



**WDMH Board of Directors**  
Tuesday May 27, 2025 @ 5:00 p.m.  
HYBRID: Dillabough Board Room & Teams

**Chair: Jennifer Milburn**

<b>Present</b>	Jennifer Milburn, Tamara Williams, Andrea Jewell, Bruce Millar, Eric Stevens, Annik Blanchard, Louise Arsenault, Kelly Goulet, Tyson Roffey, Cholly Boland, Dr. Brian Devin, Trisha Elliot, David Wattie, Janie Desroches, Michelle Blouin,
<b>Guest</b>	Loriann Harbers, Bailey Milne, Andrew Newman (KPMG), Catherine O'Neill, Alyssa Waldroff
<b>Regrets</b>	Michelle Perry, Brenda Toonders, Bill Woods, Dr Vik Bhagirath
<b>Resource</b>	Lori-Anne Van Moorsel

No.	Item
<b>1.0</b>	<p><b>Call to Order &amp; Land Acknowledgement</b></p> <p>J. Milburn called the meeting to order at 5:00pm and gave a Land acknowledgment.</p> <p>Two prospective new Board members were in attendance: Bailey Milne and Loriann Harbers. A roundtable of introductions occurred.</p>
<b>2.0</b>	<p><b>Declaration of Conflict of Interest</b></p> <p>None.</p>
<b>3.0</b>	<p><b>Agenda Check-In</b></p> <p>The May 27<sup>th</sup>, 2025 Board of Directors agenda was approved by consensus as distributed.</p>
<b>4.0</b>	<p><b>Review of Minutes:</b></p> <p><b>Moved by</b> D. Wattie, seconded by A. Blanchard that the minutes from February 2025 meeting be approved with a spelling correction. <b>All in favour.</b></p> <p style="text-align: right;"><b><u>Carried</u></b></p>
<b>5.0</b>	<p><b>Patient Story</b></p> <p>Alyssa Waldroff, Manager of Health Records, Chief Privacy Officer and Decision Support, presented a patient story regarding access to patient records and the importance of Power of Attorney (POA) paperwork.</p> <p>The Board learned:</p> <ul style="list-style-type: none"> <li>• Patients and family members often do not understand the importance of POA and frustrated by the process to protect patient information</li> <li>• Power of Attorney for Personal Care is only <u>active</u> if the patient is deemed incapable by a physician. Either a physician flag in Epic or written letter will be accepted.</li> <li>• Power of Attorney paperwork is no longer valid once a patient has passed. For access to a deceased relative's record, we require: A copy of the deceased person's Will naming (the requestor) as the Executor, or in the absence of a Will, "Certificate of Appointment of Estate Trustee" signed by a Registrar of the Court.</li> <li>• It is our responsibility to protect patient information. Rules are in place to protect them.</li> </ul>

6.0	<p><b>Board Education: <i>Combating Racism at WDMH</i></b>  Catherine O'Neill, Corporate Manager- Academic Affairs and Volunteer Services and Equity, Diversity and Inclusion (EDI) Lead presented on Systemic Racism at WDMH.</p> <p>The Board learned the following about racism at WDMH.</p> <ul style="list-style-type: none"> <li>• Our catchment population is diversifying</li> <li>• WDMH has developed an Equity Diversity and Inclusion (EDI) framework along with community stakeholders.</li> <li>• The plan will be transparent to the community and will be open for feedback</li> <li>• All policies are being reviewed with a cultural safety lens and modified as necessary</li> <li>• Staff and leadership training on cultural safety has taken place</li> </ul> <p>T. Elliott recommended that WDMH promote itself as a community leader in equity and diversity.</p>
7.0	<b>Board Reports</b>
7.1	<p><b>Quality Committee</b>  Key points from the recent Quality Committee meeting:</p> <ul style="list-style-type: none"> <li>• Very informative presentation from the Hemodialysis unit about their treatment system and how it operates</li> <li>• Patient story was regarding an inpatient with pneumonia and his expressed concerns regarding the quality of his episode of care. Discussed how these concerns were addressed.</li> </ul>
7.2	<p><b>Medical Advisory Committee</b></p> <ul style="list-style-type: none"> <li>• Report and minutes from March, April and May are included.</li> <li>• Chart deficiencies, although improving, remain uncleared. 3 physicians have been instructed to create a plan to complete these and will be brought to MAC, if not. A report to CPSO will also be necessary if not completed.</li> <li>• The Family Medicine stream is no longer a popular choice in Ontario for new physicians however, WDMH's program remains a very sought-after location for residency, and we are fully matched.</li> <li>• Dr Maren Hamilton has stepped down from Infection Control Chair and this role will be taken on by Dr Chris Mykytyshyn.</li> <li>• A new Physician Wellness Committee is in development</li> <li>• Emergency alert badges have been made available to all frontline staff and physicians</li> </ul>
7.3	<p><b>Professional Staff Credentialing</b>  <b>2025-26 Re-Appointment</b>  The professional staff re-appointment list was reviewed. B Devin noted that Dr S Deeb did not complete her surge learning.</p> <p><b>Moved</b> by D. Wattie, seconded by A. Jewell that the attached list of re-appointments be approved with a conditional approval for Dr Shamsa Deeb upon completion of e-learning by June 30, 2025. All in Favour.</p> <p style="text-align: right;"><b><u>Carried.</u></b></p>
	<p><b>2025-26 Privilege Modifications</b>  The professional staff list of modifications was reviewed.</p>

		<p><b>Moved</b> by D. Wattie, seconded by A. Jewell that the attached list of re-appointments be approved with a conditional approval for Dr Shamsa Deeb upon completion of e-learning by June 30, 2025. All in Favour.</p> <p style="text-align: right;"><b><u>Carried.</u></b></p>
		<p><b><i>New Professional Staff Appointment and 2025-26 Reappointment</i></b>  <b>Moved</b> by J. Milburn, seconded by A. Jewell that the attached professional staff changes to privileges be approved as presented. All in Favour.</p> <p style="text-align: right;"><b><u>Carried.</u></b></p>
		<p><b><i>Privileges to conclude May 31<sup>st</sup></i></b>  A list of professional staff whose privileges will conclude on May 31<sup>st</sup> was shared for information</p>
	<b>7.4</b>	<p><b>Medical Staff Organization</b>  Dr Geoff Peters has stepped down as President of the Medical Staff Organization and Dr Vikas Bhagirath is the new President and will have a seat at the Board.</p>
<b>8.0</b>	<b>Finance Report</b>	
	<b>8.1</b>	<p><b>Audited Financial Statements</b>  Andrew Newman from KPMG LLP was welcomed to present the 2024-2025 Audited Financial Statements. He acknowledged that the hospital finance staff are always amenable to requests and it is a pleasure to work with them through the audit process.</p> <p>Andrew addressed how risk in management is assessed by investigating estimates, journal entries, unusual transactions, and by speaking to the Board Chair.</p> <p>The financial statements presented are in the final stages of completion, however the figures are not expected to change. There are no legal concerns based on the audit findings. The deficit of \$2.1 million is noted to be considerable, however, hospitals across the province continue to experience the same difficulty. It is hoped that the ministry will provide relief and additional base funding moving forward however Government's action to improve the matter has been slow.</p> <p>Finalization of the statements is expected by the Annual General Meeting where they have been approved to move forward. Andrew noted that he will retire at the end of December, and this is his last audit preparation for the hospital. He was thanked for providing excellent service to the hospital over the years.</p> <p><b>Moved</b> by A Blanchard, seconded by E. Stevens, that the 2024-25 Audited Financial Statements be presented for approval at the Annual General Meeting on June 24, 2025. <b>All in Favour.</b></p> <p style="text-align: right;"><b><u>Carried.</u></b></p>

	<b>8.2</b>	<p><b>Broader Public Sector Accountability (BPSA) Attestation</b></p> <p>The BPSA provides transparency for consultant fees, senior management fees and spending.</p> <p><b>Moved</b> by A. Blanchard, seconded by A. Jewell that the BPSA may be signed be approved and submitted. <b>All in Favour.</b></p> <p style="text-align: right;"><b><u>Carried.</u></b></p>
	<b>8.3</b>	<p><b>Banking Services</b></p> <p>The local BMO branch that WDMH banks with is closing. To retain accounts with BMO, the hiring of an armoured truck would be required for daily operations which is an additional expense. It is decided that a <u>local</u> banking service is required. A detailed comparison of BMO and our local RBC branch, including fees, risks and benefits is included with the meeting package. It is recommended to move WDMH's banking to the RBC bank in Winchester.</p> <p><b>Moved by</b> K. Goulet, seconded by D. Wattie, that the hospital change banking services from BMO to RBC, Winchester Branch. <b>All in Favour.</b></p> <p style="text-align: right;"><b><u>Carried.</u></b></p>
<b>9.0</b>	<b>Report of the CEO</b>	
	<b>9.1</b>	<p><b>Strategic Priorities Update</b></p> <p>C. Boland shared the following update with the Baord:</p> <ul style="list-style-type: none"> <li>• The provincial budget has been announced but it is unclear how this will affect WDMH's bottom line until some time in July. However, it is evident that the Primary Care Networks initiative is the province's main priority.</li> <li>• There are no current concerns with tariffs.</li> <li>• Meeting with the Minister's office new Chief of Staff has been arranged early June.</li> <li>• J. Milburn and C. Boland recently attended the OHA conference where Dr Jane Philpott shared her vision for healthcare being the same as education; you will have a physician and a place to attend school, no matter where you live.</li> <li>• WDMH staffing continues to be strong, and we are in process of hiring Service Protection Agents. This position will be scheduled overnight to support safety and after-hours needs of the hospital</li> </ul>
	<b>9.2</b>	<p><b>Strategic Planning Update</b></p> <p>Our first meeting of the Strategic Planning Committee was held this week. Further update at the September meeting however, the surveys are expected to be launched over the summer.</p>
	<b>9.3</b>	<p><b>Communications Plan</b></p> <p>The joint Communications Plan for Dundas Manor, Foundation and WDMH is shared for information outlining internal and external communications. Considering Jane Adams' retirement in March, an in-house Communications Lead will be recruited.</p> <p>The following was recommended:</p> <ul style="list-style-type: none"> <li>• In future, policies should be reviewed for inclusion of Artificial Intelligence</li> <li>• Crisis communication should also include internal communication plan</li> <li>• Review of Google ratings and reviews. Is there an opportunity to remove these?</li> </ul>

	<b>9.4</b>	<p><b>WDMH RHI Agreement</b></p> <p>The original WDMH &amp; RHI Agreement was developed many years ago without Dundas Manor's involvement. It is now updated to reflect the current relationships and services provided.</p> <p><b>Moved by K Goulet, seconded by A. Jewell, that the WDMH and RHI Agreement be approved as distributed. All in Favour.</b></p> <p style="text-align: right;"><b><u>Carried.</u></b></p>
	<b>9.5</b>	<p><b>Cybersecurity Update</b></p> <p>M Blouin shared an update regarding a funding infusion of \$10,000 from Local Delivery Group (LDG) to upgrade cybersecurity infrastructure.</p>
	<b>9.6</b>	<p><b>Equity, Diversity and Inclusion (EDI) Framework</b></p> <p>Further to today's education presentation, the EDI Framework is shared with the Board of Directors for endorsement.</p> <p><b>Moved by J Milburn, seconded by A Blanchard, that the Equity Diversity and Inclusion Framework be approved as distributed. All in Favour.</b></p> <p style="text-align: right;"><b><u>Carried</u></b></p>
<b>10.0</b>	<p><b>WDMH Foundation Report</b></p> <p>T. Elliot shared the Foundation Report, noting a new Donor Relations Specialist has been hired. For full update, please refer to report distributed with the package.</p>	
<b>11.0</b>	<p><b>WDMH Auxiliary Report</b></p> <p>L. Arsenault shared the WDMH Auxiliary Report, with the following points to note:</p> <ul style="list-style-type: none"> <li>• The Auxiliary is planning to move under the umbrella of the Foundation</li> <li>• There will be no Fashion Show this year</li> <li>• The gift Shoppe is looking for more volunteers.</li> </ul>	
<b>12.0</b>	<p><b>Report of the RHI Board</b></p> <p>C. Boland shared some updates from the RHI Board report:</p> <ul style="list-style-type: none"> <li>• Construction is nearly 50% complete, on budget and on schedule</li> <li>• Staff shortages have turned into surplus by hiring of international nurses. This surplus will continue as staff are being onboarded to support the new building capacity.</li> <li>• Dundas Manor has had a challenging respiratory season but it is finally over</li> </ul>	
<b>13.0</b>	<b>Governance</b>	
	<b>13.1</b>	<p><b>Executive Committee Minutes</b></p> <p>The minutes from <i>April 9, 2025 and May 12, 2025</i> were attached for information.</p>

	<b>13.2</b>	<p><b>Board Evaluation for Accreditation - Results &amp; Workplan</b></p> <p>Area of improvement was identified regarding WDMH's efforts to address racism. A workplan was shared and included for approval. It is hoped concerns were addressed in today's education and EDI Framework presentation.</p> <p><b>Moved by</b> K Goulet, seconded by D Wattie, that the Board Workplan for Accreditation be approved as distributed. <b>All in Favour.</b></p> <p style="text-align: right;"><b><u>Carried</u></b></p>
	<b>13.3</b>	<p><b>Corporate Memberships</b></p> <p>Corporate membership is a routine process. There is no required minimum however the number of members is declining year over year. Loriann Harbers will need to be added to the membership list.</p> <p><b>Moved by</b> A. Blanchard, seconded by A. Jewell that the Corporate Membership list be approved as distributed with the addition of Loriann Harbers. <b>All in Favour.</b></p> <p style="text-align: right;"><b><u>Carried.</u></b></p>
	<b>13.4</b>	<p><b>Board Membership</b></p> <p>David Wattie is completing his third 3-year term on the Board of Directors and Brenda Toonders will be stepping down due to other commitments. Sincere thanks to both for their ongoing dedication and commitment to WDMH and the Board.</p> <p>With these departures, two new members are being recommended for Board membership: Bailey Milne and Loriann Harbers</p> <p><b>Moved by</b> E Stevens, seconded by D. Wattie, that Bailey Milne and Loriann Harbers be recommended for membership at the Annual General Meeting on June 24<sup>th</sup>, 2025. <b>All in Favour.</b></p> <p style="text-align: right;"><b><u>Carried.</u></b></p>
	<b>13.5</b>	<p><b>Board Officers</b></p> <p>There is no required or requested change to Board officers.</p>
<b>15.0</b>	<p><b>Communications &amp; PR Considerations</b></p> <p>None</p>	
<b>16.0</b>	<p><b>Next Meeting:</b></p> <p>TBD</p> <p>A request was made to move the September 30<sup>th</sup> Board meeting due to Day for Truth and Reconciliation.</p>	
<b>17.0</b>	<p><b>Adjournment</b></p> <p>Meeting adjourned at 7:10pm.</p>	
<b>18.0</b>	<p><b>In-Camera Meeting</b></p> <p>An in-camera meeting followed the regular meeting.</p>	