

BOARD OF DIRECTORS MEETING

OPEN SESSION

Thursday, April 28, 2022

5:30 pm – La Verendrye General Hospital / Webex

A G E N D A

Item	Description	Page
1.	Call to Order – 5:30 pm – Indigenous Acknowledgment & Reading of the Mission Statement 1.1 Quorum 1.2 Conflict of Interest and Duty	
2.	Consent Agenda 2.1 Board Minutes – March 31, 2022 * Pg 4 2.2 Board Chair & Senior Leadership General Report – J. Ogden, H. Gauthier, J. Loveday, C. Larson, Dr. K. Eltawil* Pg 6 2.3 Governance Committee Report – J. Begg 2.4 Audit & Resources Committee Report – B. Norton 2.5 Quality Safety Risk Committee Report – S. Weir 2.6 Riverside Foundation for Health Care Report * Pg 8 2.7 Auxiliary Reports * Pg 14	
3.	Motion to Approve the Agenda	
4.	Patient / Resident Safety Moment	
5.	Business Arising - None	
6.	New Business - None	
7.	Opportunity for Public Participation	
8.	Move to In-Camera	
9.	Other Motions/Business	
10.	Date and Location of Next Meeting: May 26, 2022	
11.	Termination	

* denotes attached in board package / **denotes circulated under separate cover / *** denotes previously distributed



**BOARD OF DIRECTORS MEETING
ANTICIPATED MOTIONS – OPEN SESSION**

Thursday, April 28, 2022

3.	Motion to Approve the Agenda	THAT the RHC Board of Directors approve the Agenda as circulated/amended
8.	Move to In-Camera	THAT the RHC Board of Directors move to in camera session at (time)
9.	Other Motions/Business	
11.	Termination	THAT the RHC Board of Directors meeting be terminated at (time)

Indigenous Acknowledgment:

Riverside acknowledges that the place we are meeting today is on the traditional lands of the Anishinaabeg people, within the lands of Treaty 3 Territory, as well as the home to many Métis.

Our Mission
Improving the health of every person we serve,
responding to the needs of our communities.

MISSION

VISION

Our Vision
Innovative, high quality health care - inspired
and delivered by our team and partners.

Our Values **VALUES**
Integrity • Respect • Excellence • Growth

STRATEGIC PILLARS

Quality • Organizational Health • Partnerships • Advocacy

RIVERSIDE HEALTH CARE

**RIVERSIDE HEALTH CARE FACILITIES INC.
MINUTES
OPEN SESSION**

Date of Meeting: March 31, 2022

Time of Meeting: 5:30 pm

Location of Meeting: Webex

PRESENT: H. Gauthier* B. Norton* J. Begg* Dr. K. Eltawil*
C. Steiner* J. Ogden* S. Weir* *via Webex

STAFF: J. Loveday*, B.Booth*, C. Larson*

REGRETS: K. Lampi, Dr. V. Patel

GUEST: C. Cole*

1. CALL TO ORDER:

J. Ogden called the meeting to order at 5:32 pm. B.Booth recorded the minutes of this meeting. J. Begg read the Indigenous Acknowledgment and J. Ogden read the Mission Statement. Joanne welcomed everyone and reminded all of the virtual meeting etiquette. Joanne shared she laid tobacco today in honour of a successful meeting this evening.

1.1 Quorum

Joanne shared there was 1 regret. Quorum was present.

1.2 Conflict of Interest

No conflict of interest or duty was declared.

2. CONSENT AGENDA

The Chair asked if there were any items to be removed from the consent agenda to be discussed individually. There were no items removed.

3. MOTION TO APPROVE THE AGENDA:

It was,

MOVED BY: C. Steiner

SECONDED BY: B. Norton

THAT the Board approves the Agenda as circulated.

CARRIED.

4. Patient / Resident Safety Moment

Julie shared a patient safety story regarding Telestroke protocol. She shared the patient was having a stroke and discussed the quick response and process involved. The Neurologist performed an assessment via OTN, CT scans were complete and the administration of TPA (which is like a clot buster) took place. Julie shared when a patient presents with a stroke there is a 6 hour window where TPA can be administered if the patient qualifies. Julie shared the patient started to regain movement of the right arm only 15 minutes after TPA administration and complete resolution of facial droop and slurred speech. Five days from presenting to the Emergency Department the patient was able to return to a completely independent functioning life.

Julie provided a history of the Telestroke program and the eligibility criteria. She discussed the differences between TPA (clot buster) and EVT (the clot is physically removed from the artery).The

Telestroke Program provides our community with access to life-saving treatments and measures, allowing many patients to return home fully functioning and independent which is something to celebrate.

Discussions took place around this story being excellent education for the public and potentially publicize.

ACTION: Julie will follow up on this.

Joanne thanked Julie for sharing this story and all the staff and those involved.

5. BUSINESS ARISING:

There was no business arising.

6. NEW BUSINESS:

There was no new business.

7. OPPORTUNITY FOR PUBLIC PARTICIPATION

There was no public participation.

8. MOVE TO IN-CAMERA:

It was,

MOVED BY: B. Norton

SECONDED BY: S. Weir

THAT the Board go in-camera at 5:47 pm.

CARRIED.

9. OTHER MOTIONS/BUSINESS:

There was no other motions/business.

10. DATE AND LOCATION OF NEXT MEETING:

April 28, 2022

11. TERMINATION:

It was,

MOVED BY: C. Steiner

THAT the meeting be terminated at 7:38 pm.

CARRIED.

Chair

Secretary/Treasurer



Board Chair, Chief of Staff & Senior Leadership Report – April 2022 Open Session

Strategic Pillars & Directions

Quality

- **Emergency Preparedness**
The new Emergency Preparedness 'Core Team' held its inaugural meeting on March 28, 2022. Follow up meetings were conducted on April 12 and 19, 2022 in support of the transition. The recent 'storm event' was utilized as a table top opportunity for the team; additional table top scenarios will be reviewed over our next few meetings. In addition, KPMG's emergency planning team provided their project timeline that will focus on information collection throughout April and May and focus on gap analysis and corrective action starting in September 2022.
- **Office 365/Microsoft Outlook**
The Office 365/Microsoft Outlook project continues to advance, with the mailbox migration currently in process. These tools will go-live starting at the end of April 2022.
- **Ontario Business Registry**
Select members of Administration have completed the application process in order to access the new online Ontario Business Registry tool to manage our two corporations (Riverside & Housing). This new registry will allow us to update Board Membership changes real time as opposed to relying on the sluggish and problematic paper based system previously in place.
- **Lab Accreditation**
Lab Accreditation was completed on site at LaVerendrye General Hospital April 11-12, 2022. The results were highly positive with only 1 major non-conformance out of almost 500 assessment criteria. Our team was recognized by the accreditors for their expertise, adaptability, camaraderie, dependability and resilience throughout the pandemic.
- **Accreditation**
The Accreditation Kick Off meeting was held on April 19, 2022 to promote advancement of each team; there are 20 sub-committees. Teams will begin meeting in mid May while the Accreditation Leadership Team is scheduled to meet on April 22, 2022. The initial priority for each team is to complete the required self-assessment.
- **Rainycrest Respiratory Outbreak**
Riverside Health Care in conjunction with the Northwestern Public Health Unit has declared a Respiratory Outbreak at Rainycrest Long Term Care Home on Wednesday, April 20, 2022. The outbreak is specific to the Special Care Unit and was declared due to a few residents developing a new or worse cough. All residents affected were tested for COVID-19 and to date all tests have been negative.

Organizational Health

- **RHC Intranet**
Weekly progress meetings began in March and will continue throughout April until the planned go-live on April 29, 2022. The initial build of this site will focus on internal communications and employee corner information. As this tool evolves it will increasingly be relied upon by staff to reduce any 'access to information' challenges currently experienced within the organization.
- **Strategic Planning**
Impact Health Care Consulting's team was on-site at LaVerendrye General Hospital March 29-31, 2022 to conduct internal and external engagements. While attendance challenges were experienced, Impact has attempted to re-engage these groups/individuals. Initially, Impact identified the following themes – (1) One Riverside, One Culture, (2) Strategic Health Human Resource Planning, (3) Tomorrow's Care, Today – Programs and Services, and (4) Centre of Excellence in Northern and Rural Healthcare. The team will share more specific findings with the Steering Committee on April 26, 2022 in advance of our May 14, 2022 Strategic Planning Session.
- **Storm Event**
While we only received a fraction of the snow projected, the storm arriving late the week of April 11, 2022 that brought rain, slush, ice and snow resulted in a proactive Leadership Engagement across Riverside Health Care to ensure we were planning for the potential impact on service continuity and ensuring safety of all staff and patients. In addition to upstaffing, recommending work from home where appropriate, and securing a few hotel spaces, our team also cancelled procedures that were elective during the two high risk dates to reduce required travel for patients and staff.
- **Risk Register**
The Senior Team met on April 19, 2022 to update the Top Risks Spreadsheet. This is in follow up to our meeting with the Director, Risk Management held on February 17, 2022 where we prioritized 11 high exposure risks based on the outcome of the Risk ID Workshop. In general, we minimized priorities under each risk category to one or two initiatives to maintain

a reasonable list of key initiatives. Additional priorities will be on boarded as we progress our plans under each risk category.

- **Capital Project**

- Rainycrest Sprinkler Job - Vendor to start ordering the parts needed.
- Rainycrest Patient Room Air-Conditioner Job – We have the equipment ordered and the equipment has started arriving. The main contractor is on site working on installing the roof top units with bases.
- Rainycrest Boiler –The second boiler with propane backup has been ordered and we are waiting on the unit's arrival in April.
- Rainy River Sprinkler Job – First phase is above the service area and is complete, inspected this week and they are well into the second phase. M-Builds is our contractor and is accessing the facility through the overhangs in the attic space to eliminate contractor presence in the building.
- Rainy River Air conditioner Job – The unit showed up last week. Construction is underway and everything is progressing according to plan.
- Security – All the components have arrived and the contractor will be on site next week; we expect this to be complete by early May.

Partnerships

- **OHT Logo**

Partner members met to discuss 'inspirational' pics to further inform creation of the logo in follow up to the Indigenous engagement held previously. We continue to await a draft logo from Wake Marketing in order to share with Governance.

- **Psychogeriatric Resource Program**

A meeting was held on April 19, 2022, including representatives from CMHA-Fort Frances, Riverside Health Care and St. Joseph's Care Group, to discuss the Rainy River District Psychogeriatric Resource Program. While this program is managed across multiple districts by CMHA-Fort Frances a considerable share of resources is dedicated to Rainycrest Long Term Care. This meeting was scheduled by the CEO of CMHA-Fort Frances to increase awareness of the program and resolve any known inter-agency challenges.

- **Treaty 3 Recruitment**

Dr. Erik Brodt presented on Indigenous recruitment April 19, 2022 to ensure the evolution of an equitable and diverse work place across our health care system; the Director of HR attended this session on behalf of RHC.

- **Long Term Care Conference**

Senior leadership representatives attended the April 20-21, 2022 AdvantAge Ontario Virtual Convention on Advancing Senior Care. This event is an online education and networking event for Ontario's not-for-profit long-term care and seniors' housing community.

- **Ceremonial Space**

We hired LM Architects to prepare plans for dedicated use of the ground floor meeting room as a ceremonial space with an active kitchen area. RVI is completing the ventilation portion of our plans. Mechanical will be on site the week of April 18, 2022. Completion of this work is anticipated for fall 2022 before the room is formally made available to the Elders' artist to complete the artistic and spiritual requirements for the space. In addition to the required renovations, we are working to move the portion of the telemedicine program provided out of this space to an alternate location.

- **Meditech Expanse**

Dr Stephen Viherjoki, Regional Health Information Medical Officer, visited LaVerendrye General Hospital to obtain a better understanding of the clinical workflow in the Emergency Department, Inpatient Units and Operating Room. This work flow review, that is occurring across regional hospital sites, supports planning for the future implementation of Meditech Expanse.

Thank you to the Riverside Team for their submissions, they are invaluable in the preparation of this report.

Respectfully Submitted,

Joanne Ogden, Board Chair

Dr. Karim El-Tawil, Chief of Staff

Julie Loveday, Executive Vice President, Clinical Services & CNE

Carla Larson, Chief Financial Officer

Henry Gauthier, President & CEO

Riverside Foundation for Health Care
Board of Directors
Minutes of Meeting

DATE: Monday, March 28, 2022 **TIME:** 11:30 a.m.

LOCATION: Go-To-Meeting

PRESENT: Shanda DeGagne Allison Cox
 Rob Georgeson Tyler Cousineau
 Carlene Steiner Bill Gushulak
 Bev Langner Paul Brunetta
 Delaine McLeod Meghan Cox

1. Call to Order

Paul Brunetta called the meeting to order at 11:30 a.m. Sandra Beadle recorded the minutes of this meeting.

2. Adoption of Agenda

IT was,
 MOVED BY: Tyler Cousineau SECONDED BY: Delaine McLeod
 THAT the Agenda be accepted as circulated.
 CARRIED.

3. Confidentiality

All confidential information obtained through this committee will not be accessed or disclosed. All confidential information will not be altered, destroyed, copied or interfered with except with authorization and in accordance with the policies and procedures of RHC.

4. Conflict of Interest

There was no conflict of interest.

5. Approval of Minutes

IT was,
 MOVED BY: Bill Gushulak SECONDED BY: Rob Georgeson
 THAT the minutes from the February 28, 2022 meeting be accepted as circulated.
 CARRIED.

6. Correspondence

There was no Correspondence

7. Ongoing Business

7.1 2021/2022 Capital Equipment Updates

The updated tracking spreadsheet has been circulated.

The entire Picture This equipment list except the x-ray upgrades has been ordered which is expected to be ordered by March 31st.

Because the campaign was able to raise an excess of \$1.5M, an additional component of the CT scanner, a CT Colongraphy was approved at the request of Dr. Eltawil. The primary differences between CT Colongraphy and traditional optical colonoscopy are that CT Colongraphy uses a high technology X-ray scanner and advanced computer programs to create detailed images of the tissues inside the colon. It does not require sedation, injections or the insertion of a camera into the colon, and the procedure takes less time than an optical colonoscopy. CT Colongraphy can also visualize certain parts of the colon that are difficult to see during a traditional, optical Colongraphy. In addition, you can drive yourself home or return to work immediately following your exam, which is not the case with the traditional optical colonoscopy.

It is important to keep in mind that the PO cost will be more than the final cost to the Foundation as it doesn't take into account HST rebates. In addition, because of timing of ordering, arrival and final installation, the Foundation will not see all of these costs recognized during the 2021/2022 fiscal year. This will be taken into account in the 2022/2023 budget.

Once the thank you cards are sent out then that would be a good time to do a release for additional equipment and a final thank you and an explanation of additional equipment. There was a full page thank you ad in January that listed all the donors and it was agreed that the ad is costly and it isn't necessary to run it again. Allison reminded everyone that the donor names are listed on the website as well.

7.2 Monthly 50/50

The February Revenue Report was circulated ahead of the meeting.

The winner of the February jackpot was Kelly-Rae Calder. The winner of the March early bird was Nicole Katona. Allison is trying something different with marketing by highlighting the winners and boosting social media posts announcing them. In addition, a quote from the most recent early bird winner was obtained and used in the boosted post.

Approval for the ticket price change from the AGCO just came through this morning. This means that we will be dropping the \$40 ticket bundle and our price per ticket bundle fee to Ascend will drop back down to \$1. Allison will be touching base with the client rep at Ascend to ensure that all necessary changes are made on the backend of the site. Communication will be included in the March live draw, the March winning number email blast and the March press release of the ticket price changes. New posters are being developed.

Our original contract with Ascend ends on May 31st and a new one will have to be

negotiated and signed. Our client rep has indicated that Ascend is pushing to move clients to a percentage based fee as opposed to a flat rate price per bundle fee and that typically that percentage is 10%. This would mean that for every \$20 ticket sold, Ascend would receive \$2. He is hopeful that because we are good clients that he will be able to maintain our current fee structure. In the meantime, the April and May draws will maintain a \$1/ticket bundle fee.

It was asked if there were other options besides Ascend. Maybe fees could be reduced if we could offer a company that had a reduced rate. Allison will look into that. She will check pricing with other companies.

Delaine asked about the new Capital List. There will be more on this under Budget.

7.3 2022/2023 Budget

Allison reported that she has not received a budget back from Finance. Allison had worked on a draft budget with Lindsay at the end of January and she received an email from Carla this morning with questions and concerns. She will make some time with Lindsay to discuss. Once they review it can go to the Finance Committee. Allison mentioned that she met with Henry last week and they are asking for a considerable increase for capital this year of \$500,000. The rationale being that they usually receive \$250,000/year but due to the Capital Campaign this amount has not been met for the past two years. RHC has incurred a lot of operating costs that they had not budgeted for during COVID. A lot of equipment needs have gone to the wayside. Allison anticipated some concern from some that the number is too high. There were no questions.

8. New Business

8.1 Other

None.

9. Standing Reports

9.1 Physician Recruitment and Retention Report

Meghan reported that there are no minutes from the March meeting and she had not attended so this report is mainly from February. There was a letter circulated to the local municipalities and members of parliament. The topic is gaining some traction but we are still in need of Family Physicians in Emo and Rainy River. Fort Frances is actively recruiting another surgeon as well as Family Physicians. There was discussion at the Physician Recruitment meeting about getting recruitment information to the NOSM students to actively recruit some NOSM candidates. The committee continues to work on recruitment for the district and Meghan will attend the April meeting.

Allison mentioned that the Red Lake Emergency Services were closed this weekend due to a lack of physicians to run the department. She asked what the chances are that this could happen in this area. Meghan said this has not been specifically discussed at the meetings but the Family Physicians in Fort Frances are required to do shift in Emergency

and we have locums booked far in advance so if there is an issue they should be able to manage it. The flip side with respect to recruitment is that some candidates see the amount of work that Family Physicians are required to do in Emergency as well as their regular family practice and this is not always a drawing feature for them. Physicians are compensated for work in Emergency.

IT was,
MOVED BY: Shanda DeGagne SECONDED BY: Carlene Steiner
THAT the Physician Recruitment and Retention Report be accepted.
CARRIED.

9.2 **Special Event Committee Report**

No report

IT was,
MOVED BY: SECONDED BY:
THAT the Special Event Committee Report be accepted.
CARRIED.

9.3 **Hospital Auxiliaries Update**

Bev reported for the Rainy River Auxiliary. They had their first in-person meeting earlier this month. Their Strawberry Social is on May 4th from 2:00 to 4:00 PM at the Legion Hall in Rainy River. Everyone was very glad to get back together in person.

Allison reported that she attend the last Emo Auxiliary Meeting. They have also resumed in person meetings. Their Strawberry Social will be on June 10th. The Emo Auxiliary is currently in a transition period with Susan filling in as interim President, they are now working on recruiting members and Executive. They have connected with Tammy McNally (Administrator) and she will attend their next meeting. Kelli Bolen, Coordinator for Emo Health Centre will attend as well.

LaVerendrye General Hospital Auxiliary has also scheduled their Strawberry Social; it will be on June 17th. The Gift Shop is back up and running every day with some new volunteers. Allison continues to maintain the vending machines at LVGH.

Allison had someone from the Rainycrest Auxiliary reach out; she is interested in being the Auxiliary Rep on the Foundation Board. Allison is currently getting information on her and hopes to on board her shortly.

IT was,
MOVED BY: Tyler Cousineau SECONDED BY: Delaine McLeod
THAT the Auxiliary Reports be accepted.
CARRIED.

9.5 Finance Report

There was no report. With the period of time working from home for both Sandy and Allison, we didn't get February deposits posted until into March when Sandy returned to the office so it was late being sent to finance.

It was,
MOVED BY: SECONDED BY:
THAT the Finance Report be accepted as presented.
CARRIED.

9.6 Other

Nothing

10. Next Meeting

Next Meeting Date: April 25th, 2022 at 11:30 a.m. This might be able to be an in-person meeting. Starting to look at putting in person meetings back in place.

11. Adjournment

It was,
MOVED BY: Bill Gushulak
THAT the meeting be adjourned at 12:19 p.m.
CARRIED.

Paul Brunetta (Chair)

/sb

04/04/2022



Auxiliary Report – April 2022

Emo

No Report.

La Verendrye General Hospital

See Attached.

Rainycrest

No Report.

Rainy River

No Report.

LaVerendrye General Hospital

Executive Minutes

Tuesday April 5TH 2022

The meeting was called to order at 1:35 pm

Attendance: Irene Laing, Marnie Cummings, Linda Plumridge, Linda Booth, Donna Penney, Marianne Kitzul, Diane Glowasky, Susan Seiders and Cindy Noble

Regrets: Judy Webster, Jan Beazley , and Margie Gibson.

Auxiliary Pledge: was read by Diane

Conflict of interest: None declared

Approval of Agenda: Accepted as distributed

Minutes of Previous Meeting: Accepted as distributed

Treasurer's Report: Discussed a debit machine for the Gift Shop

A motion was made by Marnie Cumming and seconded by Marianne Kitzul for the Auxiliary to acquire a Debit Machine for use in the shop for purchases over \$5.00

Correspondence: None

Director's Reports:

Gift Shop: There has been a significant increase in traffic flow through the shop and everybody is very pleased with the new look. Discussed getting paper bags with our logo for bigger items that are purchased e.g.: Quilts etc

Communications: No Report

Membership: 163 members now paid up out of 205 and with 19 in Rainycrest

Patient Services: Judy reports that there are lots of baby kits

Historian: No Report

Social: Diane reported on our Spring Luncheon which she had nicely decorated in a St. Patrick's Day theme. There were 33 ladies out and all had a great time

Sick/Visiting: 7 Sympathy cards were sent to Sid Ward's Family, and also to his sister Marjorie Smeeth, Esther Fedoruk's Family, Sandi Pruys's Family, Eloise Camirand's Family, and to Irene Laing and Janet Lambert on the loss of their brother Dennis Lambert.

Unfinished Business:

Irene talked to Alison Cox about having someone come in to talk to us about Insurance and Director's Liability, but she has not found someone to speak to us yet.

Fund Raising Plans:

Talked about previous expenses and gains, letters for sponsorship will be delivered by hand this year instead of mailing. Discussed some celebrities that we could get to do the Rockin'.

New Business:

Talked about giving some recognition to members who have reached the 50-year milestone

Adjournment: 3:22 pm

Irene Laing : President

Cindy Noble: Secretary