

HURON HOSPICE

Board of Directors Meeting Minutes

Date: Tuesday, May 12, 2020

Time: 7:00 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/Board Volunteer Hours Collection	Jay welcomed everyone.	Jay will collect hours by email at the beginning of each month.
2.0	Approval of Agenda		Moved by Carole and seconded by Gail that the Agenda be approved. Carried.
3.0	Approval of Meeting Minutes	3.1 Minutes of the April 14, 2020 meeting had been previously distributed for review.	Addition to Agenda Item #5 - "In line with the policies of other hospices" to be inserted before "all admissions ..." Moved by Elizabeth and seconded by Tony that the minutes be accepted with this addition. Carried.
4.0	Business from Previous Minutes	4.1 Capital Budget to be presented at May Board Meeting 4.2 Board Minutes to be posted on Huron Hospice website	Willy will explain later in the meeting why the Capital Budget has not been finalized for presentation. Minutes from April 2020 have been posted.

		<p><u>4.3 Quality Improvement Committee</u> Discussion continued about reinstating this committee. Should a Board member lead this committee or could a community volunteer lead, with the guidance of a Board member?</p> <p><u>4.4 Jay to check in with management team re: ED's Performance Process</u></p> <p><u>4.5 Board Matrix Review</u> In order to determine skills required for applicants who might apply for the 2 upcoming retirements from the Board, it is necessary to look at the skills of all present Board members. However, some of those who have been Board members for a number of years do not have an application indicating skills on file.</p> <p><u>4.6 Willy to apply for emergency grants</u> Willy applied for the Canada Emergency Business Account for \$40,000 and it was approved, with repayment of \$30,000 due on December 31, 2022.</p> <p>Huron Hospice did not qualify for the Canada Emergency Wage Subsidy for March but may meet the requirements to receive the subsidy for April & May.</p> <p>Willy applied for the Canada Summer Jobs program. We may be able to get a student who will stay with us until February, 2021. This student would focus on fundraising under the guidance of Christopher Walker.</p> <p><u>4.7 Corporate credit card from Libro</u> Willy applied for, and has received the Libro corporate credit card.</p>	<p>Yvonne volunteered to sit on this committee. Jay will work to recruit someone to chair the committee.</p> <p>Jay has received further comments from the management team. They will be shared to the Board as a whole while in camera.</p> <p>Jay will be sending the form by email to pertinent members to complete so that this information can be used to ensure that new Board members will have the skills necessary to sit as a Huron Hospice Board member. Jay and Yvonne will speak further to this at the June Board meeting.</p>
5.0	Highlights from HPCO Annual Conference (a virtual conference)	Willy reported that this conference was full of information regarding hospice palliative care in Ontario that will be helpful to Huron Hospice as we move through COVID-19 and in the future. He shared several slides, with verbal explanations, of the presentations made at the conference. These presentations covered many areas including quality palliative care, self-care	

		for staff and volunteers in the healthcare system, fundraising tips and the use of technology to improve healthcare.	
6.0	Huron Perth Ontario Health Team	Maureen reported that the Huron Perth Health Team has been meeting weekly, with a particular focus on matters relating to COVID-19. There are ongoing discussions on virtual care and adapting to change as we move through this crisis.	Weekly updates from the Huron Perth Ontario Health Team are sent to Jay, Maureen and Willy. Jay will forward this information to all Board members as Willy has been forwarding to staff.
7.0	Committee Reports		
	7.1 Leadership	Jay reported that the Leadership met on May 4th to discuss further feedback from the management team regarding the process for the Executive Director's Performance Review.	This will be discussed further at an in-camera session.
	7.2 Communications & Marketing Report	Jay reported that Christopher Walker is doing a fantastic job of promoting Huron Hospice online and in the printed media.	
	7.3 Budget & Finance	<p>Kevin reported that the Municipality of Central Huron has now informed us that we must use architectural plans for our garage renovation. This will result in having to add \$26,000 to our Budget. Our architect has indicated that there is a possibility of reducing this cost if his company and its engineers can find a way of donating part of this cost to Huron Hospice.</p> <p>We need to move \$54,000 from TD to Libro and advise them as to what type of account is appropriate.</p> <p>The materials requested by our Auditor will be sent to him within the week, as requested.</p>	<p>Willy will report any further feedback from the architect regarding the possible reduction of the cost of the architectural plans.</p> <p>Moved by Kevin and seconded by Tony that we move these funds to a savings account at Libro. Carried</p>
	7.4 Fund Dev't & Fundraising	No report	
8.0	Quality Committee of the Board		As mentioned earlier in the meeting, Jay will be reaching out to Board members for a volunteer to chair this committee.

9.0	Financial Report – To April 30, 2020	Willy presented this report, which shows very low revenues probably due to COVID-19. We also have had to pay replacement for 2 nurses requiring time off because of COVID. We also were required to pay upfront for the Grief Recovery Training Program registration. Kevin answered questions about the Balance Sheet.	Moved by Kevin and seconded by Elizabeth that we accept the report as presented. Carried.
10.0	2020-2021 Capital Budget	Three areas of concern: 1. Additional cost for garage renovation- we could possibly consider a naming opportunity to the architectural firm if they are able to offer a significant reduction in cost. 2. It is necessary to improve our parking area at the residence before winter. Because of COVID-19, we have not yet heard any further from our contractor whether he and his associates will be able to do this at a very reasonable cost. 3. We may not qualify for a Trillium grant as that organization is now focussed on COVID-19.	More information on these items will be provided at the June Board meeting.
11.0	Executive Director’s Report	In addition to his written report provided previously, Willy gave this recent information: 1. We’ve received more details about the pandemic pay. After receiving feedback from employers that there are others beyond nurses and PSWs who are on the frontlines of healthcare, the criteria were expanded by Ontario Health to include several others. This is good. While admin support was included in a few healthcare settings, it does not apply to hospices since the province just funds nurses and PSWs in hospices. 2. One of the unintended consequences of COVID, is that more people are choosing to stay home rather than go into hospice because of the visitor restrictions. Almost every hospice now has lower occupancy rates. For the first time in 6 months, we are also down this week. The MOH sent a letter to all LHINs to ensure there would be no reduction in funding to hospices who fall below the 80% occupancy rate we are normally expected to maintain. 3. On the theme of visitor restrictions, there is talk that these may be in effect for 18 months in healthcare organizations. The 100 or so hospices across the province will work together on the way down the other side of the curve to ensure we are aligning our decisions together and with Ontario Health and Public Health as visitor restrictions can start to lift somewhat. 4. On the theme of COVID consequences, I had a conversation with our broker who represents us to our benefits program. Since people cannot go to the dentist or go for a massage, claims have come down. In April, they were	

		<p>down 33% so Sunlife is crediting our account month-by-month depending on usage. For April, our June statement will show a credit. It is expected that a similar decline will occur in May. This will result in a credit to July.</p> <p>5. You may have heard that the Canada Emergency Wage Subsidy program is now extended beyond May. It is now extended to September. It is too early to tell whether we will benefit or not. As you know, it appears we will qualify for April and May. It is not likely in June and July, but we will see.</p> <p>6. HPCO has been working closely with Imagine Canada. Imagine, who represent the charitable and nonprofit sector in this county in a similar way to the Chamber of Commerce for the private sector, are collecting data about expected losses in revenues to our sector this year as a result of the virus. They expect losses of \$10B in charitable giving. The federal government has committed to \$3B. Advocacy continues to get help for what will be an extinction event for many charities without some help.</p> <p>7. There is a great spirit of generosity that has resulted from COVID. In the past week, we received several bottles of hand sanitizer from Ryan O'Reilly as I said in the weekly Memo to staff and volunteers. Also, the McCall MacBain Foundation has provided an ipad to help families connect with residents under visitor restrictions. The ipad gifts were facilitated by Gateway to several healthcare organizations in Huron county (gift of \$35K). We are also expecting another tablet from HPCO, one of 250 provided by 2 companies.</p> <p>8. For Nurses week this week, Canday has set out decorations and provided treats for the nursing staff. She also got a donation from a nursery to provide them each with a plant. Also, after asking staff to send their graduation photos from nurse training, she put together a great video with music and commentary which Christopher posted to our Facebook page today. We are certainly recognizing our local heroes this week.</p> <p>Moved by Gail and seconded by Kevin that we accept the Executive Director's Report. Carried.</p>	
12.0	Upcoming Events	<p><u>June 14</u> - Virtual Hike for Hospice being organized by Christopher - pledge form to be available for those who don't contribute online.</p> <p><u>July 25</u> - Natalie Gordon Golf Tournament - not sure if it will go ahead as planned.</p> <p><u>Sept. 24/25</u> - Feng Shui Workshop with Helen Varekamp - proceeds to Garage Renovation - so far is proceeding as planned.</p> <p><u>Oct 4</u> - Huron Harvest- Seaforth - unknown if it will proceed.</p>	<p>Jay encouraged every Board member to participate in the Hike.</p> <p>Jay, Willy and Christopher will reach out to organizers to determine if these events will go ahead.</p>

		<p><u>Nov 14</u> – Breakfast For Hope- Wingham - so far proceeding as planned.</p> <p><u>Nov. 26</u> - Handbags for Hospice - likely to move to September as a virtual event.</p>	
13.0	Adjournment	Next Meeting - June 9, 2020 6:00 PM	Michele made a motion to adjourn.
14.0	In Camera Session		