

Kemptville District Hospital (KDH)
Board of Directors Meeting
Thursday, May 29, 2025
Via Microsoft Teams
6:30 pm
Minutes

Call to Order: J. Nolan, Board Chair, called the meeting to order at 6:31 pm.

- 1. Regrets / Quorum / Declaration of Conflicts:** Quorum was established and there were no conflicts declared.

Directors:		Present	Regrets		Present	Regrets		Present	Regrets
G. Bebeung		√		J. Nolan (Chair)	√		Dr. C. Sentongo		√
D. Boyce	√			M. Norenberg	√		P. Snelling	√	
E. Bonokoski	√			D. O'Sullivan		√	F. Vassallo	√	
G. Enei	√			J. Panciuk	√		T. Wood	√	
G. LeVasseur	√			Y. Pelletier		√	G. Wyse	√	
S. Mincoff	√			A. Rancourt		√	A. Yee	√	
Dr. L. Luong		√		S. Saslove	√		H. Zipes	√	
K. Hogue	√								

Management, Staff & Guests:

B. Rivard	√		R. Clayton	√		M. Laughton (Recorder)	√	
J. Garneau	√		Patient Guest	√				

Board Chair J. Nolan 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. Also, for those attending remotely, acknowledgement is given for the lands they are located on at the time of the meeting.

2. Patient Presentation:

The Board welcomed a patient who shared their story and opportunities for improvement with the Board.

J. Garneau and the patient guest departed the meeting.

- 3. Additions/Changes to the Agenda:** The Board noted one change to the agenda and that was to move item 8.2.6 to the in-camera session.

R. Clayton from KPMG joined the meeting.

4. Financial Statements and Audit Report

The Treasurer praised the audit team, including KPMG, for their excellent work in completing the year-end audit on time despite the tight timeline and complexity of the organization.

The Auditor:

- Presented the independent auditor's report, confirming a clean, unmodified audit opinion and the board that there were no issues, concerns, or reservations expressed by the auditors.
- Detailed the financial position of the hospital as of March 31, 2025, including the results of operations, changes in net assets, cash flows, and measurement gains and losses, all in accordance with Canadian public sector accounting standards.
- Provided a snapshot of the financial position as of March 31, 2025, explaining the state of accounts receivable and accounts payable at year-end.
- The audit was executed smoothly with no significant issues, risks, or changes in accounting policies, and no significant control deficiencies were identified.

On a motion duly made, seconded, and carried without abstentions, the KDH Board approved the Draft Audited Financial Statements for the year ended March 31, 2025, as presented.

On a motion duly made, seconded, and carried without abstentions, the KDH Board approved the receipt and acceptance of the Auditor's Report for 2024-25.

R. Clayton departed the meeting.

5. Re-affirming the KDH Mission

A. Yee reaffirmed the KDH Mission.

6. KDH Board Action Item Registry: No outstanding actions.

7. March 27, 2025 Board Meeting Minutes

On a motion duly made, seconded, and carried, without abstentions, the Board approved the March 27, 2025 Board meeting minutes, as presented.

8. Consent Agenda

The Board reviewed the consent agenda.

On a motion duly made, seconded, and carried, without abstentions, the Board approved the consent agenda consisting of:

8.1 An approval of:

- 8.1.1. *The Board and Committee meeting schedule for the 2025-26 Board year.*
- 8.1.2. *The revised Policy 07: Signing Authority.*
- 8.1.3. *The revision to Policy 20: Corporate Services Committee terms of reference.*
- 8.1.4. *The revisions to Policy No.: 21 – Code of Conduct for Directors and Committee Members.*

8.2 An approval of the receipt of:

- 8.2.1. *The Compliance Report for May 29, 2025*
- 8.2.2. *Patient Stories*
- 8.2.3. *Critical Incident Semi-Annual Aggregate Report*
- 8.2.4. *Q4 Update on Publicly Reported Patient Safety Indicators*
- 8.2.5. *Foundation Board Report*

9. Corporate Services Committee

9.1 Corporate Services Committee Chair Report

- 9.1.1. S. Saslove reported that the Audit Sub-Committee and the Corporate Services Committee met on May 22, 2025. The Audit Sub-Committee received a presentation from the auditors at that meeting.

9.2 Approval of:

9.2.1. Auditor Recommendation for 2025-26

- KPMG submitted a proposal for audit engagements for fiscal years 2024-25, 2025-26, and 2026-27. In June of 2024, the Board approved KPMG for these engagements.

On a motion duly made, seconded, and carried without abstentions, the Board approved a recommendation to the Membership to appoint KPMG as the Auditor of Kemptville District Hospital for the fiscal year ending March 31, 2026.

9.2.2. Bill S-211 Report and Attestation

The Board reviewed and discussed the Bill S-211 Report.

On a motion duly made, seconded, and carried, without abstentions, the Board approves Kemptville District Hospital's Bill S-211 Annual Report for the year 2024-25 and authorizes the Chair by resolution as of the date of this meeting, to sign-off on the following attestation on behalf of the Board of Directors, including noting the date when the report was approved:

"In accordance with the requirements of the Act, and in particular section 11 thereof, I attest that I have reviewed the information contained in the report on behalf of the governing body of the Kemptville District Hospital. Based on my knowledge, and having exercised reasonable diligence, I attest that the information in the report is true, accurate and complete in all material respects for the

purposes of the Act, for the reporting year April 1, 2024 – March 31, 2025.

This report received approval from the Board of Directors of Kemptville District Hospital on May 29, 2025.”

10. Quality and Safety Committee

10.1 Quality and Safety Committee Chair’s Report

H. Zipes reported that the committee last met on May 20, 2025, and reported on the discussions had at the meeting:

- That the Committee reviewed the Quality Improvement Plan final report and recommends the following motions:
 - That the Board acknowledges the achievement of the Quality Improvement Plan by the Executives; and,
 - That the Board approve the disbursement of executive compensation.

On a motion duly made, seconded, and carried, without abstentions, the Board:

- *Acknowledged the achievement of the Quality Improvement Plan by the Executives.*
- *Approved the disbursement of executive compensation.*

11. Governance Committee

11.1 Governance Committee Chair’s Report

E. Bonokoski provided updates from the Governance Committee, including the director renewals, nominations, and committee participation, as well as the strategic communications plan.

11.2 Approval of:

11.2.1. Director Renewals and Nominations

The Board discussed the proposed director renewals and nominations.

On a motion duly made, seconded, and carried without abstentions the Board recommended to the Membership the renewal of:

- *Ginette Bebeung, for a second term (2025-28)*
- *Erin Bonokoski, for a second term (2025-28)*
- *Jeff Panciuk, for a second term (2025-28)*
- *Helen Zipes, for a second term (2025-28)*
- *Doreen O’Sullivan, for a second term (2025-28).*

On a motion duly made, seconded, and carried without abstentions the Board, subject to satisfactory reference checks and police reference checks, recommend to the Membership the election of the following individuals for a first term (2025-28):

- *Ken Lawless*
- *Leanne Armstrong*
- *Stephanie Patterson*
- *Malcolm Jones*

11.2.2. 2025-26 Strategic Communications Plan

E. Bonokoski commended the team on their work on the Strategic Communications Plan.

On a motion duly made, seconded and carried without abstentions, the Board approved the Strategic Communication Plan 2025/26.

11.2.3. Policy 22: Ethical Decision Making

E. Bonokoski reported that the changes to this policy are driven by the accreditation requirements in preparation for September accreditation.

On a motion duly made, seconded and carried without abstentions, the Board approved the revised Policy No.: 22: Ethical Decision Making, and rename the policy “Ethical Decision Making and Public Disclosure.”

12. Chief of Staff (COS)

12.1 Appointment of New Chief of Family Medicine

On behalf of Dr. Sentongo, F. Vassallo provided the Chief of Staff report.

The Board discussed the proposed appointment of Dr. Mannpreet Phambri-Komal as Chief of the Department of Family Medicine.

On a motion duly made, seconded and carried without abstentions, the Board approved a recommendation from the Medical Advisory Committee to appoint Dr. Mannpreet Phambri-Komal as Chief of the Department of Family Medicine at Kemptville District Hospital, effective July 1, 2025.

The Board recognized and was appreciative of the contributions of the out-going Chief of the Department of Family Medicine, Dr. Nadine Kaefer.

13. Next Meeting: Thursday June 26, 2025 (time to be confirmed), hybrid (Teams and Grenville Mutual Insurance Boardroom, 380 Colonnade Dr., Kemptville, ON)

14. Hospital Reports

14.1CNE Report

K. Hogue highlighting, among other things, that the new CT Scanner launched on April 14th has performed over 300 scans, significantly impacting patient outcomes by identifying pathologies sooner.

On a motion duly made and seconded, the Board went “in-camera”.

17. Meeting Termination: There being no further business, the meeting was terminated on a motion at 9:15 p.m.



Frank Vassallo (Jul 29, 2025 10:04:13 EDT)

F. Vassallo, CEO



Jeff Nolan (Aug 6, 2025 15:26:08 EDT)

J. Nolan, Board Chair