

HURON HOSPICE

Board of Directors Meeting Minutes

Date: Tuesday, July 21, 2020

Time: 7:00 pm

Via ZOOM

Present: Carole Alce Maureen Cole Tony Davison
 Michele Hansen Kevin Kale
 Elizabeth Kruspe Jay McFarlan Gail Trehwitt
 Willy Van Klooster (staff)

Absent: Ralph Smith, Yvonne Kitchen

VISION

Huron Hospice will be a rural Centre of Excellence in Palliative Care

MISSION

To provide quality hospice palliative care in our rural communities.

	Topic or Subject	Highlights/Discussion	Action/Outcome
	Conflict of Interest	None indicated	
1.0	Welcome/Opening Comments	Jay welcomed everyone to the meeting.	
2.0	Approval of the Agenda		Moved by Gail and seconded by Maureen that the Agenda be approved. Carried.
3.0	Approval of Meeting Minutes	<p>3.1 <u>Minutes of June 16, 2020</u> meeting had been previously distributed for review.</p> <p>3.2 <u>Minutes of July 2, 2020</u> <u>Special Meeting</u></p>	<p>Moved by Carole and seconded by Michele that the minutes be accepted. Carried.</p> <p>Tabled to August Board meeting</p>
4.0	Business from Previous Minutes	<p>4.3 <u>Quality Improvement Committee Chair to be included on July Agenda</u></p> <p>7.5 <u>Leadership Committee to Consider Whether Quality Improvement Committee Should be Governance or Operations</u></p>	Leadership Committee has not met to discuss items 4.3 & 7.5. The committee will report on these items at the August Board meeting.

		<p><u>9.0 Annual Capital Budget on July Agenda</u></p> <p><u>9.5 Maintenance Expenses Report on July Agenda</u></p>	<p>Capital Budget will be presented at Agenda Item #8.0, later in this meeting.</p> <p>This report will be presented at Agenda Item #10.0, later in this meeting.</p>
5.0	Huron Perth Ontario Health Team	<p>Maureen provided information on the SW Palliative Care Network, which is a part of the Ontario Palliative Care Network. She explained that they are working to provide a seamless transition from one service to the next and are creating the framework for the way that palliative care will be handled in Ontario. In response to a question about digital charting, Maureen said that they are considering an app called Hypercare to facilitate communication and patient data sharing amongst providers. Maureen also suggested strongly that Huron Hospice must be certain that our policies regarding infection control align with the policies of the Ontario Health Team. Jay suggested that the Quality Improvement Committee review these policies.</p>	
6.0	Committee Reports		
	6.1 Leadership	<p>The Leadership Team met on June 25, 2020 to discuss Human Resources issues.</p> <p>Ads will be appearing in the media soon inviting persons with a passion for palliative care to forward applications to serve on the Huron Hospice Board of Directors.</p>	<p>This will be discussed further at an in-camera session.</p>
	6.2 Communications & Marketing Report	<p>The first Huron Hospice Newsletter will be appearing in The Focus in the next couple of weeks. Suzanne is still seeking a volunteer who would be interested in becoming the newsletter coordinator.</p> <p>Jay reported that our student intern, Kayla Gauthier, has been a great help in generating interest in Huron Hospice on social media.</p>	
	6.3 Budget & Finance	<p>Kevin provided some additional details re: the financial report. He also advised that the part-time bookkeeper has been hired and will be working one day every other week as well as 4 days per year when government reports are due.</p>	

	6.4 Fund Dev't & Fundraising	Willy circulated the draft policy on Gifts and Donations by email to the Board for their review. The Committee will submit the finalized version at the next meeting for Board approval.	
	6.5 Quality Improvement	No report.	In response to Maureen's request, Willy will work with Canday to complete the updates to our Infection Control policies and a report will be provided at the next Board meeting.
7.0	Financial Report – To June 30, 2020	<p>In addition to the Financial Report provided earlier by email, the following information was provided:</p> <ul style="list-style-type: none"> • Letters have been sent to donors who have previously donated \$1000+, inviting them to participate in the Make Every Day Matter program inviting letter recipients to choose one date in the year of special meaning to them and donate \$1000 to support hospice services that day (with the option to do so annually). • Kevin provided information on the cost of obtaining a plaque for the Pet Memorial Wall and raised the question of how charitable tax receipts would be handled. He will consult our auditor, Ron Burt, regarding this and report his findings at the next Board meeting. <p>Michele made a motion that we accept the financial report. Seconded by Gail. Carried</p>	
8.0	2020-2021 Capital Budget	Willy reported that finding the funds to carry out the Garage Renovations and Parking Lot projects has become a challenge, with estimates coming in higher than expected and conditions in regard to obtaining a building permit (for example, having to expand the septic system) increasing the costs associated with these projects. We cannot make a decision on moving ahead until we receive more information from architects and contractors.	Moved by Michele and seconded by Tony that we accept this report for information. Carried
9.0	Capital Campaign Budget	<p>Jay and Willy reported that the prospect list is growing. The Capital Campaign Team met with Warden Jim Ginn and the CAO of Huron County to discuss and receive advice on making a presentation to Huron County Council regarding our upcoming Capital Campaign. A further meeting is scheduled for August 14, 2020 and the date for our presentation to council is scheduled for September 16, 2020. Board members are encouraged to make a donation to the Capital Campaign.</p>	

10.0	Report on Current Capital Expenses	Willy and Tony had previously presented the report by email. They have asked that the Budget for the current capital expenses be increased by \$1500 now that costs will be higher than expected.	Moved by Michele and seconded by Elizabeth that we make this increase to the maintenance budget line. Carried
11.0	Procurement Policy	A draft of our Procurement Policy was circulated by email. During discussion of the draft, it was suggested that we ask Central Huron to share their procurement policy for guidance on criteria we might use when considering tenders.	Tabled to August Board meeting
12.0	Operational Plan to Support Strategic Plan – Q1 Report	This report was previously provided to the Board by email. In addition, Willy reported that the management team met to develop an operational plan to support the Huron Hospice strategic plan and that they are now putting the operational plan into motion.	Gail made a motion to accept the report as presented. Seconded by Carole. Carried
13.0	Executive Director's Report	In addition to the report previously provided to the Board by email, Willy provided the following information: The part-time bookkeeper has been hired and has already begun working with the Office Administrator, who is pleased to have this person as a part of the Huron Hospice team. He continues to talk to Public Health and other residences to try to find ways to reduce the isolation time at our residence, as this isolation affects patients and their families and also affects our residence occupancy, as a result. Willy, Canday and the nursing staff have worked to develop a Zone approach, previously provided to the Board, to deal with the ever-changing public health policies around COVID-19. This Zone approach has been reviewed by Huron Perth Public Health. Huron Hospice is awaiting their approval.	Moved by Kevin and seconded by Elizabeth, that we accept the Executive Director's report. Carried.

14.0	Annual General Meeting	The Annual General Meeting, likely in a virtual format, will take place on Thursday, September 24, 2020 at 7 pm. In regard to succession planning, an ad will be distributed in the media inviting applications to become a Huron Hospice Board of Directors member.	The Leadership team will review applications and bring recommendations to the Board.
15.0	Upcoming Events	<u>August 29/20</u> - Butterfly Release <u>September 17/20</u> - There's No Place Like Home - virtual telethon co-hosted by Gil Garrett and Ben Lobb <u>November 14/20</u> - Breakfast for Hope	
16.0	Adjourn	Next regular board meeting August 18, 2020 at 7 pm	Kevin made a motion to adjourn.
17.0	In Camera Session		