

HURON HOSPICE

Board of Directors Meeting Minutes

Date: Tuesday, April 14, 2020

Time: 7:00 pm

Via ZOOM

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

Absent:

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/Board Volunteer Hours Collection	Jay welcomed everyone and asked members to submit Volunteer Hours for March/20 by email.	Jay will send a reminder email.
2.0	Approval of Agenda		Moved by Michele and seconded by Maureen that the Agenda be approved. Carried.
3.0	Approval of Meeting Minutes	3.1 Minutes of the March 10, 2020 meeting had been previously distributed for review. 3.2 Minutes of the March 25/20 teleconference meeting had previously been distributed for review. 3.3 Making Minutes Public	Addition to minutes to read "The Capital Budget will be reported at the next meeting." Moved by Gail and seconded by Tony that the minutes be accepted with this addition. Carried. Moved by Carole and seconded by Michele that we accept the minutes of this meeting. Carried. Jay reported that the meeting minutes will be posted to our website in the near future.
4.0	Business from Previous Minutes	Willy reported that he has submitted a request to the LHIN for special funding for an additional bed if there is a need due to hospitals being overwhelmed due to COVID-19. He has received no formal response.	

<p>5.0</p>	<p>COVID-19 and Huron Hospice</p>	<p><u>5.1 Recent Developments & 5.2 Protocol if a Resident Tests Positive</u></p> <p>Willy has been doing an excellent job of providing regular updates re: COVID-19 by email as policies and procedures unfold from Public Health and from our Ontario Government. In addition to our most recent notifications, Willy provided further information received during the last few days.</p> <ol style="list-style-type: none"> 1. In line with other hospices, All admissions to hospice care will now need to be tested for COVID-19 and if the results are positive for the coronavirus, the admission will not be accepted. For all admissions, even following a negative test, the resident will be isolated for 14 days with staff providing elevated PPE to those new admissions (gloves, mask, eye protection and gown). If any resident, once admitted, develops a COVID-positive result (which we can swab for internally as we have all been provided kits should symptoms develop), they will not be discharged unless we are unable to provide care or run out of PPE. 2. At present, we have an adequate supply of Personal Protective Equipment. Should a need arise for gowns, we have a pattern for cloth gowns and will reach out to volunteers to sew for us, providing materials and patterns to them at our expense. The process for obtaining PPE has been well refined in the West LHIN over the past week so we follow that process. 3. One of our nurses has tested positive for COVID-19 and is following all protocols from Public Health, as are we. Staff, volunteers, residents and families have been notified. No visitors are allowed at the residence at this time as a matter of safety for all concerned. All nurses are closely self-monitoring, which includes twice-daily temperature checks. For the past week we have also been doing twice-daily temperature checks with all residents as a precaution. 4. Willy advised us of the new protocols for funeral homes, just implemented today. 5. Ontario Health has agreed that re-purposing of hospital beds would only be a last resort and, if necessary, come with resources for required equipment and staffing. 6. So far the direction from Public Health provincially is to support staff working for more than one employer unless one of the facilities is in outbreak. We have several casual and some part-time staff presently working for more than one employer and had much discussion around this issue. It was decided that we would await an update from Public Health or Ontario Health on this matter. In the meantime, risk will be assessed for each staff working at two locations to consider whether they should choose one. 7. The Executive Director has provided Essential Worker letters to all of our staff on our letterhead in the event they are stopped and need evidence about why they are going to work. <p><u>5.3 Amount &Type of Information Sent To The Board</u></p> <p>All Board members agreed that the type and amount of information provided is received, with thanks, to keep us informed and up to date.</p> <p><u>5.4 Infection Control Policies</u></p>
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6.0	Huron Perth Ontario Health Team	<p>Maureen reported that the work of the Huron Perth Health Team is on hold at present due to the coronavirus. Several Board members would like to reinstate the Huron Hospice Quality Improvement Committee.</p>	<p>The issue of reinstating the Quality Improvement Committee will be discussed further at the May Board meeting.</p>
7.0	Committee Reports		
	7.1 Leadership	<p>Jay gave details of the meeting on April 10th meeting :</p> <p>Jay and Willy provided information regarding our sustainability during COVID-19. Through the federal government, there are a few programs for which we may apply to help us get through this difficult time.</p> <p>We discussed finding a way to see whether persons who took part in a survey at the time of the ED's probationary review, feel that their concerns have been addressed.</p> <p>Two members of the Board have indicated that they will be retiring from the Board after the Annual General Meeting. We need to review the skill set required for persons wishing to apply.</p>	<p>Willy will provide the information to the Board later in this meeting and ask for their approval to apply for these funds.</p> <p>Jay will meet with the Management Team to see if there have been any persons who feel that they have not been heard.</p> <p>Jay and Yvonne will review the applications of all present Board members and create a matrix of skills they have provided to the betterment of the Board. This will help to determine what skills the board is looking for in new members.</p>
	7.2 Communications & Marketing Report	<p>Jay advised of 2 recent press releases sent by Willy and Christopher - one regarding Earth Day and our Memorial Forest, the other about our need to continue providing excellent care to</p>	<p>Christopher will be taking over our Facebook and social media posts and will continue to post stories on social media and in conventional media.</p>

		those at the end of life, although we cannot fundraise at this time.	
	7.3 Budget & Finance	This will be discussed as a part of Item # 8.0.	
	7.4 Fund Dev't & Fundraising	Due to the COVID-19 pandemic, this committee has been unable to meet.	Gail is hoping that this committee will be able to provide a report at the May Board meeting.
8.0	Financial Report to March 31, 2020	Kevin & Willy provided a Profit & Loss Statement as well as a Balance Sheet for Year End. However, some adjustments may be made in order to take advantage of the CEWS programs for which we may apply. Any adjustments will be made in consultation with our Auditor.	Moved by Kevin and Seconded by Tony that we accept this report. Carried
9.0	Budget April 1, 2020 -March 31, 2010	<p><u>9.1 Final Budget Presentation</u> The final Budget was provided for our review.</p> <p><u>9.2 Potential Impact of COVID-19 on Budget</u> Willy outlined details of 3 emergency programs for which Huron Hospice might apply for financial relief.</p> <p><u>9.3 Huron Hospice Credit Card</u> An existing bank account at one financial institution is being closed and funds moved to another financial institution. The former account had a credit card issued to Huron Hospice in association with this account. Willy asked for the Board's approval to apply for a corporate credit card at the new financial institution for Huron Hospice.</p>	<p>It is possible that the budget may not play out as planned, due to COVID-19. Moved by Kevin and Seconded by Ralph that we apply for all programs for which we qualify. Carried</p> <p>Moved by Michele that the Board approve a new credit card for Huron Hospice in the Executive Director's name, with a credit limit of \$5,000. Seconded by Kevin. Carried</p>
10.0	Executive Director's Report	<p>In addition to his written report, Willy added the following:</p> <ol style="list-style-type: none"> 1) Our occupancy at Huron Hospice Residence for March was 99.2%. 2) There was some discussion regarding length of stay at the residence. Willy assured us that, upon applying to the residence, families are being advised that, if a resident's condition improves, Huron Hospice holds the right to discharge that person to another facility where appropriate care can be provided. 	Moved by Gail and Seconded by Tony that we accept the Executive Director's Report. Carried

11.0	Capital Campaign	Jay reported that the Capital Campaign Committee is meeting weekly, working carefully and methodically to determine the best way to approach the community.	
12.0	Upcoming Events	<u>June 14</u> - Virtual Hike for Hospice being organized by Christopher - more details to come <u>July 25</u> - Natalie Gordon Golf Tournament <u>Sept. 24/25</u> - Feng Shui Workshop with Helen Varekamp - proceeds to Garage Renovation <u>Oct 4</u> – Huron Harvest- Seaforth <u>Nov 14</u> – Breakfast For Hope- Wingham <u>Nov. 26</u> - Handbags for Hospice	
13.0	Adjournment	Next Meeting - May 12, 2020	Kevin made a motion to adjourn.
14.0	In Camera Session		No matters were discussed at the meeting. Minutes of the previous meeting were approved.