

**Kemptville District Hospital  
Board of Directors Meeting  
Thursday, May 25, 2023  
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.

Board Chair E. MacPherson made the following Territorial Acknowledgement:

*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
G. Bebeung - V		X	E. Bonokoski - V	√		L. Carnegie – V (ExO)	√	
B. Hale – V (ExO)		X	M. Harrison - V	√		J. Ellis	√	
E. MacPherson (Chair) - V	√		S. Mincoff - V	√		Dr. L. Luong	√	
S. Saslove - V		X	J. Panciuk - V	√		J. Nolan - V	√	
D. O'Sullivan – V (ExO)	√		Dr. C. Sentongo	√		Y. Pelletier - V	√	
A. Yee - V	√		F. Vassallo	√		A. Vignuzzi - V	√	
M. Norenberg – V (ExO)		X	H. Zipes - V	√		C. Chisholm - V		X

**Management, Staff & Guests:**

L. LeClair, VP Corporate Services	√		B. Rivard, CFO and VP Operations	√	
J. Read, Communications/Patient Lead Officer	√		R. Polite (Recorder)	√	
David Price, Director of Diagnostic Imaging Queensway Carleton Hospital	√		Rob Clayton, KPMG	√	

3. **What is CT Scan?** David Price, presented the Board with thorough description of CT operation and the timeline for KDH's CT initiative.
4. **Re-affirming KDH Mission:** Yves Pelletier re-affirmed the KDH Mission.
- 9.4.2 **Supplemental Report for Draft Audited Financial Statements and Audit Report 2022-2023 – KPMG presented – IN CAMERA**
- 9.4.3 **2022-2023 Financial Q4 Report – IN CAMERA**
5. **Additions/Changes to the Agenda:** The agenda has been modified to move all In Camera items to the end of the meeting for a more efficient flow.

**6. Consent Agenda - Motion to Receive Information 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 Minutes of Previous Meeting: April 27, 2023; 9.1.1 Compliance Report; 9.1.2 Strategic Indicator Dashboard Q4; 9.1.3 Enterprise Risk Management Dashboard Q4; 9.3.2 Critical Incident Reporting; 9.4.3 Investment Portfolio Report Q4; 9.4.4 Epic Implementation Update; 9.5.3 Board Retreat Debrief; 9.6 KDH Auxiliary Report; 9.7 Foundation Report

**9. Reports**

**9.1 Hospital**

**9.1.4 Emerging Risks ED Service Reduction – *IN CAMERA***

**9.1.5 CEO Report**

CEO, F. Vassallo presented supplemental information to his written report on key activities to the Board, which added that a one-time grant of \$361K had been sent to the hospital and would help counter the affects of Bill 124, as well as an extension to the Summer 2023 Locum Project.

**9.1.6 CNO Report**

CNO, J. Ellis presented her written report, highlighting that medically supported leave is at an unprecedented 30%, which is posing a significant HHR issue. She stated it's largely due to an exhausted workforce.

**9.2 Chief of Staff**

**9.2.1 COS Report**

COS, Dr. C. Sentongo, spoke in addition to his written report on the possibility of an ED closure and a contingency plan is the TOH plan should fail.

**9.2.2 Credentialing – *IN CAMERA***

**9.3 Quality & Safety Committee**

**9.3.1 Quality & Safety Chair Report**

M. Harrison gave a verbal update on the activities of the May 16, 2023, meeting including a deeper dive into the journey of Jennifer Warren's 8-year experience at KDH with her ailing mother.

### **9.3.3 Governance of Quality: IHI Assessment Tool Action Plan as at April 2023**

VP or Corporate Affairs, L. LeClair presented the IHI Tool and spoke to the risks and how indicators will be reviewed.

### **9.3.4 Patient Engagement Strategy – 2022-2023 Q3 & Q4**

Lana spoke to the status of strategies and outcomes to date.

### **9.3.5 Patient Engagement Strategy – 2023-2024**

Lana briefly presented the plan for next year's Patient Engagement Strategy.

## **9.4 Corporate Services Committee**

### **9.5.1 Corporate Services Chair Report**

Committee Vice Chair, S. Mincoff gave a verbal update on the activities of the May 18, 2023, meeting giving kudos to the senior management team and audit committee for a job well done during the 2022 audit process.

Shawn informed the Board that Epic reporting will slow down and be brought to meetings for major updates only.

## **9.5 Governance Committee**

### **9.5.1 Governance Chair Report**

J. Nolan gave a verbal update on the activities of the May 9, 2023, meeting which mainly consisted of Board Retreat feedback, Enterprise Risk Management activities, and the Committee Participation List draft for 2023-24. Jeff reminded the board that nominations remain open till June 1<sup>st</sup>.

### **9.5.2 Officers and Committee Participation**

## **10. KDH Board Action Registry: None**

## **11. Next Meeting: AGM - Thursday, June 22, 2023, at 6:30 pm via Teams Meeting.**

## **12. In Camera Request - Motion and Pause:**

***Motion: On a motion duly moved, the Board approved to move in camera at 6:53pm.***

Discussion was held regarding IN CAMERA items.

***Motion: On a motion duly moved, the Board approved to move out of in camera at 7:50pm.***

As a result of in camera discussions, the following motions were made:

### **9.2.2 Credentialing**

***Motion: On a motion duly moved, seconded, and carried, the Board approved hospital privileges for physicians, who have been credentialed as set out under***

***Article 7 Appointment and Reappointment to Professional Staff of the professional Staff Bylaws, as set out below:***

Temp	App	Re-App	Physician	Privilege Category	KDH Primary	Change in Category
√			Dr. Colin Sentongo	COURTESY – Anaesthesia	√	<i>Adding Temporary Emergency Privileges</i>

**STATEMENT OF COMPLIANCE**

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

- 13. Adjournment:** There being no further business, the meeting adjourned on a motion at 8:19pm.



---

F. Vassallo, CEO



---

E. MacPherson, Board Chair