



Meeting of the Board of Directors
Minutes

Date: October 20, 2020

Time: 7:00 pm

Location: Zoom

Present:		Jay McFarlan		Michele Hansen		Tony Davison
		Elizabeth Kruspe		Jasmine Clark		Lisa Taylor
		Kevin Kale		Maureen Cole		Gail Trehwitt
		Daryl Ball		Robin Wark		Willy Van Klooster (staff)
Regrets	x	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	Outcome
	Conflict of Interest	None indicated	
1.0	Welcome, Opening Comments	Jay welcomed everyone to the meeting.	
2.0	Approval of Agenda	One item added – letters of retirement	Moved by Gail and seconded by Kevin that the agenda be approved. Carried.
3.0	Approval of Meeting Minutes	3.1 <u>Minutes of Sept. 15, 2020</u> had been previously distributed for review.	Item # 5.0 to be changed to read “working group for Huron Perth Infection Control Policy”. Moved by Kevin that the minutes be approved with this amendment. Seconded by Gail. Carried.
4.0	Business Arising from the Minutes	4.1 That Item #12 in August minutes be amended to include \$680,000 remaining for the 4-bed renovations.	Complete

		<p>4.2 Jay to consult by-laws to determine if Leadership Committee is elected by membership at AGM or appointed by board.</p> <p>4.3 Kevin & Willy to investigate with Libro the pros and cons of combining mortgage with Libro loan</p> <p>4.4 Include on Gift Recognition Policy that it was endorsed by the board on Sept 15</p> <p>4.5 Jay to send Public Sector Accountability Act to board. Willy to include flow chart in Procurement policy</p> <p>4.6 Procurement Policy, Capital Asset Purchase & Disposition Policy & Pharmacy RFP on October agenda</p> <p>4.7 Capital budgets for garage and parking on October agenda</p> <p>4.8 Each board member requested to call county council representative for capital campaign support</p>	<p>Bylaws were consulted. Leadership committee is appointed at AGM</p> <p>Libro advised Huron Hospice to leave current arrangement as is. Libro cannot match the current private mortgage interest rate and it can be paid off in full at any time.</p> <p>Complete</p> <p>Complete</p> <p>On agenda: Item 11.0</p> <p>On agenda: Item 14.0</p> <p>Complete</p>
5.0	Letters of Retirement	<p>Yvonne Kitchen</p> <p>Carol Alce</p>	<p>Moved by Tony and Seconded by Maureen that we accept the letter of retirement from Yvonne. Carried.</p> <p>Moved by Gail and seconded by Jasmine that we accept the letter of retirement from Carol Alce. Carried.</p>
6.0	Huron Perth Ontario Health Team Update (HP&A OHT)		

		<p>Maureen provided a written report on HP&A OHT by email</p> <p>Maureen recommended the development of a task force to investigate if organization/legal structure of Huron Hospice that will fit with OHT implementation.</p> <p>Maureen reported that development of HP OHT will require a review of our governance. Michele has also indicated that our Bylaws need review.</p> <p>Discussion around the organization's need for a Property Committee to take on decisions as it relates to capital projects at the Residence.</p>	<p>Motion by Maureen and seconded by Tony to accept the HP&A OHT report and the attestation of the Decision Making Arrangement for the HP&A OHT. Carried.</p> <p>Moved by Maureen and seconded by Robin to establish a task force to investigate organization structure which is separate from Huron Hospice governance. Carried. Jay, Lisa, Jasmine, Will and Daryl will form the group.</p> <p>Motion by Maureen and Seconded by Robin to establish a task force to review Terms of Reference for a Governance Committee. Carried. Willy, Ralph, Maureen & Jay will form the working group.</p> <p>Motion by Maureen and seconded by Kevin to develop a task force with terms of reference for the building and renovations of capital projects related to the four bed build as prepared by Avis Architects utilizing the Ministry of Health funding available. Carried. Kevin, Tony and Maureen will form the task force.</p>
7.0	Committee Reports		
	7.1 Leadership	Board evaluation forms will be sent out after the board meetings.	
	7.2 Communications & Marketing	<p>Jay encouraged new board members to consider joining the Communications and Marketing Committee, as there is much work to be sorted out. A quarterly newsletter is now being produced.</p> <p>The e-mail system will be changed next week. MicroAge Basics is</p>	

		assisting with migrating from G Suite to Microsoft 365.	
	7.3 Budget & Finance	<p>Libro was consulted on combining our private mortgage with loan from Libro. They advised us to leave things as they are because the mortgage has a low interest rate and can be paid off at any time.</p> <p>Kevin updated us on the increase in hydro rate and the option to use tiered pricing or time of use pricing. His analysis showed that the time of use was better.</p> <p>Takalo & Burt reported that the Libro profit shares were not recorded on the financial statements.</p> <p>The current year budget is being entered into the accounting system.</p>	
	7.4 Fund Development & Fundraising	Gail reported that as of Sept. 30 we have received \$222,917.02 in donations with a budget of \$261,000. Fundraising has brought in \$372,904.27 compared to a budget of \$306,000.	
	7.5 Quality Committee	No committee	Terms of reference to be sent out to board for next meeting.
	7.6 Governance Committee	Discussed in item 6.0	
8.0	Board Training Session	Board training has been delayed by Covid. A proposal has been received from Pillar to do virtual training.	It was decided to wait until the governance committee is established and have them report back.
9.0	Financial Report – To September 30, 2020	<p>Willy provided a financial update. As shown on the cash flow statement, we may be using the line of credit by the end of March.</p> <p>Kevin went over the balance sheet and noted that the Smith</p>	

		Construction invoice is shown separately and bears no interest.	
10.0	Provincial Pre-Budget Strategy	Willy met with Lisa Thompson, MPP for Huron Bruce to ask for support of Hospice Palliative Care Ontario (HPCO) letter to provincial pre-budget committee outlining funding changes for hospices. Lisa said it was likely too late to get this on the 2021 budget, but more discussions will occur in Jan/Feb.	Jay will reach out to board chairs of local hospices in Huron-Bruce asking to sign a joint letter to our MPP in support of funding changes outlined by HPCO.
11.0	Executive Director's Report	<p>Willy provided a written report. Verbally he reported that our occupancy rate has been 75% as opposed to 95% before Covid.</p> <p>Interviews have taken place for the Resident Care Coordinator position and Barb Sproul has been selected for the position.</p> <p>The Manager of Loss, Grief and Bereavement resigned. Shawn Van Osch has been given a contract for 15 hours a week until Dec 31 with the possibility of renewal.</p>	
12.0	Procurement Policy	Copy of procurement policy was sent out with minutes.	A motion was made by Michele and seconded by Kevin to accept the procurement policy with the addition of a chart from Ontario guidelines. Carried.
13.0	Capital Asset Assessment & Disposition Policy	Copy was distributed in meeting package	A motion was made by Gail and seconded by Maureen that we accept the policy. Carried.
14.0	Pharmacy Services Request for Proposals	As the first implementation of the Procurement Policy (agenda item 12) Willy has drafted a Request For Proposal (RFP) for pharmacy services. Since opening doors at the Residence in May 2018, we have been using Brown's Pharmacy in Wingham. This RFP will be distributed to all pharmacies in this region.	A motion was made by Michele and seconded by Gail that the board approved the RFP. Carried.

15.0	Annual Capital Budget – Garage & Parking	Plans for parking and driveway improvements as well as garage renovations have been stalled due to pending grant applications, and delayed conversations with construction crews due to Covid.	A motion to table the Capital Budget was made by Michele and seconded by Daryl. Carried.
16.0	Property Committee	Discussed in item 6.0	
17.0	Capital Campaign Report	<p>There was a question regarding donations to the capital campaign and it was decided to set up a separate bank account for these donations.</p> <p>Council vote regarding our request for \$650,000 will take place on Oct. 21. If the funding is not approved, it will take longer to raise the money.</p>	<p>For clarity in finances, a new bank account will be created to house the funds dedicated to capital build.</p> <p>Jay will send out Zoom link for County Council’s public meeting.</p>
18.0	Upcoming Events	No events	
19.0	Adjourn Next regular board meeting November 17, 2020		Motion to adjourn was made by Kevin.
20.0	In Camera • HR matters		