

**WDMH Board of Directors**  
**Tuesday, May 28, 2019– 5:00 p.m.**  
**Dillabough Professional Centre - Boardroom**

**MINUTES OF MEETING**

<b>Director</b>	<b>Present</b>	<b>Regrets</b>	<b>Director</b>	<b>Present</b>	<b>Regrets</b>
Mike Villeneuve, Chair	√		Lynn Hall	√	
Andy Barrett	√		Bruce Millar	√ Phone	
Renee Belhumeur		√	Michelle Perry	√ Phone	
Cholly Boland	√		James Pitruniak	√ Phone	
Holly Brown	√ Phone		Shawn Sutton	√	
Dr. Marilyn Crabtree – arrived 6:20	√		John Trickett	√ Phone	
Tom Dawson		√	Dr. D. Tse	√	
Lynn Dillabough		√	Marieke vanNoppen	√ Phone	
Elinor Jordan		√			
Elise Guest		√	David Wattie	√	
<b>Staff</b>			<b>Guest</b>		
Michelle Blouin	√		Mikyla Lennard – Patient Story	√	
Laura Landry	√		Brett Scott – Research (Observer)	√	
Chris Barkley (Recorder)	√		Emily Mulligan – Research (Observer)	√	
Dr. J. Aquino (Observer) arrived 6:00	√		Andree Beaupre (KPMG)	√	

**1. Call to Order**

The meeting was called to order at 5:04 pm.

**2. Declaration of Conflict of Interest**

None declared.

**3. Agenda Check-In**

**Moved by Shawn Sutton, seconded by Andy Barrett that the agenda be approved with the following amendments:**

**An In camera session will be held with the auditor**

**Board Education to be delayed until Dr. Crabtree arrives at 6:00**

**Carried.**

**4. Review of Minutes**

**Moved by David Wattie, seconded by Shawn Sutton that the minutes of February 26th be approved. Carried.**

## 5. Patient Story

Mikyla Lennard, Clinical Manager, shared a story of a poor patient experience, including the learning opportunities as a result of the investigation.

## 6. Board Education

### 6.1 Technology at WDMH

Dr. Marilyn Crabtree, Chief Medical Information Officer, provided an overview of technology at WDMH, highlighting the many changes in technology since 2009. A great majority of the advancements and changes are a result of the continuing support of our donors.

## 7. Business Arising

### 7.1 2019-2024 Strategic Plan

As per board policy, a major review and update of the WDMH Strategic Plan was conducted. The planning process was reviewed at the February board meeting. Cholly Boland presented the proposed 2019-2024 Strategic Plan.

***Moved by David Wattie, seconded by Andy Barrett that the 2019-2024 Strategic Plan be approved.***

***In Favour: 9***

***Opposed: 0***

***Abstentions: 1***

***Carried.***

## 8. Board Reports:

### 8.1 Quality Committee

The minutes of the May 16th Quality Committee meeting were distributed in advance for information. David Wattie, Acting Chair of Quality, highlighted the following:

- No red flags identified with new indicators
- An informative presentation was received from Employee Health Services and an update provided on the hospital's risk management program

A question was raised regarding one item on the Medical Advisory Committee Quality Project Dashboard. It was noted on the dashboard that progress on the project has stopped until consensus is reached between physician groups. It was clarified that issue has since been resolved.

Endoscopes – Additional MDRD staff have been hired and shifts have been re-scheduled to accommodate after-hours endoscopy at the end of an operating day. MDRD staffing has also been increased on weekends. The hospital should be fully resourced by September 1<sup>st</sup> to do after hour endoscopies.

## 8.2 Medical Advisory Committee

Highlights from the Medical Advisory Committee meetings were included in the agenda package and distributed prior to the meeting.

### 8.2.1 Professional Staff Appointments

**MOVED** by **Shawn Sutton** and **SECONDED** by **David Wattie** that **the following professional staff privileges be approved:**

- Dr. Sameer Apte, Locum with Admitting Privileges, Department of Surgery
- Dr. Daniel Auprix, Term without Admitting Privileges, Department of Surgery, Dentistry
- Dr. Pierre de Moissac, Term with Admitting Privileges, Department of Family Medicine with Cross Appointment in Obstetrics and Emergency Medicine
- Dr. Christine Nadeau, Locum with Admitting Privileges, Department of Family Medicine with Cross Appointment in Emergency Medicine
- Dr. Jillian Coleby, Locum without Admitting Privileges, Department of Emergency Medicine
- Dr. Brittany Dingley, Locum with Admitting Privileges, Department of Surgery
- Dr. Raistlin Majere, Locum with Admitting privileges, Department of Internal Medicine

**CARRIED.**

### 8.2.2 Professional Staff Reappointments

A number of Reappointment Modifications were tabled for approval. Dr. Tse reviewed the Appointment and Reappointment process reminding board members that approving privileges is one of the most important roles of the Board. The Medical Advisory Committee takes the approval of privileges seriously and all applications have had careful scrutiny.

**MOVED** by **Andy Barrett** and **SECONDED** by **Shawn Sutton** that the **Reappointment Modifications be approved as submitted by the Medical Advisory Committee.**

**CARRIED.**

**MOVED** by **Marieke vanNoppen** and **SECONDED** by **John Trickett** that **the 2019-2020 Professional Staff Reappointments be approved as submitted.**

**CARRIED.**

Dr. Tse was thanked for his leadership as Chief of Staff and for sharing his time on the Board.

### 8.3.1 Medical Staff Organization:

The Medical Staff Organization elected its new slate of offers for 2019-2020:

- President – Dr. J. Burke
- Vice President – Dr. M. Crabtree
- Secretary – Dr. B. Rivington

### 8.3.2 Finance Report

Andree Beaupre of KPMG attended the meeting to present the 2018/19 Audited Financial Statements. The hospital received a clean audit with no recommendations. There was one typographical error on the Balance Sheet to be corrected in the final report to Corporate Members: Total Liabilities, Deferred Contributions and net Assets should read \$58,594,388. The Board congratulated and thanked Michelle Blouin and the Financial Team on another successful audit, and the diligence throughout the year which is reflected in the statements.

**MOVED** by **David Wattie**, and **SECONDED** by **Shawn Sutton** that the **2018/19 Financial Statements be accepted as corrected and submitted to the Corporate Members for approval at the Annual Meeting in June.**

**CARRIED.**

Senior Leadership were excused from the meeting to provide the Board an opportunity for an in camera session with the Auditor.

**MOVED** by **Shawn Sutton**, and **SECONDED** by **Andy Barrett** that the **Board move in camera.**

**CARRIED.**

An in camera session was held with Andree Beaupre of KPMG. Ms. Beaupre confirmed there were no issues with the audit process and thanked the organization for great support and an organized audit.

Ms. Beaupre was excused from the meeting. The Board remained in camera to discuss Agenda Items 15.1 and 15.2, the Chief of Staff and Chief Executive Officer Performance Reviews.

**MOVED** by **Shawn Sutton**, and **SECONDED** by **Andy Barrett** that the **in camera session cease and the regular meeting of the Board resume.**

**CARRIED.**

### 8.4.2 Broader Public Sector Accountability Act (BPSAA) Reporting Requirements April 1, 2018 – March 31, 2019

The Board received the BPSAA Compliance Report that identifies:

- the hospital's use of consultants;
- the expense claim reports for each member of the Board, CEO, and each member of the hospital's senior management group who reports to the CEO will be posted publicly by June 30th; and
- compliance attestations

**MOVED** by **Michelle Perry** and **SECONDED** by **Marieke vanNoppen** that the **2018-19 BPSAA Compliance Report** be approved and publicly posted on the hospital's website.

**CARRIED.**

## **9. Report of the CEO**

### 9.1 2018/19 Strategic Priorities Year End Report

An update on Strategic Priorities was distributed in advance with the agenda. In addition to his written report, Mr. Boland highlighted the following:

- A self-assessment was completed and submitted to the Ministry of Health on behalf of the Upper Canada Health Team. We are anticipating feedback in June.
- The government's proposed Ontario Health Agency will be a conglomeration of 14 LHINs.
- Medical students are on site for the annual Community Medical Week
- In process of providing hospital update to all municipalities. Will attend the City of Ottawa Agricultural Committee and North Dundas Township in next two weeks
- eConsult will be celebrating its 10<sup>th</sup> anniversary on June 24<sup>th</sup> – the special event will be hosted at WDMH

## **10. Report of the Foundation**

The Foundation has had an outstanding year to date. The Foundation hosted a thank you event to recognize and thank the principles involved in raising money 10 years ago for the redevelopment of the hospital.

### 10.1 Annual Review of WDMH / Foundation Memorandum of Understanding

Defer.

## **11. WDMH Auxiliary Report**

No report.

## **12 Governance**

### **12.1 Executive Committee Minutes for Information**

The minutes of the May Executive Committee meeting were received for information. Chair Mike Villeneuve reminded Board members they are required to attend one Executive Committee meeting each year.

### **12.2 Slate of Directors for Election**

**MOVED by Andy Barrett and SECONDED by Shawn Sutton that the following Directors be elected to the Board of Directors at the Annual Meeting in June:**

**Elise Guest - to June 2021  
Holly Brown- to June 2021**

**CARRIED.**

Both Elise and Holly began in September 2018.

### **12.3 Slate of Directors for Re-Election**

**MOVED by David Wattie, and SECONDED by Shawn Sutton that the following Directors be re-elected to the Board of Directors at the Annual Meeting in June:**

**Mike Villeneuve – 3-year term to June 2022  
John Trickett – 3 year term to June 2022**

**CARRIED.**

### **12.4 Annual Board Assessment**

A link will be sent to all board members to complete the annual assessment. A discussion is required around attendance and what technology can be introduced to ensure consistent attendance.

### **12.5 CEO Evaluation – 2018/19**

Discussed above in camera.

### **12.6 Meeting Evaluation Results – February 26, 2019**

The results were reviewed. No questions came forward.

### **12.7 Meeting Evaluation – May 28, 2019**

A link to the May 28<sup>th</sup> meeting evaluation will be sent to Directors to complete.

### **13 Conference / Workshop Reports**

Four Directors attended the Essentials of Hospital Governance for New Directors conference offered by the Ontario Hospital Association. The conference was felt to be beneficial in strengthening the directors' understanding of the health care system and provided further orientation to the role of a director at a hospital.

### **14 Report of RHI Board**

Efforts are ongoing for the redevelopment of the home. The MPP has indicated there should be an announcement by end the of June.

The Foundation will hold its Annual Meeting in June and will seek approval from the general membership to change its articles to fundraise for both Dundas Manor and the hospital.

### **15 In Camera**

In Camera session held earlier in the meeting – see Item 8.3.2.

### **16 Communication & Public Relations Considerations**

#### **16.1 Key Themes from Meeting**

- *Nursing week awards were held earlier in the month. Michael Villeneuve, Chair, attended the special event to present the awards*
- *The Foundation's Boots and Bling will be held June 8<sup>th</sup>*
- *Great patient story around the importance of the care of the frail elderly*
- *The 2019-2024 Strategic Plan was approved*
- *Great presentation on technology with a focus on patient experience*

### **17 Next Meeting**

The Annual Meeting is scheduled June 18<sup>th</sup> at 6:00 pm. The Annual Meeting will be followed by a special meeting of the board for the purpose of the election of officers.

### **18 Adjournment**

There being no further business the meeting adjourned at 7:19 p.m.