

**Kemptville District Hospital
Board of Directors Meeting
Thursday, October 26, 2023
Via Microsoft Teams Meeting
6:30 pm**

Minutes

1. **Call to Order:** J. Nolan, Board Chair, called the meeting to order at 6:34 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 J. Nolan:

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.

Also, for those attending remotely, acknowledgement was given for the lands they were located on at the time of the meeting.

Directors:		Present	Regrets		Present	Regrets		Present	Regrets
G. Bebeung			X	E. Bonokoski	√		J. Ellis	√	
B. Hale			X	M. Harrison	√		Dr. L. Luong		X
E. MacPherson (Past Chair)	√			S. Mincoff		X	J. Nolan (Chair)	√	
M. Norenberg			X	J. Panciuk	√		Y. Pelletier		X
A. Rancourt	√			S. Saslove	√		Dr. C. Sentongo	√	
D. O'Sullivan			X	F. Vassallo	√		A. Vignuzzi	√	
A Yee			X	H. Zipes	√				

Management, Staff & Guests:

L. LeClair	√		L. Mignault (Recorder)	√		L. Bourk	√	
B. Rivard	√		M. Laughton	√				

3. **Re-affirming KDH Mission:** J. Panciuk re-affirmed the KDH Mission.
4. **Client Centred Care – Patient Stories:** J. Ellis conveyed a compliment and a complaint, including the learning opportunities resulting from the complaint investigation.
5. **Education Session: KDH Human Health Resources (HHR) Challenges – Updated from May 2023 Presentation.**

L. LeClair, VP Corporate Services, and J. Ellis, VP Clinical Services, presented an update on the HHR Challenges that KDH has been and continues to face. Following an update on previous HHR initiatives, the pair provided an in-depth report on the

extensive work and planning that is being done to address the provincial staffing crisis locally. Multiple initiatives were reviewed and highly detailed indicators tracking staffing and scheduling trends were presented, as well as successes achieved to date. Members were overwhelmed and appreciative of the level of detail and efforts being made to address the staffing crisis at KDH.

6. **Additions/Changes to the Agenda:** None.
7. **Consent Agenda - Motion to Receive Information Items or Approval for Motion:**

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: September 28, 2023, 9.1.1 Compliance Report, 9.3.2 Board Education Calendar 2023-2024, 9.3.3 Board Education Summary Report 2022-2023, 9.3.5 OHA Board Self-Assessment, 9.4.2 Critical Incident Reporting, 9.4.3 2023-2024 Quality Improvement Plan (QIP) Report at Q2 (Q1 and Q2 combined), 9.4.4 Patient Surveys, 9.5.2 2024-2025 Hospital Accountability Planning Submission (HAPS) Budget (Draft) and Capital Expenditures Status Update, 9.5.3 CT Scan Initiative, and 9.6 KDH Foundation Report.

Under the Consent Agenda, the following motions received approval:

8.0 Motion: On a motion duly moved, seconded, and carried, the Board approved the Minutes of the Previous Meeting of September 28, 2023, as presented.

9. **Reports**

- 9.1 **Hospital**

- 9.1.2 **CEO Report**

F. Vassallo provided an update to his written report, which included appreciation of the teams' work on the HHR presentation. He highlighted his co-presentation with The Ottawa Hospital (TOH) CEO, Cameron Love, and Bruyere CEO, Guy Chartrand, at a real-time strategy integration session at the Queensway Carleton Hospital Strategic Planning exercise. Also mentioned was the recent remodeling of KDH's Courtyard Lounge, which received a much-needed facelift and a fresh new look, creating an inviting atmosphere for staff to enjoy some quiet time on their breaks. At this time, F. Vassallo welcomed Michael Laughton, who has assumed the role of Board Coordinator following the retirement of VP Corporate Services, L. LeClair. L. Mignault will continue to provide Board support to Mr. Laughton during this transition period into the new year. Best wishes and thanks were given to L. LeClair following her extensive career at KDH.

- 9.1.3 **CNO Report**

CNO J. Ellis provided some additional detail regarding her report. The focus remains on nursing HHR, and the teams are doing well and are stable in some departments, as a reflection of management transitioning. However, it was also

noted that some managers are participating in educational opportunities, which can also affect the departmental staffing compliment.

9.2 Chief of Staff

9.2.1 COS Report

Dr. C. Sentongo spoke briefly to his written report, noting that vaccinations are ramping up, and that work continues on the Surgical Strategic Visioning Plan. Dr. Sentongo was thanked by CEO F. Vassallo for his additional duties as he is not only fulfilling the role of Chief of Staff but is also covering as Interim Chief of the Emergency Department (ED) for a few months; his support and leadership is appreciated.

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. Zachary HUGH	Courtesy – Radiology			
	√		Dr. Cathal O’Leary	Courtesy – Radiology			
√			Dr. Sebastian DEWHIRST	Temporary- Emergency			<i>Extending Temporary until end of March 2024</i>
		√	Dr. Penny MCGREGOR	Active- Family Medicine			

STATEMENT OF COMPLIANCE

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

9.2.3 Medical Staff Policies

Motion: On a motion duly moved, seconded and carried, the Board approved Medical Staff Policy #31 – Intubation of Patients on Medical Surgical Unit, as presented.

9.3 Governance Committee

9.3.1 Governance Chair Report

A. Vignuzzi, Committee Chair, provided an update on matters from the October 10, 2023 meeting of Governance Committee, which included a reminder of the updated education calendar that contained more detailed context for the topics, leads assigned to the Board Policy Reviews, and updates on the format of Board and Committee meetings following a review that garnered feedback from individual members. Some modifications are being implemented, and more recommendations will follow in the new year as suggested changes and any impacts are discussed in further detail. J. Nolan thanked leadership and the sub-committee for initiating the discussion and for moving this forward.

9.4 Quality and Safety Committee

9.4.1 Quality and Safety Chair Report

As Committee Chair M. Harrison was not in attendance at the October 17, 2023 meeting, H. Zipes, Committee Vice Chair, provided an update on matters occurring at the meeting: the Quality Improvement Plan (QIP) quarterly report was provided; and A. McKee, Senior Analyst, Decision Support, presented an extensive overview of the newly-launched Patient Surveys. Links were included in the agenda to the various surveys that are now active for patients. Survey results will be reviewed by the Patient and Family Advisory Committee for themes and trends, with reporting going to the Committee. Ms. Zipes noted that she has incorporated interviews with F. Vassallo and E. MacPherson into her teachings at the University of Ottawa; this will increase KDH's exposure as students will see these interviews in their learning modules.

9.5 Corporate Services Committee

9.5.1 Corporate Services Chair Report

Committee Chair S. Saslove gave an overview of activities from the October 19, 2023, meeting. In addition to the items in the Consent Agenda, updates were provided on the 2024/2025 budget, CT Scan acquisition, assignment of board policy reviews, provincial initiatives, IT Structure Assessment, the Provincial Cyber Security Operating Model, and employee benefits insurance as KDH will migrate in the new year to a new carrier.

10. KDH Board Action Registry: *No outstanding items.*

11. Next Meeting: Thursday, November 23, 2023, at 6:30 pm via Microsoft Teams.

12. In Camera: No In Camera session was required.

13. Adjournment: There being no further business, the meeting was adjourned on a motion at 8:01 p.m.


F. Vassallo, CEO


J. Nolan, Board Chair