. Vassallo	√	
A. Vignuzzi	√		A. Yee		X			

**Management, Staff & Guests:**

M. Hewitt	√		L. LeClair	√		L. Mignault (Recorder)	√	
J. Read	√		Nancy Peckford, North Grenville Mayor (Invited Guest)	√		Gary Dyke, North Grenville CFO (Invited Guest)	√	
Kristen Lechleitner (Requested to attend)	√		Christopher Durance (Requested to attend)	√				

3. **Re-affirming Mission:** A. Carrière 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 Session:** F. Vassallo, CEO, introduced Guests Mayor Nancy Peckford and CFO Gary Dyke from the Municipality of North Grenville, and welcomed them to the Board meeting, where they provided the Education Session on development and future planning for the municipality. Mayor Peckford augmented her discussion with a presentation, which provided a clear overview of the Municipality of North Grenville's new Strategic Plan and many of the community initiatives they are pursuing. Initiatives relative to KDH were the commitments of support of the CT Scan, and the overall health and wellbeing of the community.

*Mayor Peckford and Gary Dyke left the meeting at 7:14 pm following questions and comments arising from their presentation.*

- 6. Additions/Changes to the Agenda:** Item 9.3 KDH Foundation Report was moved up to follow Item 9.1.1 Compliance Report.

**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: November 25, 2021, 9.0 Executive Committee Report, 9.1.1 Compliance Report, 9.1.4 Enterprise Risk Management Dashboard, 9.4.2 2021-2022 Operating Plan, 9.4.3.1 Board Policy No. 16 Chief of Staff Evaluation Framework, 9.5.2 2020-2021 Continued Quality Improvement Plan Q3 Report, 9.5.3 2021-2022 Patient and Family Engagement Strategy Report, 9.5.4 Governance of Quality Assessment Tool Action Plan, 9.6.3 Epic Implementation Update, 9.6.4 2021-2022 Financial Q2 Report, 9.6.5 Investment Portfolio 2021-2022 Q2 Report, 9.6.6.1 Board Policy No. 5 Fiscal Parameters, 9.6.6.2 Board Policy No. 10 Compensation and Benefits, and 9.7 KDH Auxiliary Report.*

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 November 25, 2021, as presented.*

*9.4.3.1 Motion: On a motion duly moved, seconded and carried, the Board approved the Policy Review of Board Policy No. 16 Chief of Staff Evaluation Framework, as presented.*

*9.6.6.1 Motion: On a motion duly moved, seconded and carried, the Board approved the Policy Review of Board Policy No. 5 Fiscal Parameters, as presented.*

*9.6.6.2 Motion: On a motion duly moved, seconded and carried, the Board approved the Policy Review of Board Policy No. 10 Compensation and Benefits, as presented.*

**9. Reports**

**9.3 KDH Foundation Report**

Foundation Board Chair M. Norenberg updated the Board on the latest activities happening within the KDH Foundation and highlighted the upcoming capital campaign process that will be followed in support of the CT Scan. Also highlighted were two unsolicited \$5,000 donations received last year from patients in recognition

of the great care they received while at KDH. One of these was from the family of the twins that were delivered unexpectedly at KDH last year; this donation also provided an opportunity for a photo when the cheque was presented.

*M. Norenberg left the meeting at 7:24 pm following her report.*

## 9.1 Hospital

### 9.1.2 CEO Report

F. Vassallo addressed the CEO Report, highlighting the fact that we are one step closer to Ministry approval for the CT Scan. He informed the Board that the protest in Ottawa by the truck convoy prompted KDH to add onsite security in anticipation of potential risks associated with extra traffic flow through the community. Additionally, KDH is the first to sign on with Kids Come First, the Children’s Hospital of Eastern Ontario (CHEO) OHT. Being a collaborative partner in the OHT provides a great opportunity for KDH as it helps us with planning around our commitment to Child & Youth Mental Health.

### 9.1.3 CNO Report

Incoming VP of Nursing/CNO Jennifer Ellis was welcomed to KDH and to the Board; she then briefly addressed her CNO Report for January and noted that she is looking forward to working with the Board and Committees going forward.

## 9.2 Chief of Staff

### 9.2.1 Chief of Staff Report: *In Camera.*

*Motion: On a motion duly moved, seconded and carried, the Board approved to move in camera at 7:26 pm.*

*Motion: On a motion duly moved, seconded and carried, the Board approved to move out of in camera at 7:48 pm.*

### 9.2.2 Credentialing

*Motion: On a motion duly moved, seconded and carried, the Board approved hospital physician privileges for physicians as set out below:*

Temp	App	Re-App	Physician	Privilege Category	KDH Primary	Change in Category/Additional Privileges	Restrictions
	√		Dr. Ronald VEXLER	COURTESY-Cardiology			
		√	Dr. Stefan POTOCZNY	COURTESY-Radiology			
	√		Dr. Hichaim IBRAHIM			<i>Adding Transfusion privileges to his current COURTESY</i>	
	√		Dr. Tim O’CONNOR	COURTESY-Anaesthesiology			

√		Dr. Avijit CHATERJEE	COURTESY- S/OR Gastroenterology			Dr Chaterjee was approved for courtesy with restrictions i.e; will not be permitted to book/schedule patients for endoscopy procedures pending completion of his occupational health requirements.
√		Dr. Ralph LEE	COURTESY- S/OR Gastroenterology			

### 9.2.3 Appointment of Chief of Family Medicine

*Motion: On a motion duly moved, seconded and carried, the Board approved the appointment of Dr. Nadine Kaefer as Chief of Family Medicine, as recommended by the Medical Advisory Committee (MAC) at the December 21, 2021 meeting of MAC.*

## 9.4 Governance Committee

### 9.4.1 Governance Committee Chair Report

Committee Chair J. Nolan provided a brief update to the Board on Governance Committee matters discussed at the January 11, 2022 meeting, highlighting the importance of the request to Elected Directors to complete the recently distributed Board Skills Matrix Survey in advance of the upcoming recruitment for three new Directors.

## 9.5 Quality and Safety Committee

### 9.5.1 Quality and Safety Committee Chair Report

M. Harrison, Committee Chair, updated the Board on activities of the January 20, 2022 meeting, at which the recently completed Institute for Healthcare Improvement (IHI) White Paper Assessment Tool was referenced and the corresponding Action Plan (included in the agenda materials) was developed.

### 9.5.2 Governance of Quality Assessment Tool Action Plan

M. Harrison, Committee Chair, advised the Board that the Action Plan had been completed, asking members if there were any questions with respect to the documentation included in the agenda package.

## 9.6 Corporate Services Committee

### 9.6.1 Corporate Services Committee Chair Report: *In Camera.*

*Motion: On a motion duly moved, seconded and carried, the Board approved to move in camera at 7:54 pm.*

***Motion: On a motion duly moved, seconded and carried, the Board approved to move out of in camera at 8:07 pm.***

**9.6.2 FAC/2022-2023 HAPS Budget & Capital Expenditures**

M. Hewitt updated the Board on the current Budget process, which has been postponed by the Ministry, and KDH's approach for moving forward.

As this is the final Board meeting for outgoing CFO Marcus Hewitt, Members took the opportunity to thank him for his outstanding leadership, dedication and contributions to KDH during his tenure, adding that he will be missed.

**9.8 Strategic Planning Ad Hoc Committee Chair Report**

Committee Chair P.-E. Cloutier provided members with the status of the Strategic Plan development to date. The Sub-Committee Working Group met and reviewed the latest draft of the Strategic Plan. While it needs further refinement, it is anticipated that it will be presented to the Board towards end of February/mid-March.

- 10. KDH Board Action Registry:** *No outstanding Actions.*
- 11. Next Meeting:** Thursday, February 24, 2022, at 6:30 pm via Teleconference.
- 12. In Camera:** *No further In Camera session required.*
- 13. Adjournment:** There being no further business, the meeting was adjourned on a motion at 8:23 p.m.



---

F. Vassallo, CEO



---

E. MacPherson, Board Chair