

BOARD OF DIRECTORS MEETING

OPEN SESSION

Thursday, May 26, 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 – April 28, 2022 * Pg 4 2.2 Board Chair & Senior Leadership General Report – J. Ogden, H. Gauthier, J. Loveday, C. Larson, Dr. K. Eltawil* Pg 7 2.3 Governance Committee Report – J. Begg 2.4 Audit & Resources Committee Report – B. Norton * Pg 9 2.5 Quality Safety Risk Committee Report – S. Weir * Pg 12 2.6 Riverside Foundation for Health Care Report * Pg 14 2.7 Auxiliary Reports * Pg 22	
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: June 21, 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, May 26, 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: April 28, 2022

Time of Meeting: 5:30 pm

Location of Meeting: Webex

PRESENT: H. Gauthier* B. Norton* J. Begg* C. Steiner*
J. Ogden* S. Weir* K. Lampi* D. Clifford*
*via Webex

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

REGRETS: Dr. K. Eltawil, Dr. V. Patel

GUEST: S. LeBlanc*

1. CALL TO ORDER:

J. Ogden called the meeting to order at 5:31 pm. B.Booth recorded the minutes of this meeting. J. Ogden read the Indigenous Acknowledgment and J. Begg read the Mission Statement. Joanne welcomed everyone and reminded all of the virtual meeting etiquette. Joanne welcomed Diane Clifford to the Board of Directors.

1.1 Quorum

Joanne shared there were no regrets. 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:

ADD: 6.1 Outbreaks

It was,

MOVED BY: B. Norton

SECONDED BY: D. Clifford

THAT the Board approves the Agenda as amended.

CARRIED.

4. Patient / Resident Safety Moment

Julie shared a patient story regarding Mental Health and Addictions disorder and how mental health has caused the patient to burn bridges which therefore prevents them from accessing support programs. Julie shared the patient's journey with schizophrenia and their inability to make good decisions, understand risk, the patient being homeless, their frequent visits to ER and admissions to the hospital and their access to Nelson House and other community supports. Julie discussed the supports that were in place for the patient and noted the individual was staying at Nelson House however due to poor decisions the patient packed up and left. After the patient left Nelson House, they spiraled out of control, missed medication doses and their behaviour became more bizarre. The O.P.P was involved, and the patient

ended up being brought back and admitted again to the hospital. The patient's journey continued and after testing positive for COVID and completing the isolation in hospital the patient was discharged to the CMHA Safe Bed program. The patient lasted 5 days in the Safe Bed program however due to not following the rules and the patient's schizophrenia growing worse the patient was sent back to the hospital. The patient accessed the Psychiatrist several times however the Psychiatrist did not feel the patient required admission for a psychiatric evaluation unfortunately. The patient has burnt bridges with family as well so there was not a lot of support there. This patient story discusses how mental health has caused the individual to burn many bridges. People with mental health challenges will rarely ever be model clients and the patient questioned whether mental health initiatives, really meet the needs of those that require them? The patient shared that they will eventually end up back at the hospital because they can't get help anywhere else and their hope is that maybe next time their story will have a more positive outcome and they will be able to access the support they need to carry on in their life journey with schizophrenia.

Discussion took place around lack of services, gaps and criteria needed to qualify for services. Julie commended Carley Romyn for her work with this client. Joanne thanked Julie for sharing this powerful story.

5. BUSINESS ARISING:

There was no business arising.

6. NEW BUSINESS:

6.1 Outbreaks

Julie shared the following:

- Rainycrest – The respiratory outbreak has been declared over.
- Rainy River Health Centre – currently in COVID-19 outbreak.

7. OPPORTUNITY FOR PUBLIC PARTICIPATION

There was no public participation.

8. MOVE TO IN-CAMERA:

It was,

MOVED BY: J. Begg

SECONDED BY: K. Lampi

THAT the Board go in-camera at 5:45 pm.

CARRIED.

9. OTHER MOTIONS/BUSINESS:

There was no other motions/business.

10. DATE AND LOCATION OF NEXT MEETING:

May 26, 2022

11. TERMINATION:

It was,

MOVED BY: J. Begg

THAT the meeting be terminated at 7:50 pm.

CARRIED.

Chair

Secretary/Treasurer



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

Strategic Pillars & Directions

Quality

- **C-Sections**
Dr. Eltawil has received his College of Physicians and Surgeons of Ontario approval to expand his scope of practice to include the provision of Caesarian Sections. This was accomplished after finishing appropriate training required by the College. This step will allow for provision of continuous hopefully uninterrupted C-Section services at LaVerendrye Hospital beyond that currently provided by Dr. Jenks.
- **Emergency Preparedness**
KPMG is working with our new Emergency Preparedness Lead (Sandy Beadle) to collect and review information throughout the summer in order to evolve the gap analysis and prepare an action plan starting in September 2022.
- **Office 365/Microsoft Outlook**
The Office 365/Microsoft Outlook project went live on May 9, 2022. IST continues to work through the completion of additional office installs and addressing issues being experienced (ie. scan to email). The implementation of Office365 places us in the most common email/office tool environment across all sectors.
- **Meals on Wheel (MOW)**
Fort Frances currently supports 40 MOW clients and is currently recruiting additional volunteers to support delivery services. Further, Emo has 2 clients and Rainy River has 7 clients.
- **Complaint Process**
Leadership (physician and management) reviewed the process for patient's complaints as a result of a recent incident and agreed to incorporate the following changes:
 - Clearly identify your concern(s) with the services you received.
 - Include only 'factual statements' in your complaint (ie. avoid use of opinion).
 - Refrain from use of offensive statements (ie. personal attacks or threatening, racist or sexist statements).
 Once we have updated the current process the change will be communicated to staff and physicians and further discussion will occur to determine the best mechanism to educate patients, residents and clients.
- **Outbreaks**
Rainy River Health Centre declared a COVID-19 Outbreak on April 22, 2022. There was a total of 6 residents and zero staff affected. This outbreak lasted 19 days and was declared over on May 12, 2022.

LaVerendrye General Hospital declared a COVID-19 Outbreak on April 29, 2022. This outbreak lasted 15 days affecting 6 patients and 4 staff. This was declared over on May 16, 2022.

Rainycrest declared a Respiratory Outbreak on April 20, 2022 and was declared over on April 28, 2022.

Organizational Health

- **RHC Intranet**
The RHC Intranet went live on May 2, 2022 one week in advance of our Office 365 go-live. The Intranet will continue to grow in the coming weeks. We look forward to expanding utilization of this tool to enhance the experience for staff across the organization.
- **Strategic Planning**
Impact Health Care Consulting was on-site at LaVerendrye General Hospital May 14, 2022 to conduct the Board of Director's Strategic Planning Retreat. Once the draft pillars and objectives are formally endorsed by the Board the priority initiatives will be determined through engagement at the May/June Board meetings. The process for the Vision, Mission, Values renewal will also be formalized via Board meeting strategic discussions.
- **Staff Appreciations**
 - Monthly 'Pop Up' Staff Appreciation events continue; fresh popped pop corn will be offered to staff at the end of May through our new popcorn stand.
 - Staff appreciation BBQs are planned for the month of June: Rainycrest – June 6, Emo – June 9, Rainy River – June 14, LaVerendrye – June 15.
- **Nursing Week**
Nursing Week occurred May 9-15, 2022. Activities to demonstrate recognition to our nurses included: daily basket draws (for each site), gift bag for each nurse (homemade salsa from Lowey's, lime chips, large box of Reese's pieces, syringe filled with candy, homemade cookie) and long johns for all staff at each site. We decorated the board in the LVGH cafeteria with pictures of our nurses. At all sites posters were displayed. At the end of the week a nursing week message was sent to all staff and relayed through the Riverside Newsletter.

- **Retail Food Refresh**
 - The new Rainycrest vending machine is in place and Food Services is working with IT & Finance to set up the card reader system. The Rainy River vending machine is expected to be delivered in Aug/Sept 2022.

Partnerships

- **Food Donations**

We are very appreciative to the Salvation Army for their ongoing donation of fresh fruit to the Meals on Wheels program. Surplus food products from the LaVerendrye General Hospital was previously donated to the Loaves & Fishes Soup Kitchen until its closure and has since been redirected to the Family Centre in support of our communities.
- **Urology Surgical Program**

First Urology visit will be in June 2022. June 27, 2022 the Urologist will be performing surgery and then the next day, June 28, 2022, he will be doing a clinic out of our Ambulatory Services area.

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



Audit & Resources Committee Report – May 2022

2.4.1 Financial Report – March 2022 Unaudited & Draft *



Operating Revenue & Expense Summary April 1, 2021 to March 31, 2022

		2021/2022 Annual Budget	YTD Budget	YTD Actual	YTD Actual Dollars Over(Under) YTD Budget	YTD Actual Percent Over(Under) YTD Budget
Fund Type 1 - LHIN Funded - Hospital Services						
REVENUE						
LHIN - Base Funding	A-1	\$27,196,296	\$27,196,296	\$27,539,043	\$342,747	1.26%
Other Funding (19*) - Bundled Care, Hospice, Oncology Drug Reimbursement	A-2	\$1,624,458	\$1,624,458	\$2,489,214	\$864,756	53.23%
LHIN - One Time Funding	A-3	\$0	\$0	\$2,851,356	\$2,851,356	0%
MOHLTC - One Time Funding	A-4	\$222,275	\$222,275	\$222,272	(\$3)	0.00%
Other Revenue MOHLTC - HOCC	A-5	\$508,405	\$508,405	\$637,283	\$128,878	25.35%
Paymaster	A-6	\$0	\$0	\$0	\$0	0%
Cancer Care Ontario	A-7	\$21,788	\$21,788	\$12,574	(\$9,214)	-42.29%
Recoveries & Miscellaneous	A-8	\$1,485,678	\$1,485,678	\$1,933,727	\$448,049	30.16%
Amortization of Grants/Donations Equipment	A-9	\$322,327	\$322,327	\$319,188	(\$3,139)	-0.97%
OHIP Revenue & Patient Revenue from Other Payors	A-10	\$1,725,505	\$1,725,505	\$1,662,525	(\$62,980)	-3.65%
Differential & Copayment	A-11	\$970,001	\$970,001	\$803,798	(\$166,203)	-17.13%
TOTAL REVENUE	A-12	\$34,076,733	\$34,076,733	\$38,470,980	\$4,394,247	12.90%
Compensation - Salaries & Wages	A-13	\$18,722,471	\$18,722,471	\$20,618,030	\$1,895,559	10.12%
Benefit Contributions	A-14	\$5,069,685	\$5,069,685	\$5,140,164	\$70,479	1.39%
Future Benefits	A-15	\$170,100	\$170,100	\$199,100	\$29,000	17.05%
Medical Staff Remuneration	A-16	\$1,537,900	\$1,537,900	\$1,892,680	\$354,780	23.07%
Nurse Practitioner Remuneration	A-17	\$137,077	\$137,077	\$143,449	\$6,372	4.65%
Supplies & Other Expenses	A-18	\$5,263,114	\$5,263,114	\$5,852,821	\$589,707	11.20%
Amortization of Software Licenses & Fees	A-19	\$74,608	\$74,608	\$33,465	(\$41,143)	-55.15%
Medical/Surgical Supplies	A-20	\$735,307	\$735,307	\$1,047,866	\$312,559	42.51%
Drugs & Medical Gases	A-21	\$1,340,607	\$1,340,607	\$1,843,279	\$502,672	37.50%
Amortization of Equipment	A-22	\$772,441	\$772,441	\$754,276	(\$18,165)	-2.35%
Rental/Lease of Equipment	A-23	\$150,197	\$150,197	\$119,979	(\$30,218)	-20.12%
Bad Debts	A-24	\$82,000	\$82,000	\$73,577	(\$8,423)	-10.27%
TOTAL EXPENSE	A-25	\$34,055,507	\$34,055,507	\$37,718,686	\$3,663,179	10.76%
SURPLUS/(DEFICIT)	A-26	\$21,226	\$21,226	\$752,294	\$731,068	3444.21%



Operating Revenue & Expense Summary April 1, 2021 to March 31, 2022

		2021/2022 Annual Budget	YTD Budget	YTD Actual	YTD Actual Dollars Over(Under) YTD Budget	YTD Actual Percent Over(Under) YTD Budget
Fund Type 2 - LHIN Funded - Counselling & Non Profit Housing Programs Mental Health - Case Management - Housing - Addictions - Problem Gambling						
TOTAL REVENUE	B-1	\$1,523,053	\$1,523,053	\$1,969,928	\$446,875	29.34%
TOTAL EXPENSE	B-2	\$1,523,053	\$1,523,053	\$2,010,760	\$487,707	32.02%
SURPLUS/(DEFICIT) - DUE To LHIN	B-3	\$0	\$0	(\$40,832)	(\$40,832)	0.00%
Fund Type 3 - Other Ministry/Agency Funded - Non Hospital Services Partner Assault Response - Family Violence						
TOTAL REVENUE	C-1	\$203,436	\$203,436	\$211,155	\$7,719	3.79%
TOTAL EXPENSE	C-2	\$203,436	\$203,436	\$211,155	\$7,719	3.79%
SURPLUS/(DEFICIT) - DUE To Other	C-3	\$0	\$0	\$0	\$0	0.00%
Fund Type 2 - LHIN Funded - RainyCrest Community Support Services (Home Support, Assisted Living, Adult Day, Meals on Wheels)						
TOTAL REVENUE	D-1	\$1,612,382	\$1,612,382	\$2,063,680	\$451,298	27.99%
TOTAL EXPENSE	D-2	\$1,612,382	\$1,612,382	\$2,063,680	\$451,298	27.99%
SURPLUS/(DEFICIT) - DUE To LHIN	D-3	\$0	\$0	\$0	\$0	0.00%
Fund Type 2 - LHIN Funded - RainyCrest Long Term Care						
TOTAL REVENUE	E-1	\$12,936,227	\$12,936,227	\$13,889,302	\$953,075	7.37%
Compensation & Benefit Contributions	E-2	\$10,604,568	\$10,604,568	\$11,241,130	\$636,562	6.00%
Supplies	E-3	\$1,259,987	\$1,259,987	\$1,302,292	\$42,305	3.36%
Service Recipient Specific Supplies	E-4	\$0	\$0	\$0	\$0	0.00%
Sundry	E-5	\$926,709	\$926,709	\$1,323,611	\$396,902	42.83%
Equipment	E-6	\$252,989	\$252,989	\$586,547	\$333,558	131.85%
Contracted Out	E-7	\$113,883	\$113,883	\$112,959	(\$924)	-0.81%
Building & Grounds	E-8	\$27,415	\$27,415	\$206,049	\$178,634	651.59%
TOTAL EXPENSE	E-9	\$13,185,551	\$13,185,551	\$14,772,587	\$1,587,036	12.04%
SURPLUS/(DEFICIT) including unfunded liabilities	E-10	(\$249,324)	(\$249,324)	(\$883,285)	(\$633,961)	254.27%
Less: Unfunded Future Benefits	E-11	\$0	\$0	\$154,100	\$154,100	0%
Less: Unfunded Amortization Expense	E-12	\$0	\$0	\$407	\$407	0%
SURPLUS/(DEFICIT) excluding unfunded liabilities	E-13	(\$249,324)	(\$249,324)	(\$728,779)	(\$479,455)	192.30%

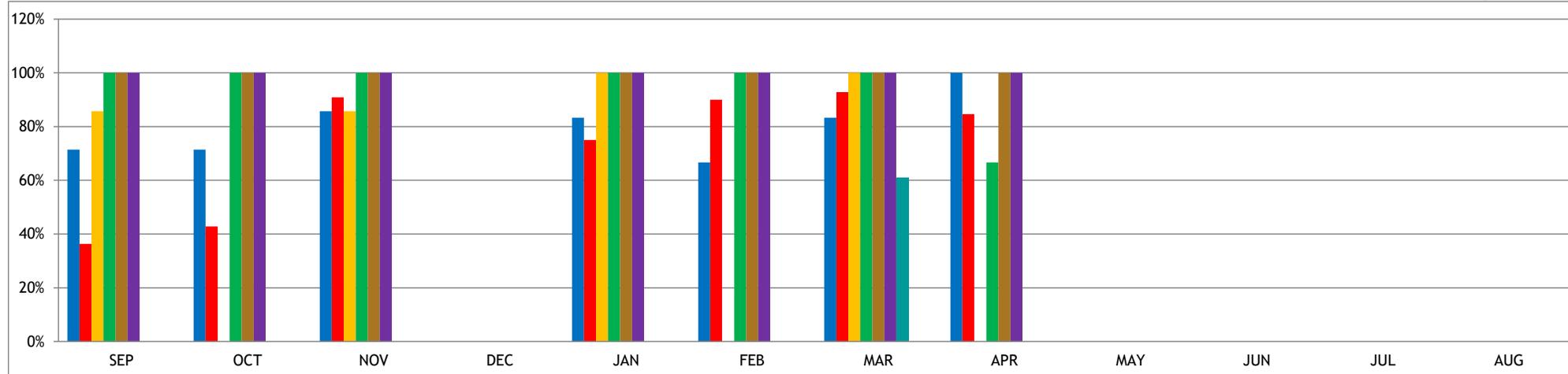
Operating Surplus(Deficit) - Corporate - Hospital and Other Funds		(\$228,098)	(\$228,098)	(\$17,316)
Operating Surplus(Deficit) - Hospitals & Long Term Care ONLY		(\$228,098)	(\$228,098)	\$23,516
Total Operating Margin - Hospitals & Long Term Care ONLY		-0.49%	-0.49%	0.04%



Quality, Safety, Risk Committee Report – May 2022

2.5.1 Board Quality Metrics *

BOARD OF DIRECTORS - QUALITY METRICS - 2021-2022



INDICATORS:

- Participation A** - # of voting board members attending board meetings monthly.
- Participation B** - # of voting board members attending committee meetings monthly.
- Reflection A** - # of completed board meeting evaluation surveys bi-monthly.
- Reflection B** - # of members that complete the board self-assessment questionnaire annually (June).
- Decision Making** - # of board decisions made by detailed briefing notes/supporting documentation done monthly.
- Education A** - # of education sessions at board meetings monthly.
- Education B** - # of board meeting agenda items related to integration, quality or strategy monthly.
- Composition** - # of categories in the skills based board matrix met annually (March).
- Compliance** - # of new directors that attend board orientation annually (Sept).

INDICATOR	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YTD Actual	Target	Variance	Notes
1. Participation A	71%	71%	86%	#DIV/0!	83%	67%	83%	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	80%	75%	5%	
2. Participation B	36%	43%	91%	#DIV/0!	75%	90%	93%	85%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	76%	75%	1%	
3. Reflection A	86%	#DIV/0!	86%	#DIV/0!	100%	#DIV/0!	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	92%	100%	-8%	
4. Reflection B										#DIV/0!			#DIV/0!	100%	#DIV/0!	
5. Decision Making	100%	100%	100%	#DIV/0!	100%	100%	100%	67%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	93%	90%	3%	
6. Education A	100%	100%	100%	#DIV/0!	100%	100%	100%	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	117%	100%	17%	min of 1 session/mtg
7. Education B	100%	100%	100%	#DIV/0!	100%	100%	100%	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100%	100%	0%	min of 2 items/mtg
8. Composition							61%						61%	89%	-28%	11/18 skills met
9. Compliance	#DIV/0!		#DIV/0!										#DIV/0!	90%	#DIV/0!	Board Orientation cancelled due to resignation of member

7. Ongoing Business

7.1 2021/2022 Capital Equipment Updates

The updated Capital Tracking sheet was circulated via email.

The remainder of the Picture This equipment has been ordered. Each piece of equipment is billed differently with varying percentages due at different times in the project (deposit, upon deliver, upon final installation). In speaking with finance, it was decided that the Foundation will hold all Picture This funds until the project is completed, and one lump sum will be transferred over to the Facilities. All the Picture This equipment will show as carry over in the 2022/2023 Capital Tracking sheet. This has been taken into account in developing the draft 2022/2023 budget.

Allison had a meeting with Henry to discuss the progression of the project. Henry indicated that it is unlikely that everything will be operational by June as originally projected by Bernie. Since there are so many moving parts required to get the new equipment installed and operational, Senior Leadership is working on assigning a project manager to see the completion of the project through. For this reason, Allison has held out on putting out a press release on the progress of the project and the addition of the CT colonography to the project until more information is known about when it can be expected to be completed.

Allison is expected to receive the Q4 Approved Purchase report from finance soon. Once that is reviewed and signed, the 2021/2022 transfer to the Facilities will take place. Barring some rounding, this amount should equal what is shown on the Tracking Sheet, \$52,906.93.

The 2022/2023 Approved Capital list was presented to the Riverside Facilities board last week, so we should be receiving it this week. It will be distributed to the Auxiliaries when received. Once the budget is finalized and we have a set commitment to the Facilities, the capital committee will meet to select items to support. Currently that is Tyler, Delaine and Bev.

7.2 Monthly 50/50

The March 50/50 Revenue report was circulated.

The jackpot winner was Kathy Hager of Kenora, she opted not to send in a photo of herself. The April draw took place on Friday. The jackpot winner was Albert Desrosier of Rainy River. A photo is scheduled for Wednesday at West End Motors after which the announcement will go out.

This was our first draw back to not having a \$40 ticket bracket.

	October 2021 (no \$40 option)	March 2022 (\$40 option)	March Hypothetical*	April 2022 (no \$40 option)
\$5	86	NA	NA	58
\$10	115	174	174	91
\$20	1364	607	1269	1062
\$40	NA	331	NA	NA
Total Bundles Sold	1565	1112	1443	1211
Total Sales \$	\$28,860	\$27,120	\$30,600	\$22,440

*if all \$40 purchases were \$20 equivalents

More tickets were actually sold in April than March, but not enough to make up the difference of not having a \$40 ticket. This means that the majority of those people that were purchasing the \$40 ticket, opted for purchasing one \$20 ticket as opposed to still spending \$40. This is telling in that people are more likely to spend more if the option is clearly in front of them. This resulted in a smaller jackpot than we are used to seeing.

Having said all that, our contract with Ascend expires on May 31st, 2022. As discussed at the previous meeting, Ascend is changing their ticket fee structure to a flat percentage of 10% as opposed to a fixed fee model that we are currently on. In speaking with our client rep, he was not able to secure our current ticket fee but has offered a fairly reasonable alternative.

When we included the \$40 ticket bracket, we were charged just under 8% on ticket sales and could include ONLY the \$10, \$20 and \$40 ticket bundles. Without it, we are charged just over 6% and can include ONLY the \$5, \$10 and \$20 ticket bundles. (If all 4 price brackets were included the fees would be \$1.75 per ticket bundle).

Ascend is willing to extend the contract at 7% (as opposed to the 10% charged to new clients) and would not have limitations on the number of price brackets that can be sold at one time. The price breakdown for the 4 brackets that we have been using would become:

\$5 = \$0.35
 \$10 = \$0.70
 \$20 = \$1.40
 \$40 = \$2.80

For comparison:

	October 2021 No \$40 option	March 2022 \$40 option	March Hypothetical*	April 2022 No \$40 option
Ticket Bundles Sold	1565	1112	1443	1211
Ascend Fee paid	\$1,768.45	\$2,413.12	\$1,630.59	\$1,368.43
Ascend Fee based on 7%	\$2,282.83	\$2,145.19	\$2,420.46	\$1,810.60

*if all \$40 purchases were \$20 equivalents

Regardless, fees will go up compared to when we are paying \$1 per bundle. However, if the \$40 option is re-implemented the fees will actually go down from what we were paying when we were previously offering a \$40 option.

A discussion was held about how Dryden's jackpot is so large. Allison has tried reaching out to the Foundation Director there before to see what he is doing to market it but he was not very receptive to offer advice. She will try again.

Allison looked into alternate online raffle service providers. There are 2 other providers that are approved by the AGCO that meet our needs (online and offline sales, and the use of a random number generator). Neither have much of an online presence, and without filling out a form to request a quote, no other information could be obtained. If we choose to change service providers, we would have to file an application to cancel our current lottery licence, sign a contract with a new provider and apply for a new lottery licence. This process could take up to 2 months, during which time no raffles would be held.

Based on this information, it is Allison's suggestion that we move forward with extending out new contract with Ascend at the 7% flat rate. In addition, an application should be filed for a change of rules to the AGCO to re-implement the \$40 ticket bracket keeping while still including the \$5 option. The \$40 ticket would be available for the June draw if AGCO approval is granted in time.

It was decided to move forward with Ascend and re add in the \$40 option.

7.3 2022/2023 Budget

Allison has not received the draft budget back from finance yet.
A line has been added to the budget to account for spending of reserve funds.

8. New Business

8.1 Reserve Funds Policy

Review Yearly Historical Revenue & Expense report

The Foundation has always had a healthy reserve fund (cash in bank at the end of a fiscal year). Over the past few years, this fund has begun to decline due to the transfer that is made to the facilities being more than the surplus of funds available after expenses in a fiscal year.

To mitigate risk and ensure that there are funds available should a major purchase arise, the Foundation should have a Reserve Fund policy in place. Some things that could be included on it:

- outline a dollar amount that must remain in the funds – this could be a fluid figure based on previous years expenses, or a set dollar amount
- indicate a cap on the number of consecutive years that funds are pulled from the reserve
- allow for board discretion to be used in the event of a large purchase

Having a policy will also help in the decision of determining the budget line for Foundation Approved Purchases (transfer to Facilities) and will allow the Foundation to let the Facilities know in advance of their capital process approximately what the contribution will be.

Paul will be involved in drafting the policy. He will do some research as to how other reserve fund policies have been drafted.

8.2 Rainy River Ultrasound

A situation has arose that board members should be aware of in case you receive any inquires about it.

We had an individual speak with Kim Jo to express his frustration with the Foundation saying how terrible it was that the Foundation was not looking after Rainy River. Upon speaking with him further, she found out that someone had approached the Rainy River Lion's club with a request for financial support to purchase a new ultrasound machine for Rainy River.

Firstly, thank you to Kim Jo for responding to his concerns in a professional manner. She explained the capital procedure to him and assured him that the Foundation does support Rainy River and that all funds donated to the RR Fund are used only there.

Allison looked into this further to try to determine where the ask came from in order to get on top of it since it reflects poorly on the Foundation. It was determined that the ultrasound in RR was just purchased in 2018 and is not due for replacement until 2028. DI management did not give any indication as to where the ask came from, so a call was made to the DI staff in RR to see if they had any insight.

It was determined that the DI staff in RR would like a new ultrasound with advanced capabilities, but as it is not a high priority purchase it is not on the capital list. DI management made the staff aware of a grant program that the Lions Club has in which they will pay for 50% of a project if the other half can be raised locally, and encouraged the staff to write a letter to the local Lions Club to see if they would get involved. This is obviously an overstep and does not follow the capital procedure that has been laid out by the Facilities.

Allison reached out to the individual who brought their concerns forward to attempt to mend relations. After unsuccessfully being able to reach him via telephone, she sent an email explaining the situation, reiterating what Kim Jo had said and giving some more information as to the need of an ultrasound and why the Foundation was not able to support it. Their response was short but understanding.

The press release for the donor wall had not yet gone out, so an addition was made to it that explains what happens to donor funds and how equipment is selected to support.

Allison also spoke with Henry so that the Facilities was aware of what had occurred. He has expressed his apologies on behalf of Riverside and has assured us that senior leadership is dealing with it directly.

8.3 Touch2Play – Possible Third Party Fundraiser

A local individual, Jason Rose, approached the Foundation wishing to run a third party fundraiser to purchase Touch2Play devices for long term care. These are tablets that host a variety of games that provide entertainment and engage minds. The tablets do not require wifi or passwords, are easy to clean and sanitize and require little attention from staff.

Activation staff at Rainycrest had a similar item on their capital wish list, but it wasn't

approved due to other high need equipment being a priority. They have taken a look at these tablets and feel they would be beneficial. Senior leadership has given the go ahead to purchase these items should the funds be raised through this third party fundraiser.

Depending on the unit and accessories they run between \$4,500-\$6,200 each. Jason is hopeful that he can raise enough to purchase 2 for Rainycrest and 1 for Emo. Allison would work with him to set up a GoFundMe page that is linked directly to the Foundation and allow for donations to be made direct to the office. In addition, an agreement would be put in place to indicate what would happen to the funds should the goal not be achieved.

IT was,
MOVED BY: Tyler Cousineau SECONDED BY: Kim Jo Bliss
THAT a third party fundraiser to raise funds for the purchase of Touch2Play devices for Rainycrest (2) and Emo (1) term care be allowed to move forward with a caveat that the Foundation control the funds.

CARRIED.

Henry expressed concern that not all LTC would benefit from this i.e. Rainy River is not included in Jason's proposal. Allison suggests that should he be successful in raising funds for tables in both Rainycrest and Emo that the Foundation purchase an additional unit for Rainy River.

IT was,
MOVED BY: Bev Langner SECONDED BY: Susan Irvine
THAT should the Touch2Play fundraiser be successful in raising funds to purchase tablets for Rainycrest and Emo, that the Foundation purchase an additional unit for Rainy River.

CARRIED.

8.4 Other

None.

9. Standing Reports

9.1 Physician Recruitment and Retention Report

No report

9.2 Special Event Committee Report

No report

9.3 Hospital Auxiliaries Update

Bev reported that they held a meeting and their strawberry social has been rescheduled to May 18th from 2-4 at the Rainy River Legion. They had 2 new members join their last meeting.

Susan reported that Tammy was scheduled to attend their last meeting but wasn't able to attend. They are waiting on the approved capital list so that they can start distributing

Delaine asked Allison to reach out to Hammonds to see if they would be interested in partnering with the Foundation on a gift certificate program. We attempted this last year but timing was not good. Allison has been playing phone tag with Twyla at Hammonds, will keep attempting to get in touch with her.

It was, MOVED BY: Kim Jo Bliss THAT the Foundation Director Update be accepted. CARRIED.	SECONDED BY:	Susan Irvine
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9.5 Finance Report

No finance reports were received.

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

None

10. Next Meeting

Next Meeting Date: May 30th, 2022 at 11:30 a.m. LVGH Ground Floor Meeting Room

11. Adjournment

It was, MOVED BY: Bill Gusuulak THAT the meeting be adjourned at 1:35p.m. CARRIED.

Paul Brunetta (Chair)

/ac

17/05/2022



Auxiliary Report – May 2022

Emo

No Report.

La Verendrye General Hospital

See Attached.

Rainycrest

No Report.

Rainy River

See Attached.

Added Note: We are holding our Strawberry Social May 18, 2022 from 2 – 4 p.m. at the Legion. This is our first Social since 2019. One of our new male members loves gardening and volunteered to do the planters and flowers around the hospital. Like most other organizations, we were slowed down by COVID but have begun having monthly meetings again as of March 2022.

LaVerendrye General Hospital

Executive Minutes

Tuesday May 3rd 2022

The meeting was called to order at 1:30 pm

Attendance: Irene Laing, Marnie Cummings, Linda Plumridge, Linda Booth, Donna Penney, Marianne Kitzul, Diane Glowasky, Jan Beazley, Brenda Cox, Cindy Noble and Allison Cox

Regrets: Judy Webster and Margie Gibson.

Auxiliary Pledge: was read by Irene

Conflict of interest: None declared

Approval of Agenda: AGM added to new business

Minutes of Previous Meeting: Accepted as distributed

Treasurer's Report:

A motion was made by Linda Plumridge and seconded by Jan Beazley for the Auxiliary to acquire a Donations Program Software to keep track of donations and print receipts and letters .

Correspondence: A thank you from the Foundation for our donation to the Picture This Campaign

Director's Reports:

Gift Shop: The Debit Machine is here but the shop has been closed due to an outbreak of Covid in the hospital, we have more volunteers starting and new merchandise and pop-up shops

Communications: No Report

Membership: 1 additional member has paid their dues, the Quarter Century Club will be honored with a supper in June, new members to this club are Jean Church and Eva Thornton with June Keddie reaching 30 years

Patient Services: Judy reports that there were baby kits upstairs but she made up more as the Nursing Supervisor reported that they were expecting 27 babies in May.

Historian: No Report

Social: Diane reported on our that our Staff Appreciation was a go for May 17th or 18th and the AGM Luncheon is coming along for June 13th.

Lobby Lottery: Marianne reported that we are ready to sell 50/50 tickets at Rockin for a Reason and at the Strawberry Social.

Sick/Visiting: Donna sent out one Get Well card to Rita Bagacki

Unfinished Business:

Insurance and Liability: Irene has received the report that any Bona Fide volunteer will be covered for any accidents etc.

Rockin for a Reason: This event will be held on May 13th and 14th , Irene will call everybody to do their stint in the rocking chair or be a hostess.

Recognition for 50 year Members: We talked about a special framed acknowledgement to be hung on the Tuck Shop wall with the names of all who volunteered for 50 years.

Adjournment: 3:22 pm

Irene Laing : President

Cindy Noble: Secretary

Rainy River Hospital Auxiliary

Minutes of Meeting

May 4, 2022

Elsie called the meeting to order at 1:30 p.m. and the Auxiliary prayer was read.

There were fifteen members present: Donna McDonald, Elsie Gerula, Nancy Schaak, Jeannette Armstrong, Marlene McNally, Bev Langner, Ida Maryniuk, Carol Pratt, Rosemary Laevens, Eleanor Wiersema, Helen Kellner, Melanie Murray, Dawn Murray, Georgina Murray and Lou Ricci.

Minutes of the Last Meeting

The minutes of the last meeting were read by Donna. There were no errors or omissions.

Motion: Donna moved that the minutes be accepted as read. Seconded by Dawn. Carried.

Financial Reports:

Treasurer's Report:

Donna reviewed the Treasurer's Report for April. The

General Account Closing Balance for March was \$17,709.03.

Lottery Account Closing Balance for March was \$197.34.

Motion: Donna moved that her report be accepted as presented. Seconded by Bev. Carried.

HELPP Report:

Nancy reported that the HELPP tickets we sell are no longer being made. She selected another charity-based ticket line called Super Nevada and has ordered a box of them. The box contains the same number of winning tickets as the HELPP boxes did but the payout amounts are slightly different. Nancy also reported that she was able to find the credit interest for her account online prior to our meetings and can therefore now provide the previous month's balance accurately instead of reporting it a month later. Nancy provided a summary of the HELPP account opening and closing balances for the first four months of 2022 as follows;

January	Opening Bal \$2,804.10. Paid Bursary of \$1,000.00, Credit Interest of \$0.11. Closing Balance \$1804.21
February	Opening Bal \$1804.21. Credit Interest of \$0.07. Closing Balance \$1804.28
March	Opening Balance \$1804.28. Credit Interest of \$0.08. Closing Balance \$1,804.36
April	Opening Bal \$1,804.36. Paid \$22.30 for Lottery Licence, Credit Interest of \$0.07 Closing Balance \$1,782.13.

Motion: Nancy moved that her report be accepted as presented. Seconded by Ida. Carried.

Tuck Shop Report:

Elsie reported that the Tuck Shop GIC had matured and the draft received from the CIBC bank. The GIC maturity amount was \$5,514.51 and this has been deposited into the Tuck Shop Account. The closing balance for April was \$6,257.18.

***Motion:** Elsie moved that the GIC amount of \$5,514.51 be transferred from the Tuck Shop Account (4124306) to the General Account (4141619) and be used to pay off our pledge to the Picture This Campaign. Seconded by Bev. Carried.*

***Motion:** Elsie moved that her report be accepted as presented. Seconded by Donna. Carried.*

Committee Reports:

Foundation Report:

Bev noted that the Foundation meeting this month was the first in-person meeting since Covid began. She also reported that her husband, Bill, won \$500.00 in the early bird draw and another Rainy River resident, Ab Derocher, won the 50-50 draw and took home \$11,000.00 from the April Foundation 50-50 draw. She therefore encouraged all of us to buy tickets.

Emo and La Verendrye auxiliaries currently have no presidents and are trying to decide what to do. The Emo Auxiliary will hold their Strawberry Social on June 10, 2022, around the time staff appreciation days are usually held.

There has been no press release yet on the probe for the cat scanner as the head of the DI department is currently on leave of absence. Bev noted that 15 to 20 people per year from the region are sent to Thunder Bay for the type of assessment that this probe could provide. They would be able to remain in the district to have this procedure done if the probe was purchased.

***Motion:** Bev moved that her report be accepted as presented. Seconded by Lou. Carried.*

Membership Report:

Eleanor reported that Beaty Nault has rejoined the auxiliary and gave her membership money to Donna to deposit. Even though we collect memberships only at the Christmas Bazaar, Eleanor said she will bring her membership cards to the Strawberry Social in case anyone else wishes to pay for 2022.

Carol Pratt and Myrna Armstrong were suggested as members who have put in 25 years or more of continuous service. Eleanor said she would check the membership records to determine this. Donna reported that she had found an envelope of old membership records among some auxiliary papers she was sorting through and will make sure that Eleanor receives it.

***Action:** Eleanor moved that her report be accepted as read. Seconded by Dawn. Carried.*

Sick and Visiting Report:

Ida had nothing to report since our last meeting.

Business Arising from the Minutes / Unfinished Business and Action Items

The Action Items from the April minutes were reviewed for completion. Two outstanding items remain:

- inviting Ruth, the Activity Co-ordinator, and the Riverside CEO to our June meeting
- providing specifics and measurements to the Fix It Club for Elsie's mailbox idea

Decisions Regarding Action Items:

- Elsie will invite Ruth and Henry (Riverside CEO) to our June meeting.
- Elsie will work on getting the requested information to the Fix It Club by September of 2022.

A suggestion was made that we sell the aviary cabinet if the hospital does not find anyone to care for the birds and they are relocated. Jeannette pointed out that the Activity Room would gain much needed space if the cabinet was gone. If someone is found to care for the birds, it was agreed by consensus that the auxiliary would continue to pay for the necessary supplies.

No applications for the \$1,000.00 bursary have been received to date.

Further discussion regarding the Strawberry Social was held and the following was noted:

- Irene can sit at the entry door with Cammie and Eleanor will confirm with Cammie
- Carol volunteered to let people drop off items for the penny table at her home
- Joyce was absent but is assumed to have selected a door prize
- Georgina is unable to attend and cannot serve, so Melanie volunteered to serve in her place
- Georgina offered to bring a package for the draw table of her own design
- Penny table and draw table workers suggested were Myrna, Dawn, Marlene, Bev and Pat Acree. Bev will check with Pat to confirm
- Marlene will ensure that Barb will unlock the Legion doors for us at 10:00 a.m. on set up day
- Donna offered to check with Beaver Mills and Colors for donations.

Correspondence

Donna reported that we received a beautiful card from Carmen Gill thanking us for the bursary money we gave her.

Donna also noted that we received a personally signed thank you card and 2 pins from the Picture This campaign organizers.

New Business

It was suggested that the auxiliary make a donation to the Evangelical Covenant Church at Christmas time for the use of the building for our meetings. The amount will be decided at that time.

FYI - Donna noted that she has asked about the cost of having new cheques printed for the General Account as we have about 50 remaining. The cost for 250 cheques will be approximately \$235.00, or almost \$1.00 per cheque.

A question was raised wondering if the auxiliary sends thank you cards or some other acknowledgement to donors. Bev suggested that we give them receipts as well, even without our own charitable organization number. Neither one of these things is currently being done.

Action Item: *Nancy and Donna will look into having thank you cards printed. Donna will purchase a proper receipt book.*

Action Item; Donna promised to make a concerted effort to apply for a charitable organization number following the Strawberry Social.

Elsie thanked everyone for all the hard work they do for the auxiliary.

Date of next meeting: June 1, 2022, at 1:30 p.m. at the Evangelical Covenant Church.

Lou moved that the meeting be adjourned. Meeting adjourned at 2:37 p.m.