

WDMH Board of Directors
Tuesday, May 25, 2021 at 5:00 p.m.
Minutes

Chair: James Pitruniak

Present:	James Pitruniak, Cholly Boland, Bruce Millar, Michelle Blouin, Nathalie Boudreau, Marieke van Noppen, Renée Belhumeur, Elise Guest, Michael Villeneuve, John Trickett, Holly Brown, David Wattie, Dr. Brian Devin
Regrets:	Peter Krajcovic
Guests:	Chinedu Oraka, Katie Robertson, Mohamed Gazarin, Carissa Leblanc, Andrew Newman, Jennifer Milburn, Annik Blanchard, Eric Stevens, Steve Densham,
Resource:	Amy Laflèche

No.	Item
1.0	Call to Order J. Pitruniak called the Board of Directors meeting to order at 5:01 p.m.
2.0	Declaration of Conflict of Interest None.
3.0	Agenda Check-In The 2021-05-25 WDMH Board of Directors agenda was approved with the below additions: <ul style="list-style-type: none"> - Bruce Millar to report on behalf of the Foundation. - An additional By-Law Amendment was submitted for discussion under 15.2 - 3.1 Introduction of Guests
3.1	Introduction & Welcome of Guests Chinedu Oraka is the new WDMH Masters in Health Administration Resident. As an MHA resident Chinedu will be working alongside Cholly Boland until the end of August. J. Pitruniak introduced the four Board members up for election for the next year. Annik Blanchard, Eric Stevens, Jennifer Milburn, Steven Densham were welcomed.
4.0	Review of Minutes Moved by D. Wattie, seconded by J. Trickett, that the 2021-04-06 Special Board Meeting minutes be approved as presented. All in favour. <u>Carried.</u>
5.0	Business Arising None.
6.0	A Patient Story Katie Robertson, Clinical Manager, recounted a patient's journey through Chemotherapy treatment at WDMH. In summary since early cancer diagnosis and pre-treatment education the patient expressed emotional distress due to handling the diagnosis and treatments alone during the Covid-19 pandemic. The WDMH Chemotherapy Unit welcomed the patient with open arms and regularly discussed their

	<p>emotional well-being and support options that WDMH could provide. The patient was referred to the WDMH Cancer Coach, who set up regular meetings with the patient and encouraged FaceTime calls for personal support during treatment sessions. The patient expressed deep gratitude for the support and care received while at WDMH and noted they felt listened to, respected, and supported during such a difficult time. Additionally, the patient noted their experience was so impactful that they would be applying to be a part of the patient and family engagement committee in the future.</p>
<p>7.0</p>	<p>Board Education</p> <p>Dr. Mohamed Gazarin provided an overview of Research at WDMH. Discussed was how research fits into the four strategic pillars of Our People, Partnership and Integration, Accountability, and Quality Services.</p> <p>The WDMH Board of Directors learned:</p> <ul style="list-style-type: none"> • There is a waiting list of staff at WDMH interested in participating in research projects • Research ideas are welcome from anyone at WDMH • WDMH originally faced a barrier due to its small patient sample size, as a result WDMH has partnered with Kemptville District Hospital, Arnprior Regional Health, Gateway Centre of Excellence in Rural Health, and J.W. MacIntosh Community Support Services Williamsburg. This team is a collaboration of rural organizations that are focused on addressing health care issues in rural populations. Together they are named the Rural Research Network (RRN). • WDMH has had many research projects published in scientific journals. Publication was identified as the final step of a project and highlights the value of the research completed. • In the next five years WDMH hopes to grow a line of research and become a rural research leader. The two main areas of focus will be 1) moving forward with the utilization of technology, and 2) implementation research, closing the gap between best practices and implementation. • WDMH and the Rural Research Network have its own Research Ethics Board • H. Brown offered to support the research team at WDMH in any research surrounding diversity, equity, and inclusion, especially in context of rural health care. <p>The Board commends Dr. M. Gazarin for his great job completing credible research and for his noticeable joy and enthusiasm in his work.</p>
<p>8.0</p>	<p>New Business</p> <p>None.</p>
<p>9.0</p>	<p>Board Reports</p> <p>9.1</p> <p>Quality Committee Report</p> <p>The Quality Committee Report was received for information. H. Brown provided a brief overview and noted the following:</p> <ul style="list-style-type: none"> • WDMH has a discharge planning team whose main focus is the coordination of activities required to facilitate a patient’s transition from one health care setting to another, to home, or to a new home. • WDMH has a wonderful Chemotherapy Unit that serves our community with compassionate excellence. • Workplace violence incidents at WDMH are up, much due to the Covid-19 pandemic. As a result, the Quality Committee recommended a Bill C-65 implementation plan. • The Patient Safety Culture Survey results were received. The goal of the survey was to better understand the perceptions of patient safety from all employees, physicians, and

		midwives. Overall, the results were very positive. WDMH will work on increasing communication with staff regarding supports available in the event of a critical incident.
9.2	Medical Advisory Committee Report	The minutes from the March, April and May 2021 Medical Advisory Committee meetings were received for information.
9.3	Professional Staff Reappointments	Dr. B. Devin outlined the physician credentialing process to the Board.
	<u>New Physician Recruitment</u>	<ul style="list-style-type: none"> • <i>Dr. Joel Cox</i>, Term with Admitting Privileges, Department of Family Medicine • <i>Dr. Moira Rushton-Marovac</i>, Regional Affiliate without Admitting Privileges, Department of Internal Medicine – Oncology • <i>Dr. Gordon Thomas</i>, Term without Admitting Privileges, Internal Medicine – Geriatric Psychiatry • <i>Dr. Eileen ten Cate</i>, Term with Admitting Privileges, Department of Family Medicine • <i>Dr. Matthew Heseltine</i>, Term with Admitting Privileges, Department of Family Medicine • <i>Dr. Nicholas Schouela</i>, Term without Admitting Privileges, Department of Emergency Medicine • <i>Dr. Sandra Rainbow</i>, Term without Admitting Privileges, Department of Emergency Medicine <p>Moved by M. Villeneuve, seconded by M. van Noppen, that the above new physician recruitments be approved as presented. All in favour.</p> <p style="text-align: right;"><u>Carried.</u></p>
	<u>Professional Staff Modification</u>	<p><i>Dr Christopher Mykytyshyn</i>, FROM Term with Admitting Privileges, Department of Family Medicine with Cross Appointment in Emergency Medicine TO Associate with Admitting Privileges, Department of Family Medicine with Cross Appointment in Emergency Medicine</p> <p>Moved by B. Millar, seconded by D. Wattie, that the above professional staff modification be approved as presented. All in favour.</p> <p style="text-align: right;"><u>Carried.</u></p>
	<u>Professional Staff Governance</u>	<p>The first year for Chief of Internal Medicine, Dr Rimon Ghattas concluded on February 28, 2021. The Medical Advisory Committee recommends that the Board approve the extension of Dr Rimon Ghattas’ term for two more years Chief of Internal Medicine, March 1, 2021 to February 28, 2023.</p> <p>Moved by M. Villeneuve, seconded by B. Millar, that Dr. Rimon Ghattas’ term be extended for two more years as Chief of Internal Medicine, ending February 28, 2023. All in favour.</p> <p style="text-align: right;"><u>Carried.</u></p>

		<p><u>2021-2022 Re-Appointments</u> The 2021-2022 re-appointment recommendations were received for review and approval.</p> <ul style="list-style-type: none"> • <u>Reappointment to the Professional Staff</u> Moved by B. Millar, seconded by E. Guest, that the professional staff re-appointment list of privileges, for re-appointment year June 1, 2021 to May 31, 2022, be approved as presented. All in favour. <p style="text-align: right;"><u>Carried.</u></p> • <u>Privileges to Conclude</u> Moved by M. Villeneuve, seconded by M. van Noppen, that the list of staff privileges to conclude May 31, 2021 be approved as presented. All in favour. <p style="text-align: right;"><u>Carried.</u></p> • <u>Modifications to privileges</u> Moved by B. Millar, seconded by R. Belhumeur, that the list of staff re-appointment changes to privileges effective June 1, 2021 be approved as presented. All in favour. <p style="text-align: right;"><u>Carried.</u></p> • <u>Reappointment of Newly Credentialed Professional Staff</u> Moved by M. Villeneuve, seconded by M. van Noppen, that the 2021-2022 re-appointment list for new professional staff that were motioned for initial Board approval May 25, 2021 be approved as presented. All in favour. <p style="text-align: right;"><u>Carried.</u></p>
9.4		<p>Medical Staff Organization Report The interview process for the new Chief Medical Information Officer concluded today and will be finalized over the next few days. The CMIO position has been vacant for a few months while WDMH revamped the core job requirements. This position will equal the time commitment of a departmental chief.</p> <p>The medical staff is very appreciative of the second dose everyone at WDMH was able to receive.</p> <p>Dr. Mary Naciuk continues to be the MSO President.</p>
10.0		Finance Report
	10.1	<p>Audited Financial Statements to Mar 31, 2021 Andrew Newman and Carissa Leblanc from KPMG attended the meeting to present the 2020-2021 audited financial statements. The hospital received a clean audit with no recommendations. It was noted that the Dundas Manor Management Fee has not yet been added to the audit statements but will be prior to the Annual General Meeting.</p> <p>Moved by D. Wattie, seconded by B. Millar, that the 2020-2021 audited financial statements be accepted for approval by the Corporate Members at the Annual Meeting in June. All in favour. <p style="text-align: right;"><u>Carried.</u></p></p>
	10.2	BPSAA Attestation for Compliance

	Deferred until further guidance from Ontario Health.
11.0	<p>Report of the CEO</p> <p>C. Boland provided an update on Covid-19. Provincially Covid-19 cases are decreasing, and Ottawa is down to less than 50 new cases per day. May 25th the Eastern Ontario Health Unit reported zero new cases.</p> <p>There is much less strain on hospital occupancy in the Champlain region. High occupancy is still affecting Southern Ontario where approximately 1000 patients are in hospital with Covid-19, and an additional 700 in the ICU, and 500 on ventilators.</p> <p>Today, May 25th, WDMH resumed elective surgeries.</p> <p>The province of Ontario has announced its commitment to aid Manitoba; critical care patients have already been transferred to hospitals with ICUs in the Champlain region.</p> <p>Assessment centre volumes in the Champlain region are low; centres remain open. There could be a rise in volumes when the stay-at-home order is lifted and/or schools are re-opened.</p>
11.1	<p>Strategic Priorities Quarterly Report</p> <p>The WDMH Strategic Priorities Quarterly Report was received for information. C. Boland highlighted that the WDMH Staff Satisfaction Survey is now complete, and the WDMH Physician, Dentist and Midwife Satisfaction Survey is underway. WDMH anticipates receiving the results of these surveys during the summer months and will report the findings at the September Board of Directors meeting.</p> <p>Epic project planning is underway. The Foundation recently approved \$250,000 towards Epic implementation costs and dedicated a portion of all estates received over the coming years to be dedicated to the Epic implementation project.</p> <p>WDMH is working on finalizing the land survey with Hoben and the Township of North Dundas and once complete the sale of the land to Dundas Manor will be initiated.</p> <p>OHT Full Application</p> <p>Attached to agenda is an update from the Upper Canada and Cornwall and Area Ontario Health Team. The OHT has submitted their full application to the Ministry of Health. The next step is to complete an interview with the Ministry.</p> <p>A subcommittee was formed to determine priorities for the OHT and the follow three were chosen:</p> <ol style="list-style-type: none"> 1) Supporting and building primary care 2) Improving access to mental health and addiction supports for patients presenting to primary care 3) Supporting frail older adults with complex care needs and their care partners.
12.0	<p>WDMH Foundation Report</p> <p>B. Millar reported on behalf of the Foundation. K. Casselman and staff continue to be innovative with their methods of fundraising communications and their efforts are proving fruitful. The Foundation is in good financial condition, largely defined by a number of unsolicited donations.</p>

13.0	<p>WDMH Auxiliary Report None</p>
14.0	<p>Report of the RHI Board C. Boland noted that visitation at Dundas Manor remains restricted to two designated caregivers, and rapid testing off all staff and visitors continues.</p> <p>Dundas Manor is working hard to open the home up more and has been committed to bringing residents outside for fresh air and exercise on the grounds. The Dundas Manor Bradlee Bike has been taken out of storage and community rides began May 17th.</p> <p>Aside from three false positive tests, Dundas Manor has had no positive Covid-19 results from rapid testing. The home remains Covid-free.</p> <p>New building costs have escalated well beyond expectations due to inflation and infection control upgrades to the design. The RHI Board is meeting May 27th to review the latest design model and costs. Due to the escalation of costs fundraising targets have gone up substantially.</p> <p>Dundas Manor had 100% Covid-19 vaccine compliance.</p>
15.0	<p>Governance</p>
15.1	<p>Executive Committee Minutes The 2021-05-18 Executive Committee minutes were received for information.</p>
15.2	<p>By-Law Amendments C. Boland presented notice of intention to amend the WDMH Administrative By-Laws. The following amendments to the by-laws are recommended for approval at the next WDMH Board of Directors meeting, scheduled for June 22, 2021.</p> <p>Please see below proposed amendments in blue.</p> <p><u>Proposed By-Law Change 1</u></p> <p>6.7 (e) Subject to section 6.3 above, business arising at any meeting of the Board shall be decided by a majority of the Directors entitled to vote, provided that:</p> <ul style="list-style-type: none"> i. Except as provided by clause (ii) votes shall be taken in the usual way by a show of hands <ul style="list-style-type: none"> 1) The Chair shall have a vote, and 2) If there is an equality of votes, the question shall be deemed to have been lost. The Chair shall not exercise a vote to break the tie. ii. Votes shall be taken by written ballot if so demanded by any voting member present. <ul style="list-style-type: none"> 3) The Chair shall have a vote 4) If there is an equality of votes, the motion is defeated. <p><u>Proposed By-Law Change 2</u></p> <p>11.1 Amendments to By-Laws</p> <ul style="list-style-type: none"> a) The Board may pass or amend the By-Law of the Corporation from time to time by resolution.

		<p>b) (i) Where it is intended to pass or amend the By-Law at a meeting of the Board, written notice of such intention shall be sent by the Secretary to each Director at his address as shown on the records of the Corporation by ordinary mail not less than ten (10) days before the meeting.</p> <p>(ii) Where the notice of intention by clause (b)(i) is not provided, any proposed By-Law or amendments to the By-Law may nevertheless be moved at the meeting and discussion and voting thereon adjourned to the next meeting, for which no notice of intention need be given.</p> <p>b) Subject to clauses (c)(ii) and (c)(iii) below, a By-Law or amendment to a By-Law passed by the Board has full force and effect: (i) from the time the motion was passed, or (ii) from such future time as may be specified in the motion</p> <p>c) c) (i) A By-Law or amendment to a By-Law passed by the Board shall be presented for confirmation at the next annual meeting or to a special general meeting of the Members called for that purpose. The notice of such annual meeting or special general meeting shall refer to the By-Law or amendment to be presented. (ii) The Members at the annual meeting or at a special general meeting may confirm the By-Law as presented or reject or amend it, and if rejected it thereupon ceases to have effect and if amended, it takes effect as amended</p> <p>d) d) In any case of rejection, amendment, or refusal to approve a By-Law or part of a By-Law in force and effect in accordance with any part of this section, no act done or right acquired under any such By-Law is prejudicially affected by any such rejection, amendment or refusal to approve.</p>
15.3	<p>Corporate Memberships</p>	<p>In accordance with Article 2 of the Administrative Bylaws, those persons who make application for admission as a Corporate Member must meet the specified qualifications and be approved by a resolution of the board. A call for Corporate Memberships was placed in local newspapers and on the hospital’s website for two consecutive weeks in March 2021. Board members received the list of Corporate Membership renewals and new applications prior to the meeting.</p> <p>Moved by B. Millar, seconded by M. Villeneuve, that the 2021-2022 Corporate Memberships be approved as presented.</p> <p style="text-align: right;"><u>Carried.</u></p>
15.4	<p>Annual Board Evaluation</p>	<p>A. Lafleche to distribute the Annual Board Evaluation Survey in the coming weeks.</p>
16.0	<p>Communications & PR Considerations</p>	<ul style="list-style-type: none"> • Covid-19 is still top of mind for everyone at WDMH. All staff have received their second dose of the Pfizer vaccine. WDMH has a fantastic vaccine compliance rate. • WDMH received a clean audit from KPMG despite immense pressures due to the pandemic. • The WDMH Research team does amazing work and is a pillar of strength for the hospital, differentiating us in the region and province, and proving us a leader in rural health care. • Today is the last formal Board meeting for Shawn Sutton, Elise Guest, and Marieke van Noppen. All three members were acknowledged for their remarkable dedication to the board and their smart, thought out, and impactful contributions.

17.0	Directors for Election	
	17.1	<p>Slate of New Directors for Election</p> <ul style="list-style-type: none"> • Annik Blanchard • Eric Stevens • Jennifer Milburn • Steven Densham <p>Moved by B. Millar, seconded by D. Wattie, that the above applicants be elected to the Board of Directors at the Annual Meeting in June. All in favour.</p> <p style="text-align: right;"><u>Carried.</u></p> <p>Discussions around diversity, inclusion, and equity occurred. There was a consensus moving forward that WDMH should include an inclusion statement on public facing hospital recruitment material.</p> <p>Discussions around Board candidate screening questions occurred. Suggestions of including questions surrounding diversity, inclusion, and equity were made.</p> <p>It was recommended that discussions surrounding diversity, inclusion, and equity continue in future meetings.</p> <p>It was recommended that the next Board education session be surrounding diversity, inclusion, and equity.</p>
	17.2	<p>Slate of Directors for Re-Election</p> <p>None.</p>
18.0	<p>Next Meeting</p> <p>Annual General Meeting June 22 @ 6:00 followed by a Special meeting of the Board</p>	
19.0	<p>Adjournment</p> <p>J. Pitruniak called the meeting to a close at 7:32 p.m.</p>	