

**Kemptville District Hospital  
Board of Directors Meeting  
Thursday, November 24, 2022  
Via Microsoft Teams Meeting  
6:30 pm**

## Minutes

1. **Call to Order:** E. MacPherson, 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.

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	√		E. Bonokoski		X	L. Carnegie	√	
A. Carrière	√		M. Harrison	√		J. Ellis	√	
B. Hale		X	S. Mincoff	√		Dr. L. Luong		X
E. MacPherson (Chair)	√		J. Panciuk	√		J. Nolan	√	
S. Saslove	√		Dr. C. Sentongo	√		Y. Pelletier		X
K. Strackerjan		X	F. Vassallo	√		A. Vignuzzi	√	
A. Yee		X	H. Zipes	√				

**Management, Staff & Guests:**

L. LeClair	√		J. Read	√		B. Rivard	√	
L. Mignault, (Recorder)	√		C. Chisholm		X	M. Norenberg		X

3. **Re-affirming KDH Mission:** J. Nolan re-affirmed the KDH Mission. (This item was presented following Item 5.0 in the agenda).
4. **Client Centred Care – Patient Stories:** J. Read conveyed a compliment and a complaint, including the learning opportunities resulting from the complaint investigation.
5. **Education Session:** Stephen Saslove, KDH Board Director and Treasurer, along with Brittany Rivard, KDH CFO/VP Operations, presented on 'Understanding Financial Statements.' A thorough review of the Audit Report and Audited Financial Statements, including detailed breakdowns of revenues and expenses, was provided. Members were given opportunities throughout the presentation to ask questions and clarify any areas where they needed more context. This was a timely and beneficial presentation and acted as a preamble to the presentation of the HAPS Budget later in the meeting.

Board Chair E. MacPherson thanked S. Saslove and B. Rivard for their informative presentation.

6. **Additions/Changes to the Agenda:** Item 9.6.1, 2023-2024 Hospital Annual Planning Submission (HAPS) Budget (Draft) and Capital Expenditures Status Update, was changed to 'For Motion'.

7. **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(s): October 27, 2022 and November 17, 2022 (Special), 9.1.1 Compliance Report, 9.1.2 Strategic Indicator Dashboard Q2, 9.1.3 Enterprise Risk Management Dashboard Q2, 9.2.3 Chiefs of Department HR Plans, 9.5.2 Critical Incident Reporting, 9.5.3 2022-2023 QIP Q2 Report, 9.6.4 CT Scan Initiative, 9.6.5 Investment Portfolio, 9.6.6 2022-2023 Financial Report Q2, and 9.7 KDH Auxiliary Report.*

Under the Consent Agenda, the following motion received approval:

*8.0 Motion: On a motion duly moved, seconded, and carried, the Board approved the Minutes of the Previous Meetings of October 27, 2022, and November 17, 2022 (Special), as presented.*

The Board Chair conveyed to the members the importance of reading the consent agenda items, even if not discussed at the meeting, as this is reflective of due diligence on the part of all Directors.

9. **Reports**

9.1 **Hospital**

9.1.2 **CEO Report**

In addition to the written report, F. Vassallo indicated there were a few updates reflecting developments since the Agenda was sent out. Work is being done with David Price on the schedule of timelines to provide to the Foundation to share with donors; in addition, we are working on the RFP process for the CT Scanning technology, which is to be sent out in January. F. Vassallo also updated the Members that while the HIRF Funding was approved for KDH it did not cover all the items we submitted for. MPP Steve Clark will advocate for KDH with the Ministry to ensure they understand our funding needs with regard to the unfunded items. F. Vassallo will also be visiting Queen's Park to network and have key conversations on our financial needs.

**9.1.3 CNO Report** – In addition to her written report, J. Ellis noted that Health Human Resources and Epic continue to be the focus of the CNO portfolio.

## 9.2 Chief of Staff

### 9.2.1 COS Report

Dr. C. Sentongo briefly commented on his written report, which stated that recent increases in respiratory illness among paediatric patients across the region had resulted in the need to transfer children to adult hospital settings for care, noting that KDH has seen an increase in children in the ER. Epic remains at the forefront of challenges facing the physicians. There is a change in Physician Leadership that will be occurring within the ED that members will be updated on.

***Motion: On a motion duly moved, the Board approved to move in camera at 8:01 pm.***

***Motion: On a motion duly moved, the Board approved to move out of in camera at 8:02 pm.***

### 9.2.2 Credentialing

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

Temp	App	Re-App	Physician	Privilege Category	KDH Primary	Change in Category	Restrictions
		√	Dr. Roberto GIACCONE	COURTESY- Internal Medicine- Neurology			
			Dr. Jonathan MORASSE	COURTESY – Emergency		<i>Requesting a Leave of Absence</i>	
	√		Dr. Zaid OURAHAMA	COURTESY – Emergency			

## STATEMENT OF COMPLIANCE

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

### Not Renewing:

Dr. Jeewanjit GIL – Courtesy Surgical Assist

## 9.4 Governance Committee

### 9.4.1 Governance Chair Report

J. Nolan verbally updated the committee on the outcomes of the November 8, 2022 meeting, which focussed on the education provided by Borden Ladner Gervais (BLG) on the draft documents and process for the Ontario Not-for-Profit Corporations Act, 2010 (ONCA). Next steps will include further interval review of KDH By-Laws to gather feedback from BLG as the work continues toward compliance regarding this Act.

## **9.5 Quality and Safety Committee**

### **9.5.1 Quality and Safety Chair Report**

M. Harrison, Committee Chair, gave a verbal summary of the activities of the November 15, 2022 meeting, which included an in-depth review of the confirmed areas of focus for improvement from the Institute for Healthcare Improvement (IHI) program for Board oversight of quality and safety.

### **9.5.2 Critical Incident Reporting**

This item will be a standing agenda item at all Quality and Safety Committee meetings to document that oversight of critical incident reporting is occurring. The committee will subsequently report to the Board on any critical incidents.

## **9.6 Corporate Services Committee**

### **9.6.1 Corporate Services Chair Report**

Committee Chair S. Saslove conveyed details of the November 17, 2022 meeting that covered Epic Implementation and the go-live and segued into the Hospital Accountability Planning Submission (HAPS) budget planning item 9.6.2.

### **9.6.2 2023-2024 Hospital Accountability Planning Submission (HAPS) Budget (Draft) and Capital Expenditures Status Update**

*Motion: On a motion duly moved, seconded, and carried, the Board approved the 2023-2024 Hospital Accountability Planning Submission and Capital Expenditures, as presented.*

B. Rivard communicated the status of the submission, including highlights and details of the current budget process, noting that the HAPS is being formally completed for the first time since the beginning of COVID-19. The draft budget conveys a more realistic picture of the pressures KDH is facing from both internal and external forces. KDH will be submitting a deficit budget this year. Previous budgets have not kept pace with our service to our community, as we were expected to deliver more services, but this requires funding and equipment. Work will continue to press the Ministry for additional funding relief and MPP Steve Clark has been advised so he will be able to convey our situation at Queen's Park.

### **9.6.3 Epic Implementation**

Perspectives were shared by Senior Leadership on the successful Epic implementation and the Go-Live on November 5, 2022. There were some issues in the first few days but they were relatively easy to solve. At this time, three weeks in, we are experiencing some back-end issues that are just coming to light, but these were anticipated. Physicians' feedback was provided by COS Dr. C. Sentongo, who noted that while there were some upfront issues, adjustments to workflows and significant drops in productivity, there were supports in place to mitigate the impacts of the change. From a clinical perspective, CNO J. Ellis noted that she is impressed with how adaptive the clinical teams have been; they are quickly becoming familiar with Epic and identifying issues as they arise.

- 10. KDH Board Action Registry:** No outstanding items.
- 11. Next Meeting:** Thursday, January 26, 2023, at 6:30 pm via Teams Meeting.
- 12. In Camera Request - Motion and Pause:** No In Camera requested.
- 13. In Camera:** None.
- 14. Adjournment:** There being no further business, the meeting adjourned on a motion at 8:28 p.m.



---

F. Vassallo, CEO



---

E. MacPherson, Board Chair