

BOARD OF DIRECTORS MEETING

OPEN SESSION

Thursday, March 25, 2021

5:30 pm – La Verendrye General Hospital / GoToMeeting

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 – February 25, 2021 * 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 – No Report 2.4 Audit & Resources Committee Report – D. Robinson * Pg 10 2.5 Quality Safety Risk Committee Report – S. Weir * Pg 13 2.6 Riverside Foundation for Health Care Report * Pg 15 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: April 29, 2021 | |
| 11. | Termination | |

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



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

Thursday March 25, 2021

| | | |
|-----|------------------------------|--|
| 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: February 25, 2021

Time of Meeting: 5:30 pm

Location of Meeting: La Verendrye General Hospital – Board Room/GoToMeeting

PRESENT: H. Gauthier* D. Robinson* J. Ogden* B. Norton*
K. Lampi* Dr. K. Eltawil* C. Steiner* J. Begg *
*via OTN/teleconference/GoToMeeting

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

REGRETS: Dr. V. Patel, S. Weir

GUEST: J. Cousineau*

1. CALL TO ORDER:

J. Ogden called the meeting to order at 5:32 pm. B.Booth recorded the minutes of this meeting. J. Ogden read the Indigenous Acknowledgment and K. Lampi read the Mission Statement. Joanne welcomed everyone and reminded all of the GoToMeeting etiquette.

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:

ADD: 6.1 Rainycrest Inspection

It was,

MOVED BY: D. Robinson

SECONDED BY: J. Begg

THAT the Board approves the Agenda as amended.

CARRIED.

4. Patient / Resident Safety Moment

Julie L. shared a patient safety moment regarding substance abuse and intravenous drug use. She shared patients with long standing addiction issues are often admitted to the hospital with severe infections that require long term antibiotic therapy. Difficulties are encountered when a site cannot be found to administer the antibiotics; this results in the need to insert a PICC line. Nurses uphold certain ethics and principles within the nursing profession. They have a duty to protect the patient's safety and not cause injury to the patient. Julie discussed the ethical dilemma Health Care Professionals are placed in when dealing with this type of scenario. RHC has developed Behaviour Care plans, has developed a Harm Reduction Team and has a good partnership with the Northwestern Health Unit. RHC continues to offer all supports to Mental Health and Addiction patients such as counselling, detox, rehabilitation, crisis response, and our Health System Navigator. Julie acknowledged there is a lot of work that needs to be done to address substance abuse issues.

5. BUSINESS ARISING:

There was no business arising.

6. NEW BUSINESS:

There was no new business.

6.1 Rainycrest Inspection

Julie L. shared the Ministry of Health arrived at Rainycrest LTC last week to conduct an inspection and look at the critical incident system (CIS). We are early in the process and we expect the Ministry will be here for approximately 2 weeks.

7. OPPORTUNITY FOR PUBLIC PARTICIPATION

There was no public participation.

8. MOVE TO IN-CAMERA:

It was,

MOVED BY: D. Robinson

SECONDED BY: B. Norton

THAT the Board go in-camera at 5:41 pm.

CARRIED.

9. OTHER MOTIONS/BUSINESS:

There was no other motions/business.

10. DATE AND LOCATION OF NEXT MEETING:

March 25, 2021

11. TERMINATION:

It was,

MOVED BY: B. Norton

THAT the meeting be terminated at 7:37 pm.

CARRIED.

Chair

Secretary/Treasurer

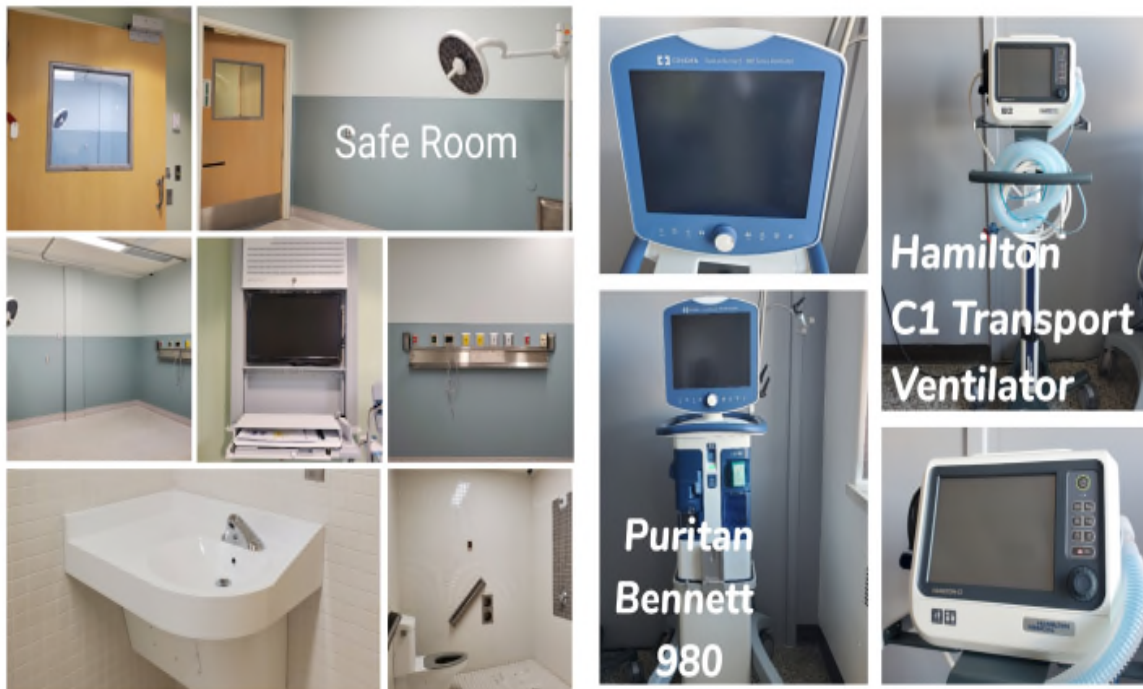


Board Chair, Chief of Staff & Senior Leadership Report – March 2021 Open Session

Strategic Pillars & Directions

Quality

- **Rainycrest COVID-19 Outbreak**
Rainycrest declared a COVID-19 outbreak on February 27, 2021 when two staff members tested positive through surveillance testing. These staff members were asymptomatic and subsequent testing was negative leading to the outbreak being declared over just two days later on March 1, 2021.
- **Rainycrest Ministry Inspection**
Ministry of Long Term Care inspectors were onsite at Rainycrest February 22-26 and March 1-3, 2021. The purpose of the inspection was to follow up on compliance orders due November 30, 2020 and to conduct a critical incident inquiry. The inspection also included an Infection Prevention and Control (IPAC) practice review. The reports have been received, publicly posted in the Home, and copies provided to the Resident and Family Councils. The two outstanding compliance orders were cleared with no new compliance orders issued. In follow up to the critical incident inquiry, there were 3 written notifications (WN) and 3 Voluntary Plan of Correction (VPC) issues cited. Rainycrest is preparing to address the WN's and VPC's outstanding.
- **Emergency Staff Mental Health Education**
On March 17, 2021 education was provided to emergency nursing staff, with a focus on our crisis response process and mental health sensitivity training. Three sessions were hosted by our Mental Health representatives, Lisa Belluz and Marty Nelson and future sessions are being planned.
- **LaVerendrye Emergency Safe Space**
Engineering, in conjunction with the clinical leadership, completed renovations of the safe space to support patients visiting our ER (see pictures below).
- **New Ventilators**
Our two new ventilators are now in service at LaVerendrye General Hospital bringing our total to 5, plus 2 anesthesia machines across RHC (see pictures below).



- **COVID-19 Onsite Testing**
The Biofire Torch in the laboratory is now equipped with a 2nd module allowing us to conduct two tests at the same time. Each testing cycle is 45 minutes in duration. An additional two modules, bringing our total to four, have been received courtesy of Ontario Health North (OHN). The two additional modules require validation prior to use; however, once validation occurs we will have the capacity to conduct four tests at the same time every 45 minutes.

Board Chair, Chief of Staff & Senior Leadership Report – March 2021 Open Session

- **Rapid Antigen Testing**
All long term care homes were mandated by the Ministry to transition to point-of-care testing for staff, students, volunteers, caregivers, support workers, and general visitors. Riverside long term care sites implemented this testing on March 1, 2021 for caregivers and general visitors and on March 8, 2021 for staff and support workers.
- **Patient Satisfaction Surveys**
We are advocating for an increase in patient satisfaction survey responses to gain greater insight into patient experience. Bar codes have been posted by each bed and stretcher to increase accessibility to surveys. In addition, redundancy has been eliminated from our post discharge phone calls to all admitted patients.
- **BDO Interim Audit**
BDO Dunwoody in Fort Frances conducted the Interim Audit at RHC on March 9-10, 2021. No significant findings were identified for management.

Organizational Health

- **Riverside Clothing Store**
Our Team Riverside store will launch in the next few weeks; a further delay was required as we were required to move to a new store web host. Each staff member will receive a staff discount of \$25 on their first purchase, and although the store will only start with 4-6 items, there will be new merchandise added regularly (month intervals).
- **Text Em All**
Our new 'Text Em All' communication system purchased to replace our manual and bulky call-in process has been implemented. This tool is available for mass messaging as well. On March 9, 2021 a communication was sent out to encourage staff to complete their vaccine consent at LaVerendrye General hospital. 258 of 267 texts were successfully delivered and of the 34 automated phone messages there were 12 live answered and 24 requiring a voice message to be left. Previously this tool has been utilized at the Health Centre's in Rainy River and Emo; Emo's test response rate was 70%. A test is scheduled at Rainycrest the week of March 22, 2021. It has been quite evident that Text Em All is considerably more efficient and effective in our RHC work force than our previous process was.
- **Data Backup**
RHC has successfully implemented a 3rd party backup solution called DATTO that provides for a redundant offsite backup and disaster recovery solution for all of our servers located across the district. The DATTO solution allows us to backup as frequently as desired, and is fully active for all our servers. The team is testing the disaster recovery component of this solution in the near future. DATTO provides for offsite cloud based storage that is redundant and stored in different city locations.
- **COVID-19 Day of Observance**
RHC acknowledged March 11, 2021 as a "COVID-19 Day of Observance" through the #RememberToPause initiative that encourages us to reflect on the first anniversary of COVID-19. March 11, 2020 was the date the World Health Organization announced COVID-19 as a global pandemic.
- **COVID-19 Testing**
The laboratory staff celebrated reaching the milestone of 20,000 processed swabs with COVID cupcakes. Senior leadership, Director of Quality, Safety, & Risk, Director of Diagnostics & Therapeutics, and Staff Health visited the laboratory to acknowledge and recognize the efforts of our lab staff. During our visit, the lab staff provided a demonstration of our Biofire COVID-19 test system.
- **Human Resource Information System (HRIS)**
The new Logibec payroll and human resource systems will go-live at RHC on March 26, 2021. The new system shifts our payroll department from delivering physical pay stubs to staff accessing their information via an online employee portal. Scheduling will be the next phase of the HRIS project, and along with new reporting systems, will provide for the most significant positive impact the HRIS will have on our operations.
- **Emergency Trauma Room**
A dual negative pressure system that can easily be turned on or off has been ordered for the LaVerendrye General Hospital. This new system will provide for 20 air exchanges per hour. Engagement occurred with the Medical Advisory Committee in advance of this purchase. Should shipping timelines remain constant, it is anticipated the negative pressure system will be installed by May 7, 2021.
- **Long Term Care Licensing**
Rainy River Health Centre's license for its 21 LTC ELDCAP beds expires June 23, 2024. The Ministry is proposing to issue a new license for 10 years, subject to successfully completing a licensing review. The renewal process includes a kick off meeting (complete), acknowledgement letter (awaiting), licensee submission, ministry review, public consultation, and licensing review completion. The Emo Health Centre license expires in 2026 so any engagement from the Ministry regarding renewal is anticipated to occur in approximately two years.

Board Chair, Chief of Staff & Senior Leadership Report – March 2021 Open Session

- **Emergency Department**
Dr. Patel has been appointed by the physician group as the new Medical Director of the emergency department alternate funding agreement. The physicians have also appointed Todd Hamilton as the designated physician representative of the group. Todd will be providing support to the group for emergency department physician scheduling.
- **Emergency C- Section coverage**
Dr. Jenks and Dr. Eltwil had a meeting with Cheryl Buck, Manager of Emergency Department Locum Program (EDLP) & Northern Specialist Locum Programs (NSLP) at Ontario Health (Health Force Ontario) to outline the current barriers to providing emergency C-section coverage when Dr. Jenks is out of town. Cheryl was understanding of our challenging situation, and promised exceptional funding to allow the gynecologists from Thunder Bay to assist with locum C-section coverage at LaVerendrye General Hospital. As per request by Ontario Health, our CEO submitted a letter of support.

Partnerships

- **Home and Community Nursing**
We have completed an overflow agreement with Home & Community Care (HCC) to provide community nursing services. This agreement is intended to support overflow volumes that the HCC program is unable to address with their existing provider. Our first referral was accepted on March 1, 2021. To date, we have met the service requirements of the four referrals the program has received. The referrals include wound care, catheter care, and intravenous (IV) antibiotic therapy, and one referral is for long term IV antibiotic treatment over a 12 week period.
- **Regional Mental Health Assessment Team**
Regional Mental Health Assessment Team (RMHAT) has supported 15 referrals since January 18, 2021. Of these cases, eight have resulted in transfers to Schedule 1 facilities and seven have been managed locally. The RMHAT program only remains funded through March 31, 2021. As strong advocates of this program, we are hopeful a further extension will be granted.
- **Northwestern Health Unit (NWHU)**
 - Our team continues to work with the NWHU to distribute and deliver vaccinations to our residents, caregivers, staff and physicians.
 - The NWHU also provides Third Party oversight on infection prevention and control assessments related to COVID-19 outbreak operating procedures at Rainycrest.
 - RHC has agreed to provide a space at LaVerendrye General Hospital as a last resort should the NWHU require a location, with health service availability, to mandate a non-compliant, COVID-19 positive community member remain until they have completed their isolation period. Any required security would be provided through the NWHU.
- **Ontario Health Team**
OHT leadership across our district is participating in the ADVANCE Program – Accountability, Shared Leadership and Governance through the University Of Toronto Dalla Lana School Of Public Health. Shanna Weir of GHAC and Henry Gauthier of Riverside are also attending the ADVANCE Coaching Academy. Both programs are intended to support advancement of our OHT.
- **Helipad**
RHC received a report outlining three helipad options for our LaVerendrye General Hospital in Fort Frances this past summer. Since that time, we altered our direction and a new report with two more appropriate alternatives was prepared and submitted to the Ministry's Emergency Health Services division. A meeting is scheduled with the Ministry on March 26, 2021 to discuss next steps.
- **Regional Digital Health Council**
Carla Larson, Chief Financial Officer is our organization's representative on the Regional Digital Health Council that will lead replacement of our Hospital Information System, along with other health care technology based priorities.
- **Indigenous Cultural Safety Training**
RHC will be purchasing the online e-learning course "Understanding the Indigenous People's Story in Canada" and requiring all staff complete this program via the Anokiigamig eLearning platform. The program's development and participants are of Anishinaabe descent and from across the Rainy River District. This online training tool will be a building block in our sensitivity and competency training programs for those we serve. This training is also being considered by our OHT partners.
- **Home & Community Care**
On March 17, 2021 the Minister of Health, issued transfer orders under the Connecting Care Act, 2019, transferring the Trillium Gift of Life Network (TGLN) and non-patient care functions from the Local Health Integration Networks (LHINs) to Ontario Health. The transfers will take effect on April 1, 2021. The Connecting Care Act, 2019 creates the framework for health system transformation in Ontario, including the integration of more than 20 health care agencies into Ontario Health. Ontario health will focus on non-patient care functions involving health system planning and funding going forward.

**Board Chair, Chief of Staff & Senior Leadership Report – March 2021
Open Session**

On February 25, 2020, the government announced its plan to modernize the delivery of home and community care as part of an integrated health care system, through Ontario Health Teams. At the onset of the pandemic, the province paused the planned transfer, but Ontario is now resuming this process in order to break down barriers and allow for seamless service coordination. To support the transition, effective April 1, 2021, the LHIN will begin operating as Home and Community Care Support Services. Home and Community Care Support Services' focus on direct service delivery will be separate from the role of Ontario Health.

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 – March 2021

2.4.1 Financial Report – February 2021 *



Operating Revenue & Expense Summary April 1, 2020 to February 28, 2021

| | | 2020/2021 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 | \$26,661,629 | \$24,439,827 | \$24,525,230 | \$85,403 | 0.35% |
| Other Funding (19*) - Bundled Care, Hospice, Oncology Drug Reimbursement | A-2 | \$1,624,458 | \$1,489,087 | \$5,283,507 | \$3,794,421 | 254.82% |
| LHIN - One Time Funding | A-3 | \$0 | \$0 | \$0 | \$0 | 0% |
| MOHLTC - One Time Funding | A-4 | \$222,275 | \$203,752 | \$203,750 | (\$2) | 0.00% |
| Other Revenue MOHLTC - HOCC | A-5 | \$488,505 | \$447,796 | \$466,000 | \$18,204 | 4.07% |
| Paymaster | A-6 | \$0 | \$0 | \$0 | \$0 | 0% |
| Cancer Care Ontario | A-7 | \$21,563 | \$19,766 | \$8,792 | (\$10,974) | -55.52% |
| Recoveries & Miscellaneous | A-8 | \$1,485,678 | \$1,361,872 | \$1,558,870 | \$196,998 | 14.47% |
| Amortization of Grants/Donations Equipment | A-9 | \$270,000 | \$247,500 | \$253,286 | \$5,786 | 2.34% |
| OHIP Revenue & Patient Revenue from Other Payors | A-10 | \$1,725,505 | \$1,581,713 | \$1,259,276 | (\$322,437) | -20.39% |
| Differential & Copayment | A-11 | \$970,001 | \$889,168 | \$905,052 | \$15,884 | 1.79% |
| TOTAL REVENUE | A-12 | \$33,469,614 | \$30,680,480 | \$34,463,762 | \$3,783,283 | 12.33% |
| | | | | | | |
| Compensation - Salaries & Wages | A-13 | \$18,775,421 | \$17,180,796 | \$18,968,920 | \$1,788,124 | 10.41% |
| Benefit Contributions | A-14 | \$5,081,817 | \$4,650,211 | \$4,825,538 | \$175,327 | 3.77% |
| Future Benefits | A-15 | \$163,200 | \$149,600 | \$155,910 | \$6,310 | 4.22% |
| Medical Staff Remuneration | A-16 | \$1,518,000 | \$1,391,500 | \$1,373,130 | (\$18,370) | -1.32% |
| Nurse Practitioner Remuneration | A-17 | \$122,800 | \$112,567 | \$138,171 | \$25,604 | 22.75% |
| Supplies & Other Expenses | A-18 | \$5,055,280 | \$4,634,007 | \$5,192,466 | \$558,459 | 12.05% |
| Amortization of Software Licenses & Fees | A-19 | \$34,887 | \$31,980 | \$31,979 | (\$1) | 0.00% |
| Medical/Surgical Supplies | A-20 | \$720,889 | \$660,815 | \$892,935 | \$232,120 | 35.13% |
| Drugs & Medical Gases | A-21 | \$1,340,607 | \$1,228,890 | \$1,770,678 | \$541,788 | 44.09% |
| Amortization of Equipment | A-22 | \$641,257 | \$587,819 | \$755,934 | \$168,115 | 28.60% |
| Rental/Lease of Equipment | A-23 | \$147,252 | \$134,981 | \$135,754 | \$773 | 0.57% |
| Bad Debts | A-24 | \$82,000 | \$75,167 | \$151,756 | \$76,589 | 101.89% |
| TOTAL EXPENSE | A-25 | \$33,683,410 | \$30,838,331 | \$34,393,171 | \$3,554,839 | 11.53% |
| SURPLUS/(DEFICIT) | A-26 | (\$213,796) | (\$195,980) | \$70,592 | \$266,571 | -136.02% |



Operating Revenue & Expense Summary April 1, 2020 to February 28, 2021

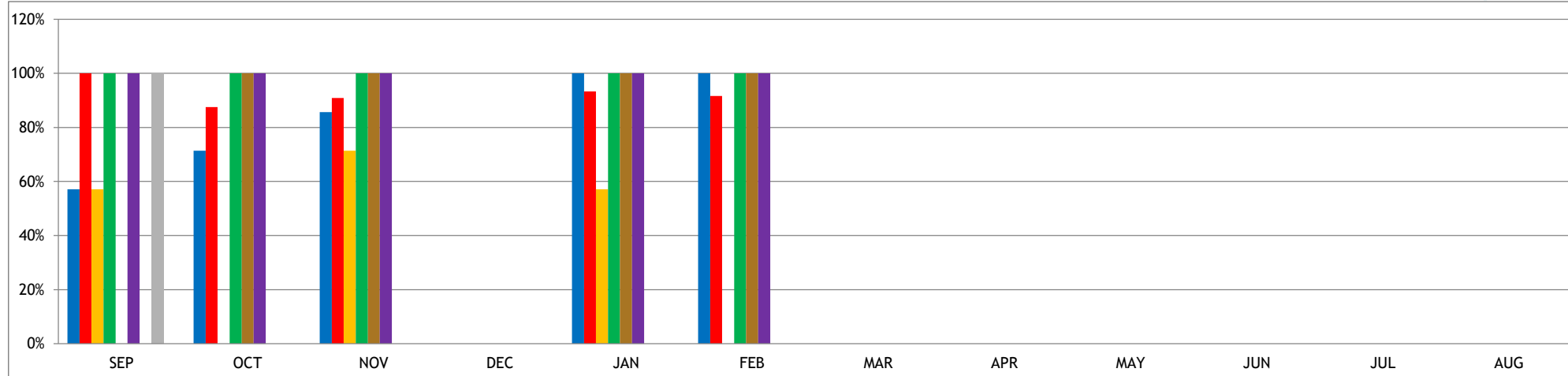
| | | 2020/2021 Annual Budget | YTD Budget | YTD Actual | YTD Actual Dollars Over(Under) YTD Budget | YTD Actual Percent Over(Under) YTD Budget |
|--|------|-------------------------|--------------|--------------|---|---|
| Fund Type 2 - LHIN Funded - Counselling & Non Profit Housing Programs Mental Health - Case Management - Housing - Addictions - Problem Gambling | | | | | | |
| TOTAL REVENUE | B-1 | \$1,560,807 | \$1,430,740 | \$1,529,923 | \$99,183 | 6.93% |
| TOTAL EXPENSE | B-2 | \$1,560,807 | \$1,430,740 | \$1,542,259 | \$111,519 | 7.79% |
| SURPLUS/(DEFICIT) - DUE To LHIN | B-3 | \$0 | \$0 | (\$12,336) | (\$12,336) | 0.00% |
| Fund Type 3 - Other Ministry/Agency Funded - Non Hospital Services Partner Assault Response - Family Violence | | | | | | |
| TOTAL REVENUE | C-1 | \$191,338 | \$175,393 | \$199,607 | \$24,214 | 13.81% |
| TOTAL EXPENSE | C-2 | \$191,338 | \$175,393 | \$183,423 | \$8,030 | 4.58% |
| SURPLUS/(DEFICIT) - DUE To Other | C-3 | \$0 | \$0 | \$16,184 | \$16,184 | 0.00% |
| Fund Type 2 - LHIN Funded - RainyCrest Community Support Services (Home Support, Assisted Living, Adult Day, Meals on Wheels) | | | | | | |
| TOTAL REVENUE | D-1 | \$1,340,836 | \$1,229,100 | \$1,367,552 | \$138,452 | 11.26% |
| TOTAL EXPENSE | D-2 | \$1,340,836 | \$1,229,100 | \$1,326,990 | \$97,890 | 7.96% |
| SURPLUS/(DEFICIT) - DUE To LHIN | D-3 | \$0 | \$0 | \$40,562 | \$40,562 | 0.00% |
| Fund Type 2 - LHIN Funded - RainyCrest Long Term Care | | | | | | |
| TOTAL REVENUE | E-1 | \$13,044,393 | \$11,957,360 | \$13,364,223 | \$1,406,863 | 11.77% |
| Compensation & Benefits | E-2 | \$10,794,697 | \$9,877,887 | \$10,516,188 | \$638,301 | 6.46% |
| Supplies | E-3 | \$1,289,047 | \$1,181,626 | \$1,208,256 | \$26,629 | 2.25% |
| Service Recipient Specific Supplies | E-4 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| Sundry | E-5 | \$675,873 | \$619,550 | \$882,333 | \$262,783 | 42.42% |
| Equipment | E-6 | \$234,600 | \$215,050 | \$316,115 | \$101,065 | 47.00% |
| Contracted Out | E-7 | \$343,883 | \$315,226 | \$202,263 | (\$112,963) | -35.84% |
| Building & Grounds | E-8 | \$26,877 | \$24,637 | \$26,445 | \$1,808 | 7.34% |
| TOTAL EXPENSE | E-9 | \$13,364,977 | \$12,233,977 | \$13,151,600 | \$917,623 | 7.50% |
| SURPLUS/(DEFICIT) including unfunded liabilities | E-10 | (\$320,584) | (\$276,617) | \$212,623 | \$489,240 | -176.87% |
| Less: Unfunded Future Benefits | E-11 | \$0 | \$0 | \$120,725 | \$120,725 | 0% |
| Less: Unfunded Amortization Expense | E-12 | \$0 | \$0 | \$35,003 | \$35,003 | 0% |
| SURPLUS/(DEFICIT) excluding unfunded liabilities | E-13 | (\$320,584) | (\$276,617) | \$368,351 | \$644,968 | -233.16% |
| Operating Surplus(Deficit) - Hospitals & Long Term Care ONLY | | | | | | |
| | | (\$534,380) | (\$472,597) | \$438,943 | | |
| Total Operating Margin - Hospitals & Long Term Care ONLY | | | | | | |
| | | -1.15% | -1.11% | 0.92% | | |



Quality, Safety, Risk Committee Report – March 2021

2.5.1 Board Quality Metrics *

BOARD OF DIRECTORS - QUALITY METRICS - 2020-2021



INDICATORS:

1. **Participation A** - # of voting board members attending board meetings monthly.
2. **Participation B** - # of voting board members attending committee meetings monthly.
3. **Reflection A** - # of completed board meeting evaluation surveys bi-monthly.
4. **Reflection B** - # of members that complete the board self-assessment questionnaire annually (June).
5. **Decision Making** - # of board decisions made by detailed briefing notes/supporting documentation done monthly.
6. **Education A** - # of education sessions at board meetings monthly.
7. **Education B** - # of board meeting agenda items related to integration, quality or strategy monthly.
8. **Composition** - # of categories in the skills based board matrix met annually (March).
9. **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 | 57% | 71% | 86% | #DIV/0! | 100% | 100% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 83% | 75% | 8% | |
| 2. Participation B | 100% | 88% | 91% | #DIV/0! | 93% | 92% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 93% | 75% | 18% | |
| 3. Reflection A | 57% | #DIV/0! | 71% | #DIV/0! | 57% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 62% | 100% | -38% | |
| 4. Reflection B | | | | | | | | | | #DIV/0! | | | #DIV/0! | 100% | #DIV/0! | |
| 5. Decision Making | 100% | 100% | 100% | #DIV/0! | 100% | 100% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 100% | 90% | 10% | |
| 6. Education A | 0% | 100% | 100% | #DIV/0! | 100% | 100% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 100% | 100% | 0% | min of 1 session/mtg |
| 7. Education B | 100% | 100% | 100% | #DIV/0! | 100% | 100% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 100% | 100% | 0% | min of 2 items/mtg |
| 8. Composition | | | | | | | #DIV/0! | | | | | | #DIV/0! | 89% | #DIV/0! | 16/18 skills met (*LOW DUE TO VACANCY) |
| 9. Compliance | 100% | | | | | | | | | | | | 100% | 90% | 10% | |

**Riverside Foundation for Health Care
Board of Directors
*Minutes of Meeting***

DATE: Monday, February 22, 2021 **TIME:** 11:30 a.m.

LOCATION: Go-To-Meeting

PRESENT:

| | |
|---------------|-----------------|
| Irene Laing | Bev Langner |
| Bill Gushulak | Allison Cox |
| Rob Georgeson | Delaine McLeod |
| Meghan Cox | Kim Jo Bliss |
| Susan Irvine | Tyler Cousineau |
| Paul Brunetta | |

1. Call to Order

Delaine McLeod called the meeting to order at 11:31 a.m. Sandra Beadle recorded the minutes of this meeting.

2. Adoption of Agenda

IT was,
 MOVED BY: Bill Gushulak SECONDED BY: Kim Jo Bliss
 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 January 25, 2021 meeting be accepted as circulated.
CARRIED.

6. Correspondence

There was no correspondence to be discussed.

7. On-going Business

7.1 Donor Walls

In working with another client, Digitality was able to secure upgraded screens at a discounted rate from their vendor and since our screens haven't been fabricated yet, they were able to offer us the same deal. The Rainy River and Emo screens will be replaced.

Original: 1x4 49" screens, total height 42.43" x total width 95.96"

Replacement: Single 98" screen, height 49.08" x width 86.29"

This will eliminate bevels, making the video wall seamless and has 4K technology as opposed to HD, so sharper pictures and much better viewing impact. These screens would normally be double the cost of what we were originally getting, but we are now receiving them at no extra cost.

We are still next in line to have our screens fabricated and barring any additional COVID related delays in Toronto and with approval from Ed, Digitality is aiming for an install of mid-April.

7.2 2020/2021 Capital Equipment Updates

The updated capital tracking was circulated via email. There aren't many new updates to report on. Leo was going to ensure that the 2 remaining Auxiliary pledges are ordered right away.

The capital committee chose to put the funds raised from the Nov-Mar 50/50 raffles towards the ultrasound machines. The entirety won't be covered by the raffles, however we can use it as a marketing tool in March to try to sell more tickets.

7.3 Monthly 50/50

Finance report for January was sent out. Despite a slow uptick on ticket sales, there was a massive boom of sales in the final few days and a profit of \$20,938.62 with an overall (Nov-Jan) profit of \$55,838.13. Moving forward, it is a safe assumption that we should make ~20K each month on the raffles.

Congratulations to Clayton Stang who was the winner of our January raffle and thank you to him for donating back to the Foundation.

February ticket sales started off the strongest yet with the prize pot growing much faster than previous months. However, since this is a shorter month we are still projecting approximately the same jackpot.

Leo is going to let Allison know once the bladder scanners have arrived so that she can do a promotional video of them. There are plans to do the same thing with the ultrasound.

7.4 Donor Database

Allison has gone ahead with hiring a programmer from ASI to brand the new website in our colours. Programming comes in 4 hour blocks, the colour branding is expected to take 1 hour so the remaining 3 can be used to finish configuring the site, which is good because Allison has ran into some roadblocks with getting certain pages set up.

The data transfer from the current database to the new one is expected to occur next week. Once complete it will take 2-3 weeks to finish configuring everything else before we can go live. We have been advised by ASI not to launch the capital campaign until the new database and site are up and running to ensure that it is all under one system. We are on schedule to do this.

7.5 CEWS (Canada Emergency Wage Summary)

The CEWS application was filed and we have received payment from the CRA for a total of \$29,292.27. Thank you to Dawn, Carla and BDO for getting this completed. Dawn will continue to apply for the upcoming months.

7.6 Capital Campaign

Our capital campaign committee is almost finalized with Meghan and Linda Hamilton signed on as co-chairs.

Co-Chairs: Meghan Cox and Linda Hamilton

Riverside Foundation Board Director:

Riverside Special Events Rep: Will be filled by Grace if Cridlands accept the Major Gift Chair role.

Riverside Executive:

Riverside Board Director Representative: Waiting for them to be confirmed at the meeting this week.

Riverside Family Representative (staff member)/DI Representative: Bernie is currently on leave and is scheduled to return March 1st. Upon his return, the DI Department is having a staff meeting to determine who will sit on the committee as the DI Rep/Riverside Family Chair. We are holding off on having a virtual kick off meeting until the DI team has determined who will be sitting on the committee.

Breast Health Rep: Liz Leishman-Fortes

Physician Representative: Dr. Jenks

First Nation Health Care Representative: Dean Bruyere

Major Gifts Committee Chair: Ask made to the Cridlands, they are giving it some thought

-subcommittee needed, chair to recruit

East Committee Chair: Hoping to have an LVGH Auxiliary member fill this, Allison will be attending the LVGH meeting on March 1st to discuss/present.

-subcommittee needed, chair to recruit

Central Committee Chair: Hoping to have an Emo Auxiliary member to fill this, Allison is waiting to hear back from Mary.

-subcommittee needed, chair to recruit

West Committee Chair: Marty Kreger

-subcommittee needed, chair to recruit

Auxiliaries Representative: Will be filled by district chairs

Communications/Public Relations committee Co-Chairs: Nicke Paddock and Tanya Cumming.

Local Artisan Committee Chair: Jolene Richart

-subcommittee needed, chair to recruit

Atikokan Committee?

-subcommittee needed, chair to recruit

Nicke and Tanya have begun to develop a communications plan and we are looking at possibly naming the campaign 'Picture This'.

We are still aiming for an April 1st soft launch.

8. New Business

8.1 Other

None

9.0 Standing Reports

9.1 Physician Recruitment and Retention Report

Meghan attended a meeting on January 28th. Todd discussed the two student in Fort Frances April, they have adjusted well.

The new physicians Dr. Trotier will arrive in July 2021. She is a GP/Anesthetist. Still in search of one more individual with the same qualifications.

Dr. Shiraz will be relocating on July 1st. The search is on for another General Surgeon.

Todd is doing his best to find someone who will fit here and until that is filled Dr. Eltawil is okay with locums filling in, with the hope of getting the right candidate that will stay long term.

There was a motion passed at the Rainy River District Municipal Meeting that 20% of the annual membership dues will go towards physician recruitment and retention. Physician recruitment and retention is on the forefront and is a priority for that committee.

We currently have a resident who hopes to locum after graduation and Todd and Dr. Ruppenstein are hoping to convince him to stay.

Todd also touched on challenges that are faced right now in terms of travel and limited flights etc. With no airport in the Falls right now to use, there is a lot of work to get locums here.

Locum Housing - 4 housing options right now with arrival of Dr. Trotier in July one will be allocated to them. Bayview Apartments may also be used for locum housing. This committee will meet again on Thursday and Meghan will update them regarding the

Capital Campaign at that meeting.

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| It was, MOVED BY: Paul Brunetta THAT the Physician Recruitment and Retention Report be accepted. CARRIED. | SECONDED BY: Tyler Cousineau |
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9.2 Special Event Committee Report

Allison said there is no report

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| It was, MOVED BY: THAT the Special Event Committee Report be accepted. CARRIED. | SECONDED BY: |
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9.3 Hospital Auxiliaries Update

Susan – reported for the Emo Auxiliary, there is not a lot to report as they haven't been able to have meetings. The Cafeteria is starting back up and running, today.

Bev – was on line but had connectivity difficulties.

No report from Rainycrest.

LVGH are in plans to reopen the Gift Shop again, they are just working on remobilizing volunteers. Housekeeping is doing a deep clean and then daily cleaning when they open.

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| It was, MOVED BY: Bill Gushulak THAT the Auxiliary updates be accepted. CARRIED | SECONDED BY: Meghan Cox |
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9.4 Foundation Director Report

With the provincial lockdown lifted Allison is back in the office every day.

Major donors (January 25 – present):

\$500 – Estate of Violet Angus – Rainycrest General Fund

\$500 – Kaemingh Fuels Ltd – Christmas Appeal

\$500 – Township of LaVallee – Xmas Appeal

Foundation in the News:

Feb 3/21 – FF Times, Press Release of January 50/50 Winner

Feb 10/21 – FF Times, Special Interest Article about the 50/50 written by Merna Emara.

There was a misprint in this stating that funds from the Labour Day 50/50 went towards a bladder scanner for the veterinary hospital as opposed to LaVerendrye General Hospital.

A retraction was printed the next day.

It was,
MOVED BY: Kim JoBliss SECONDED BY: Rob Georgeson
THAT the Foundation Director Update be accepted.
CARRIED.

9.5 Riverside Corporate Report

Tabled.

It was,
MOVED BY: SECONDED BY:
THAT the Riverside Corporate Report be accepted.
CARRIED.

9.6 Finance Report

Dawn came on to present the Finance Report. She started with the Revenue and Expense Summary by Donation Type, April 1, 2020 to January 31, 2021. She noted the CEWS shown under Other Recoveries of \$29,292 represents the 10 period of claim. This resulted in a good refund. She hopes to be able to claim one more period and maybe two; it depends on the revenue that comes into the Foundation. We have 180 days from December to file so she will send the January, February and March claim to BDO all at the same time. The BDO invoice for CEWS claim does not show yet, it will be about \$4,000.

She reviewed the Expenses noting that line A20 Fundraising Expenses looks high but it's because the 50/50 payouts show in that line. Purchases are up to date but the Ultrasound machines will show soon and that will make us over budget. There is a surplus of about \$10,000 to date. (Year to Date Actual).

Dawn then reviewed the Fund Balance Summary April 1, 2020 to January 31, 2021. There is a decrease of about \$40,000 in the General Fund Balance because all expenses hit that line (B-5) and the majority of 50/50 hit that line as well (November to present). Equipment came out of that line as well. They will move the \$24,000 from bladder scanner line to the ultra sound machine line. There was \$31,317 show on the Activation for Rainycrest due to the Christmas Appeal. All other operating funds are holding, there is not much difference between opening and closing balances. Dawn explained on the Revenue and Expense Summary that there are two separate bank accounts. (Reconciled Bank Balance and Reconciled Lottery Bank Balance).

Dawn also explained the restrictions on the Endowment working paper. Delaine asked if the interest could be transferred to general funds at the end of the year. There would have to be a board motion to movie it but Dawn suggested we leave it there because it's for a specific purpose. Endowment represents \$383,347 of main bank balance.

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| <p>IT was, MOVED BY: Meghan Cox THAT the Finance Report be accepted.</p> <p>SECONDED BY: Paul Cousineau CARRIED</p> |
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9.7 Other

None

10. Next Meeting

Next Meeting Date: March 29, 2021. This will be a virtual meeting.

11. Adjournment

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| <p>It was, MOVED BY: Bill Gushulak THAT the meeting be adjourned at 12:29 p.m. CARRIED.</p> |
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Delaine McLeod (Chair)

/sb

02/03/2021



Auxiliary Report – March 2021

Emo

The Emo Auxiliary held its March meeting on March 11, 2021. The present pledge of \$25,500 was featured in the Fort Frances Times this week. The DI Campaign was discussed with Allison Cox who was present.

La Verendrye General Hospital

See attached report.

Rainycrest

No Report.

Rainy River

No Report.

LAVRENDRYE GENERAL HOSPITAL AUXILIARY

EXECUTIVE MINUTES

MARCH 1, 2021

ATTENDANCE VIA VIRTUAL MEETING: Linda Booth, Marnie Cumming, Diane Glowasky, Brenda Cox, Susan Sieders, Jan Beazley, Holly Angus, Cindy Noble (left early), Janet Lambert and Allison Cox, Foundation Director

REGRETS: Dolores Fraser, Judy Webster, Joy Lockman, Helene Cone, Donna Penney, Lenore Cates and Margie Gibson

Meeting was called to order at 1:00 P.M. Auxiliary Pledge was not read.

AGENDA: Accepted as distributed with addition of other mail under Correspondence and Annual Fees under New Business

No conflict of interest was declared

MINUTES OF PREVIOUS MEETING: accepted as distributed with correction of Foundation Rep. to Foundation Director, and Auxiliary Chair to Auxiliary President. A small portion was added on which had not been distributed to the Executive containing the Sick and Visiting Report, Patient Services Report and Foundation Report as well as the date of the next meeting.

TREASURER'S REPORTS: Reports for December 2020 and January 2021 were accepted as distributed

CORRESPONDENCE

Included Riverside Newsletters, Christmas card from Riverside and Riverside Annual Report as well as a cheque from Riverside for Shop purchases

Thank you cards from Foundation for donation and from Tayah Badiuk for Bursary

Invoices from Webb's and Old Dutch received and will be dealt with by Treasurer

Confirmation of membership to Volunteer Canada. They will be working on Volunteering in Health Care

Foundation Campaign information

NEW BUSINESS:

FOUNDATION CAMPAIGN FOR 2021-22 – Allison Cox, Director gave a presentation on this new campaign.

NEW EXECUTIVE MEMBERS: President Linda welcomed Jan Beazley (Shop Manger), Susan Sieders (Shop Manager) and Holly Angus (Aux. Foundation Rep.). Installation of these new Executive Members as well as Brenda Cox (Member at Large) will take place when we are able to attend in person.

HIGH SCHOOL BURSARIES FOR 2021: Request received from FFHS regarding Auxiliary Bursaries for this graduation year.

MOTION: LVGHA WILL PROVIDE TWO BURSARIES VALUED AT \$1000 EACH TO TWO FORT FRANCES HIGH SCHOOL 2021 GRADUATING STUDENTS WHO ARE PERSUING A CAREER IN THE HEALTH CARE FIELD AND MEET AUXILIARY REQUIREMENTS.

MOVED BY: MARNIE CUMMING

SECONDED BY: HOLLY ANGUS

CARRIED

STAFF APPRECIATION COFFEE BREAK: Diane Glowasky is looking into novel ways to provide the Annual Staff Appreciation Coffee Break. Brenda Cox will assist. Allison Cox has agreed to act as liaison between LaVerendrye and the Auxiliary. Date will be March 17.

ANNUAL FEES: Discussion regarding increasing annual fees. Linda Booth will discuss with Dolores Fraser, Treasurer and bring recommendations to next meeting.

OLD BUSINESS:

NOMINATING COMMITTEE: Email has been sent to present executive requesting confirmation regarding maintaining present positions for next year. **Please advise Judy Webster as soon as possible.** Known Auxiliary vacancies include Vice-President, Treasurer, and Secretary for this upcoming year.

DIRECTOR AND COMMITTEE REPORT

MEMBERSHIP/PHONING/EMAIL - At present, there are 185 paid members including Life Members. Forty-one unpaid members from last year of which 16 have not paid for two years. There were two renewals in December and one new member. There are three pending memberships for shop volunteers.

PATIENT SERVICES: Kits were completed by Nursing in Jan. and Feb. Arrangements for needed baby items were completed and donations of smoke detectors were received from Fire Chief (donated by Gillon's).

GIFT SHOP REPORT: Shop opened week of February 25, 2021. Hours are Monday to Friday 1 to 4. Training of workers as well as COVID training is ongoing. Still in need of new Shop worker volunteers. Call the Shop between 1 and 4 at 274-3261 ext.4503 to volunteer. Shop will utilize existing Facebook page for advertising. Shop Managers to be added as Admins on the site.

GIFT SHOP COMMITTEE: Recommendation to disband committee as there are now two Shop Managers. Auxiliary would probably benefit from forming a **Special Events Committee** to do yearly planning and arrange chairpersons etcetera for each event. Will put on agenda for next meeting.

ADVERTISING AND PROMOTION: no report

NEWSLETTER: no report

LOBBY LOTTERY: no report

HISTORIAN: no report

SICK AND VISITING: One sympathy card sent in February. Sending Get Well card to member for March

FOUNDATION REPRESENTATIVE: Allison Cox has e-mailed meeting schedule to Holly.

Meeting adjourned at 2:19 P.M.

Next meeting will be Monday April 12, 2021 at 1 PM. Details to be confirmed.

PLEASE NOTE CHANGE OF MEETING DATE TO 12TH AS APRIL 5 IS EASTER MONDAY.

Linda Booth, President

Janet Lambert, Secretary