

HURON HOSPICE

Board of Directors Meeting Minutes

Date: Tuesday, June 16, 2020

Time: 6:00 pm

Via ZOOM

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

Absent: Ralph Smith

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 and asked whether future Board meetings could be scheduled for the 3rd Tuesday of each month. After moving the start time to 6:00 pm for May, it was felt that 7:00 pm works better for everyone.	Beginning in July, 2020 regular meetings of the Board of Directors will be scheduled for the third Tuesday of each month, beginning at 7:00 pm.
2.0	Approval of the Agenda	Tony asked to add an item relating to Maintenance expenditures be discussed after Agenda Item #9.	Moved by Michele and seconded by Kevin that the Agenda be approved. Carried.
3.0	Approval of Meeting Minutes	3.1 Minutes of the May 10, 2020 meeting had been previously distributed for review.	Moved by Carole and seconded by Michele that the minutes be accepted with this addition. Carried.
4.0	Business from Previous Minutes	4.3 Quality Improvement Committee Chair 4.5 Board Matrix Review	We are still looking for someone to chair this committee. This item will be put on the July agenda. Jay and Yvonne have completed the review and will present their findings as part of the Leadership Team report.

		<p>4.3 <u>Architect Fees</u></p> <p>10.0 <u>Capital Budget on June Agenda</u></p> <p>12.0 <u>Reach out to Third Party Organizers</u></p>	<p>Willy will update the Board on this at Item #7.</p> <p>Willy will address this at Item #9.</p> <p>Jay & Willy reported the following: Handbags for Hospice will be a virtual event on September 17/20 The Feng Shui Workshop, originally scheduled for September 24/25 has been postponed. The Huron Harvest event scheduled for October 3/20 has been rescheduled for 2021. The Breakfast for Hope on November 14/20 will proceed if emergency measures surrounding COVID-19 allow it.</p>
5.0	Declaration of Compliance - Ontario Health	<p>The Declaration of Compliance for MSAA has been completed and we are in compliance. Maureen requested a copy of the policy re: procurement of services Article 48 before we approve signing the document.</p>	<p>Jay will send this to Board members by email for their review and will follow up with a request by ZOOM for a motion to approve signing this document in order to meet the deadline for submission.</p>
6.0	Huron Perth Ontario Health Team	<p>Maureen reported that the Huron Perth Health Team has been meeting bi-weekly with separate meetings dedicated to COVID-19 and regular General Meetings. HPHA has done a superb job of supplying adequate PPE.</p>	<p>Willy will provide the minutes of the Huron Perth Ontario Health Team to the Board on a regular basis.</p>
7.0	Committee Reports		
	7.1 Leadership	<p>The Leadership Team met several times to discuss the Executive Director's performance review and a human resources issue with the Office Administrator.</p> <p>Jay & Yvonne completed the Board Skills Matrix and provided a chart that highlighted the skills most</p>	<p>These will be discussed further at an in-camera session.</p> <p>The areas identified as skills required to round out our Board of Directors are: Clinical, Legal,</p>

		needed when considering new Board of Directors applications.	Labour Relations and Creative Arts/Program Development. These skills will be listed when recruiting to replace retiring Board members.
	7.2 Communications & Marketing Report	Jay announced that we have hired a new Fund Development Intern, Kayla Gauthier, who will work with our Manager of Fund Development, Chris Walker. He also mentioned that our virtual Hike for Hospice created the biggest spikes ever on our Huron Hospice website and across all social media platforms.	
	7.3 Budget & Finance	No reports have been produced for the month of May, due to the absence of the Office Administrator.	This will be discussed at In Camera at the end of this meeting.
	7.4 Fund Dev't & Fundraising	Gail presented a report from the committee's June 11th meeting. At that meeting, Jay did a presentation on the new DonorPerfect program that Huron Hospice is now using for record keeping. They looked at the Huron Hospice website and did an evaluation of the latest Huron Hospice brochure. It was noted that the brochure seems to focus on end of life care for the elderly and they have suggested that the brochure be revised to reflect end of life care for everyone. Willy provided a report on fund development moving forward. The committee also reviewed sections A & B of the policy on Gifts and Donations and will be revising the policy as needed before bringing it to the Board for approval.	
	7.5 Quality Improvement	No report. Michele raised the question of whether Quality Improvement is a matter of operations or governance.	In response to Michele's question, the Leadership Team will be meeting to study this and report back to the Board.
8.0	Financial Report – To May 31, 2020	Willy presented the report, as follows: <ul style="list-style-type: none"> ● Today the bank balance is about \$17,000 ● We expect another \$15,000 from CanadaHelps for Hike revenues not yet in ● We expect soon about \$44,000 from the wage subsidy program for April assuming we are successful ● We expect at the early part of July about \$45,000 from the wage subsidy program for May assuming we are successful ● If all this occurs, we will be into our line of credit about \$60,000 before the next LHIN payment of \$210,000 at that point. ● Like many hospices and other charities, we are being helped by various programs right now, but we are all worried about the fall 	

		<p>when the emergency programs may no longer be there and we continue to lose significant revenue from our events, third party events and memorial donations</p> <ul style="list-style-type: none"> • The good news is that we should be okay until September or October, but it will be harder after that. • So we keep developing plans that may be out of the ordinary, working hard and doing the best we can. 	
9.0	2020-2021 Capital Budget	<p>Two areas of concern were addressed by Willy in this report:</p> <p><u>1. Garage Renovation</u> We are expecting a quote from a local contractor for the cost of the renovations to the garage. In order to obtain a building permit, we will be required to add another washroom and increase the capacity of our septic system. Our engineers are working at costing this.</p> <p><u>2. Parking Lot</u> There will need to be further conversation with contractors to determine if they will be able to provide their services in kind. If not, we may have to resort to provide a gravel parking area for the meantime.</p>	<p>The Capital Budget will be brought to the July Board meeting.</p>
9.5	Maintenance Expenses Request	<p>Tony presented several examples of maintenance that will be needed at the Huron Hospice Residence and for which some significant expenses will be incurred.</p> <p>After much discussion, it was agreed that priority should be given to replacing stonework that was removed when the house was originally re-designed for the hospice residence, in order to prevent critters from entering the building. Approximate cost for this would be \$1000.</p> <p>The Board also approved expenses of approximately \$1200 to bury the electrical connection to our sign on Highway #8 and authorized Tony to complete the arbour at the entrance to the Tranquility Trail at a minimal cost.</p> <p>Michele made a motion that Tony & Willy work together to provide a written report to the Board and that a Budget item be included for Maintenance of the Building and Grounds. Seconded by Maureen. Carried</p>	

<p>10.0</p>	<p>Executive Director's Report</p>	<p>In addition to his written report provided previously, Willy gave this recent information:</p> <ul style="list-style-type: none"> ● At our management team meeting today, we decided on the following steps related to easing of restrictions and living in the new world: <ul style="list-style-type: none"> ○ If all is going well at the end of next week, we will move to 3 identified visitors per resident. ○ If extra bodies are to be introduced into the residence, we will, for a while, make those family members, rather than volunteers. ○ I am communicating with the hospital about our return to offices. If all continues to go well, we will begin returning to offices next week or the week following. ○ Suzanne is modifying a document from another hospice as a guide for outdoor visiting in the community for home hospice. ○ Jackie has consulted with all her grief group members and will likely finish the last 4 sessions in outdoor or large group spaces to maintain distance and have no more than 10 together – likely in 2 weeks. ○ We are also developing a Green/Yellow/Red Zone chart which will identify what conditions internally and externally constitute each zone and what protocols will be in place in each zone. This will act as a guide over time as we weekly assess which zone we are in and act accordingly. ● On the theme of sustainability, I will speak more about our cash situation and projections at the finance report, but I can say that we generated over \$31,000 on the Hike. This will likely increase a couple of thousand once all cheques are in. The virtual format was generally well received though we will provide the paper format at the outset if we do it virtually again next year. ● Those who received New Horizons For Seniors grants, as we did, have been invited to apply for up to a further \$25,000. I did apply as I feel we fit the criteria to expand the mandate of the Manager of Loss, Grief and Bereavement to address issues of loss for seniors resulting from COVID. We will know by the end of June if we are successful. ● Speaking of Jackie's position, we have a small task group looking at the role description against the HPCO accreditation standards for Grief and Bereavement to ensure alignment before the position is posted in the next couple of weeks so that Jackie can retire. The most significant change we are likely to make is to require someone with credentials in social work or counselling. We have been addressing losses beyond bereavement for 30 years, but it is really
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		<p>in demand right now as people see all of the kinds of losses resulting from COVID that can create grief.</p> <ul style="list-style-type: none"> • Canday and the staff report that the experience with the resident who chose Medical Assistance In Dying was easier than they thought it would be. It was hard and unusual to be saying good-bye to her as she left for the hospital, but they describe the family as being very close and being very supportive to each other. The staff there that day debriefed together and Canday is setting up a teleconference inviting all nurses to debrief as a group. As indicated in my written report, the board policy is very clear and was very helpful to guide this first experience. Thank you. • I hope you all saw the announcement yesterday of Kayla Gauthier who will be our Fund Development Intern this summer. She appears to be very bright and motivated with a high capacity for work. • Although it is not certain, it appears the provincial government will be reimbursing healthcare organizations for extra costs incurred as a result of COVID – such as extra PPE, staff coverage when a staff was isolated and cleaning supplies. <p>Moved by Michele and seconded by Elizabeth that we accept the Executive Director’s Report. Carried.</p>	
10.5	Capital Campaign Report	At Maureen’s request, Willy and Jay provided an informal verbal report of progress being made by the Capital Campaign Committee. Willy, Jay and Brian have met with Jim Ginn, Warden of Huron County and have outlined our capital campaign goals. Jim invited Huron Hospice to make a presentation to the Huron County Council in the fall. The Campaign Committee will meet with the Huron County CEO in preparation for the presentation.	
11.0	Upcoming Events	<p><u>July 25</u> - Natalie Gordon Golf Tournament delayed</p> <p><u>September 17</u> - Virtual Handbags for Hospice</p> <p><u>Sept. 24/25</u> - Feng Shui Workshop with Helen Varekamp - delayed</p> <p><u>Oct 4</u> – Huron Harvest- Seaforth - delayed.</p> <p><u>Nov 14</u> – Breakfast For Hope- Wingham - so far proceeding as planned.</p>	
12.0	Adjournment	Next Meeting -July 21, 2020 7:00 PM	Gail made a motion to adjourn.
13.0	In Camera Session		

