

HURON HOSPICE

Board of Directors Meeting Minutes

Date: Tuesday, August 18, 2020

Time: 7:00 pm

Via ZOOM

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

Absent: Ralph Smith, Carole Alce, Gail Trehwhitt

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	Jay added 3.3 amendment of May 12 minutes	Moved by Gail and seconded by Maureen that the Agenda be approved. Carried.
3.0	Approval of Meeting Minutes	3.1 <u>Minutes of July 21, 2020</u> meeting had been previously distributed for review. 3.2 <u>Minutes of July 2, 2020 Special Meeting</u> 3.3 <u>Minutes of May 12, 2020</u> amended	Moved by Carole and seconded by Michele that the minutes be accepted. Carried. Moved by Liz and seconded by Kevin that minutes be accepted. Carried. Moved by Kevin and seconded by Michele. Carried.
4.0	Business from Previous Minutes	4.1 Quality Improvement Committee Chair and whether it should be Governance or operations 7.5 Procurement Policy	Will be discussed in Leadership Report. Draft provided for review. Will be discussed agenda item 8.

5.0	Huron Perth Ontario Health Team	Maureen provided a written report circulated the morning of August 18, detailing many developments of HP&A OHT over last several months. The issue of infection control policies was discussed, who is responsible for development of said policies, and the resources for their development. There was much debate about governance vs operations and the role of the board in these policies. HP&A OHT will be developing regional policies and is currently surveying agencies for IPAC needs. The Board also discussed who is responsible for communicating these policies within organization.	<p>Motion by Maureen that the board accept the report as submitted. Seconded by Yvonne. Carried.</p> <p>Motion by Maureen that the board endorse the draft Infection Prevention and Control (IPAC) Lead Roles and Responsibilities (#10). Seconded by Michele. Carried.</p> <p>Motion by Maureen that Huron Hospice collaborates with HP&A OHT, Ontario Health, and Public Health as primary Infection Control experts. Seconded by Yvonne. Carried.</p>
6.0	Committee Reports		
	6.1 Leadership	<p>The Leadership Team met on August 12, 2020 to discuss board recruitment strategy and upcoming Annual General Meeting.</p> <p>Leadership also discussed need for internal Quality Improvement committee, that addresses the organization’s unique needs and risks.</p>	<p>More discussion about AGM in agenda item 10.</p> <p>Recommendation of Leadership Committee that we fill our Quality Improvement Committee after new board members have joined at AGM.</p>
	6.2 Communications & Marketing Report	Jay reported on media blitz around “There’s No Place Like Home” event on Sept 17, including local talent and stars.	Event will be broadcast on HuronTel, TCC channels, as well as Facebook Live. All board members encouraged to tune in.
	6.3 Budget & Finance	Kevin provided input on new hire, Karen, who has started training and assisting with bookkeeping. Has also been working with auditor to prepare for annual audit report at AGM. Questions arose about how to get Karen permissions in quickbooks.	Willy to investigate how to get Karen full access to quickbooks for exporting info for Board Treasurer to provide reports.
	6.4 Fund Dev’t & Fundraising	Draft policy on Gift Acceptance and Donor Recognition was provided at last board meeting.	Policy will be discussed by Fund Dev Committee on August 20 and brought back to board for approval.
	6.5 Quality Improvement	No report.	

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"> ● Kevin consulted with auditor about how charitable tax receipts will be handled for Pet Memorial Wall. Auditor recommends receipting donations minus cost of plaques and engraving. ● Some items were coded incorrectly on Karen’s first work as bookkeeper, notes some small errors in financial report that will be corrected for next board meeting. 	<p>Motion by Kevin to accept the financial report. Seconded by Maureen. Carried.</p>
8.0	Procurement Policy	<p>Willy provided some background on sources for development of Procurement Policy, including Hospice Simcoe and County of Huron. Suggestions for procedure and responsibilities of accepting RFPs and RFQs were discussed and scoring criteria should be included in those tenders rather than procurement policy. County’s policy items 4.02 and 2.02 should be considered for Huron Hospice policy.</p>	<p>Moved by Michele and seconded by Kevin, that we table this policy until we have more information at the next board meeting.</p>
9.0	Capital Campaign	<p>Jay reported that the Capital Campaign team met with Warden Jim Ginn and County CAO Meighan Wark to discuss process of presenting to County Council asking for capital contribution towards campaign. Team presents on Sept 16. Board members are asked to call their respective council members to voice support and answer questions they may have about the campaign.</p> <p>Jay reiterated that it would be advantageous to tell council that 100% of board members have donated to campaign, and encouraged board members to make a donation at this time.</p>	
10.0	Annual General Meeting Sept 24	<p>Jay detailed the process for calling for new board members, which we plan to have voted in at AGM, along with new Leadership Committee. Draft Agenda was previously circulated.</p>	<p>Board members are encouraged to talk with peers who may be interested in joining the board. Letter of interest with current CV should be sent to Jay.</p>

		<p>AGM will be conducted via Zoom. Attendees must RSVP.</p> <p>Jay noted special thanks to retiring board members Yvonne Kitchen and Carole Alce. Special recognition for years of service to the organization will be made at the AGM.</p>	
11.0	Huron Hospice Infection Prevention and Control Policies	This agenda item was sufficiently discussed with OHT update (agenda item 5).	
12.0	Executive Director's Report	<p>In addition to the previously provided report to the board by email, Willy provided more information. Sarah Morrow has been hired in the role of Manager of Loss, Grief and Bereavement Programs. She begins Sept 8. The full announcement will go to all staff and volunteers this Thursday. Willy spoke with 2 staff at the MOH capital planning division. He described the steps Huron Hospice will be taking from the writing of the business plan to completing the construction of phase two and at what points the \$680,000 remaining for the 4-bed renovation/addition with the MOH will be released. Also, the bed occupancy remains between 50 & 75% the past month. This seems to be influenced at many hospices because of restricted visiting and the need for residents to isolate for the first 14 days.</p>	<p>Moved by Michele and seconded by Kevin, that we accept the Executive Director's report. Carried.</p>
13.0	Upcoming Events	<p><u>August 29</u> - Butterfly Release</p> <p><u>September 17</u> - There's No Place Like Home - virtual telethon co-hosted by Gil Garrett and Ben Lobb</p>	

		<u>November 14</u> - Breakfast for Hope	
14.0	Adjourn	Next regular board meeting September 15, 2020 at 7 pm	Motion to adjourn by Tony.
17.0	In Camera Session		