

**BOARD OF DIRECTORS MEETING**

**OPEN SESSION**

Thursday, November 26, 2020

5:15 pm – Dinner Provided - La Place Rendezvous

6:00 pm – La Place Rendezvous / 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 – October 29, 2020 * 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 8 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 24	
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: January 28, 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 November 26, 2020**

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







## Board Chair, Chief of Staff & Senior Leadership Report – November 2020 Open Session

### Strategic Pillars & Directions

#### Quality

- **Event Reviews**  
Completed four patient case reviews with Dr. Ruppenstein, Julie Cousineau, Cindy Cole and Julie Loveday. These reviews are non-punitive and are searching for process improvements.
- **Risk Management**  
Director, QSR & Practice prepared a briefing note outlining roll out of the new HIROC risk management tools (register and check lists). The full program rollout will begin in 2020-21 Q4, and require a minimum of twelve months to mature to a robust state.
- **Resident/Family Satisfaction Survey**  
Launched all new annual Resident and Family satisfaction surveys November 9 – 15, 2020 inclusively. This years' survey was conducted online. Review and input from Patient Family Advisory Committee (PFAC) and Rainycrest Family Council members as well as Resident's Council members. This years' survey was conducted 100% electronically through Survey Monkey, in part due to infection control measure in place for COVID-19 Pandemic.
- **Patient/Client Satisfaction Surveys**  
Telemedicine survey and Rehab surveys have been revised. It was felt that they should include COVID-19 related questions, to see if our clients and patients feel that their safety has been a priority during this pandemic. The surveys will be going out on December 1, 2020.
- **COVID-19 Onsite Testing**  
The Biofire Torch has been installed in the Laboratory. Next step is completion of a survey for submission followed by staff training. A validation will be required of approximately 10 positive samples and 20 negative samples, before reporting can occur on site. Project completion has been deemed a priority for the organization.
- **Activation Department Renovation**  
Rainycrest Activation department is planning for an upcoming renovation, funding for this project will come from the Riverside Foundation for Health Care. The Activation room updates to both environment and equipment will allow for Residents to safely move around the room and easily participate in activities they love to do, such as; gardening with a wheelchair or seated accessible gardening station and participate in culinary activities such as baking bread with accessible kitchen equipment.

#### Organizational Health

- **Staff Gyms**  
Staff gyms reopened on November 2, 2020 at both Rainy River and Fort Frances sites with the required COVID-19 precautions as established by Infection & Prevention Control.
- **Education**
  - Fetal Health Surveillance in Thunder Bay November 16, 2020 – sending 3 RN's
  - NRP by Dr. Jenks and Karla Rogozinski - November 19, 2020
  - Post-partum care for Non-OBS nurses - November 23, 2020
  - ACLS by Stacy Patey and Julie Cousineau - December 8, 2020
  - October 20 & 21, 2020 - SIM Lab Twin Birth - 12 participants total
  - October 22, 2020 - Post-partum care for non-obstetrical nurses by Vikki Robar and Karla Rogozinski - 6 participants. Excellent feedback. Will be doing a second session November 23, 2020
  - CEO, CNE & CFO attended OHA Governance Building Blocks, Governance Roles and Responsibilities and Governance & Management sessions in October and November
  - October 27, 2020 - Cardiac Rhythm Course by Stacy Patey - 6 participants
  - November 3, 2020 - RCCR Education Fall Tour Dr. Scott, Jenn Gerryts and Edie Hart - 6 participants
  - CEO attended Provincial Benefits Strategy for Hospitals Webinar – November 4, 2020
  - November 14 & 15, 2020 – TNCC by ENA - 10 participants
  - COVID Education-daily shift huddles and ongoing support from Inpatient Unit manager. New policies, procedures, and internal communications are discussed at these huddles.
  - COVID Education - daily shift huddles and ongoing support from IP Manger. New policies and internal
  - RRD OHT and RHC Director meetings – November 2020
  - Regional CEO, Surge Planning & Other COVID-19 meetings – November 2020
- **Obstetrics**  
Obstetrics services remain safe and stable as we maintain maternity patients and babies in the "Maternity Bubble". Should our first floor see a dramatic increase in COVID-19 patients, we will move maternity to rooms 207 and 208 on the 2<sup>nd</sup> floor to ensure a backup plan so we are able to continue to segregate these patients from our high risk population. Dr.

## Board Chair, Chief of Staff & Senior Leadership Report – November 2020 Open Session

Arnesen is now the fourth physician in Fort Frances that can provide intrapartum care and RHC is presently training two new nurses in obstetrics to enhance our specialty resources.

- **Laboratory**

Lab continues to experience staffing challenges. We continue to pursue Medical Lab Technologists (MLT) but in the interim we are using Medical Lab Assistants (MLA) to their full scope of practice and to support MLTs. The ISTAT, point of care testing device, is presently being utilized in the emergency department when fully trained staff are working. We are confident this unit will decrease the need to call in the lab staff during the night.

### Partnerships

- **Funding Proposals/Announcements**

The following service funding proposals have been submitted to or have been approved by Ontario Health/MOHLTC:

- COVID-19 Capital Funding to cover COVID-19 capital costs for April and May 2020. The schedule will be adjusted to address other legitimate expenditures of this nature that transpire throughout the year.
- COVID-19 Infection Prevention & Control Personnel & Training funding received that is designated for LTC (Rainycrest, Emo, Rainy River).

- **Rainy River District OHT (RRD OHT)**

The Government of Ontario publicly announced 13 new Ontario Health Teams on November 18, 2020; included in this announcement is the RRD OHT.

- **Wound Care**

Wound care continues to be a local and regional priority. On November 27, 2020, Riverside will participate in the Regional Wound Care Centralized Intake and Referral Validation session. We have ensured that pertinent Riverside staff as well as community partners were brought forward for consideration to attend. As well, wound care funding has been allocated to the purchase of supplies, education and equipment.

- **Regional CIO**

RHC CEO met with the Regional CIO on October 22, 2020 to discuss our organization's and the region's information and technology priorities.

- **The Christmas Tree of Giving**

The Christmas Tree of Giving will kick off its second year of Christmas spirit at Rainycrest. We have officially stood the Rainycrest Christmas tree this year decorated with Christmas angel ornaments for each of the Residents. Community members at large choose an ornament and purchase a gift for a Resident to receive for Christmas. This allows for all of the Residents at Rainycrest to receive a gift at Christmas whether they have family or not. Slight change for this year due to the COVID-19 pandemic, Heather Hudson, Activation Manager and her team have created a wall tree in the Rainycrest front entrance vestibule as we are diligently following pandemic infection control measures for the safety of our Residents and Staff. Gifts will be received until December 15, 2020.

Thank you to all the Directors, Managers and Supervisors from across RHC whose submissions prove to be invaluable in the preparation of this report.

Respectfully Submitted,

Joanne Ogden, Board Chair

Dr. Karim El-Tawil, Chief of Staff

Julie Loveday, Vice President, Clinical Services & CNE

Carla Larson, Chief Financial Officer

Henry Gauthier, President & CEO



**Audit & Resources Committee Report – November 2020**

2.4.1 Financial Report – September 2020 \*

2.4.2 Board & Management Travel \*





## Operating Revenue & Expense Summary April 1, 2020 to September 30, 2020

		2020/2021 Annual Budget	YTD Budget	YTD Actual	YTD Actual Dollars Over(Under) YTD Budget	YTD Actual Percent Over(Under) YTD Budget
<b>Fund Type 1 - LHIN Funded - Hospital Services</b>						
<b>REVENUE</b>						
LHIN - Base Funding	A-1	\$26,661,629	\$13,330,815	\$13,182,135	(\$148,680)	-1.12%
Other Funding (19*) - Bundled Care, Hospice, Oncology Drug Reimbursement	A-2	\$1,624,458	\$812,229	\$2,916,426	\$2,104,197	259.06%
LHIN - One Time Funding	A-3	\$0	\$0	\$130,004	\$130,004	0%
MOHLTC - One Time Funding	A-4	\$222,275	\$111,138	\$111,140	\$3	0.00%
Other Revenue MOHLTC - HOCC	A-5	\$488,505	\$244,253	\$254,185	\$9,933	4.07%
Paymaster	A-6	\$0	\$0	\$0	\$0	0%
Cancer Care Ontario	A-7	\$21,563	\$10,782	\$2,907	(\$7,874)	-73.03%
Recoveries & Miscellaneous	A-8	\$1,485,678	\$742,839	\$817,219	\$74,380	10.01%
Amortization of Grants/Donations Equipment	A-9	\$270,000	\$135,000	\$136,495	\$1,495	1.11%
OHIP Revenue & Patient Revenue from Other Payors	A-10	\$1,725,505	\$862,753	\$695,988	(\$166,764)	-19.33%
Differential & Copayment	A-11	\$970,001	\$485,001	\$508,192	\$23,192	4.78%
<b>TOTAL REVENUE</b>	<b>A-12</b>	<b>\$33,469,614</b>	<b>\$16,734,807</b>	<b>\$18,754,693</b>	<b>\$2,019,886</b>	<b>12.07%</b>
Compensation - Salaries & Wages	A-13	\$18,775,421	\$9,413,430	\$10,483,951	\$1,070,521	11.37%
Benefit Contributions	A-14	\$5,081,817	\$2,547,870	\$2,756,988	\$209,118	8.21%
Future Benefits	A-15	\$163,200	\$81,600	\$85,038	\$3,438	4.21%
Medical Staff Remuneration	A-16	\$1,518,000	\$759,000	\$690,005	(\$68,995)	-9.09%
Nurse Practitioner Remuneration	A-17	\$122,800	\$61,400	\$67,860	\$6,460	10.52%
Supplies & Other Expenses	A-18	\$5,055,280	\$2,527,640	\$2,716,404	\$188,764	7.47%
Amortization of Software Licenses & Fees	A-19	\$34,887	\$17,444	\$17,443	(\$1)	0.00%
Medical/Surgical Supplies	A-20	\$720,889	\$360,445	\$352,317	(\$8,128)	-2.25%
Drugs & Medical Gases	A-21	\$1,340,607	\$670,304	\$929,292	\$258,989	38.64%
Amortization of Equipment	A-22	\$641,257	\$320,629	\$354,100	\$33,472	10.44%
Rental/Lease of Equipment	A-23	\$147,252	\$73,626	\$76,169	\$2,543	3.45%
Bad Debts	A-24	\$82,000	\$41,000	\$0	\$39,095	95.35%
<b>TOTAL EXPENSE</b>	<b>A-25</b>	<b>\$33,683,410</b>	<b>\$16,874,386</b>	<b>\$18,609,662</b>	<b>\$1,735,276</b>	<b>10.28%</b>
<b>SURPLUS/(DEFICIT)</b>	<b>A-26</b>	<b>(\$213,796)</b>	<b>(\$106,898)</b>	<b>\$145,030</b>	<b>\$251,928</b>	<b>-235.67%</b>



## Operating Revenue & Expense Summary April 1, 2020 to September 30, 2020

		2020/2021 Annual Budget	YTD Budget	YTD Actual	YTD Actual Dollars Over(Under) YTD Budget	YTD Actual Percent Over(Under) YTD Budget
<b>Fund Type 2 - LHIN Funded - Counselling &amp; Non Profit Housing Programs Mental Health - Case Management - Housing - Addictions - Problem Gambling</b>						
TOTAL REVENUE	B-1	\$1,560,807	\$780,404	\$817,193	\$36,790	4.71%
TOTAL EXPENSE	B-2	\$1,560,807	\$780,404	\$818,633	\$38,230	4.90%
SURPLUS/(DEFICIT) - DUE To LHIN	B-3	\$0	\$0	(\$1,440)	(\$1,440)	0.00%
<b>Fund Type 3 - Other Ministry/Agency Funded - Non Hospital Services Partner Assault Response - Family Violence</b>						
TOTAL REVENUE	C-1	\$191,338	\$95,669	\$105,241	\$9,572	10.01%
TOTAL EXPENSE	C-2	\$191,338	\$95,669	\$100,199	\$4,530	4.74%
SURPLUS/(DEFICIT) - DUE To Other	C-3	\$0	\$0	\$5,042	\$5,042	0.00%
<b>Fund Type 2 - LHIN Funded - RainyCrest Community Support Services (Home Support, Assisted Living, Adult Day, Meals on Wheels)</b>						
TOTAL REVENUE	D-1	\$1,340,836	\$670,418	\$797,755	\$127,337	18.99%
TOTAL EXPENSE	D-2	\$1,340,836	\$670,418	\$702,331	\$31,913	4.76%
SURPLUS/(DEFICIT) - DUE To LHIN	D-3	\$0	\$0	\$95,424	\$95,424	0.00%
<b>Fund Type 2 - LHIN Funded - RainyCrest Long Term Care</b>						
TOTAL REVENUE	E-1	\$13,044,393	\$6,522,197	\$7,074,979	\$552,782	8.48%
Compensation & Benefits	E-2	\$10,794,697	\$5,412,136	\$5,878,970	\$466,834	8.63%
Supplies	E-3	\$1,289,047	\$644,524	\$632,230	(\$12,294)	-1.91%
Service Recipient Specific Supplies	E-4	\$0	\$0	\$0	\$0	0.00%
Sundry	E-5	\$675,873	\$337,937	\$532,202	\$194,265	57.49%
Equipment	E-6	\$234,600	\$117,300	\$156,902	\$39,602	33.76%
Contracted Out	E-7	\$343,883	\$171,942	\$127,739	(\$44,202)	-25.71%
Building & Grounds	E-8	\$26,877	\$13,439	\$7,823	(\$5,616)	-41.79%
TOTAL EXPENSE	E-9	\$13,364,977	\$6,697,276	\$7,335,866	\$638,590	9.54%
SURPLUS/(DEFICIT) including unfunded liabilities	E-10	(\$320,584)	(\$175,079)	(\$260,887)	(\$85,807)	49.01%
Less: Unfunded Future Benefits	E-11	\$0	\$0	\$65,850	\$65,850	0%
Less: Unfunded Amortization Expense	E-12	\$0	\$0	\$33,459	\$33,459	0%
SURPLUS/(DEFICIT) excluding unfunded liabilities	E-13	(\$320,584)	(\$175,079)	(\$161,577)	\$13,502	-7.71%
<b>Operating Surplus(Deficit) - Hospitals &amp; Long Term Care ONLY</b>						
		(\$534,380)	(\$281,977)	(\$16,547)		
<b>Total Operating Margin - Hospitals &amp; Long Term Care ONLY</b>						
		-1.15%	-1.21%	-0.06%		

**RIVERSIDE HEALTH CARE**

Operating as Riverside Health Care Facilities, Inc.  
Executive and Board - Travel, Meal and Hospitality Expenses  
April 1, 2020 to September 30, 2020

<b>Doug Robinson - Board Member</b>			
11-Sep-20	Board Retreat - return travel to Fort Frances from Rainy River	\$99.00	Mileage
12-Sep-20	Board Retreat - return travel to Fort Frances from Rainy River	\$99.00	Mileage
17-Sep-20	Board Meeting - Audit & Resource	\$99.00	Mileage
24-Sep-20	Board of Directors Meeting -September 2020	\$99.00	Mileage
<b>** Travel Expenses that are reimbursed by other agencies are not included in this report**</b>			
<b>Total for April 1, 2020 to September 30, 2020</b>		<b>\$396.00</b>	
<i>Printed: October 31, 2020</i>			



**Quality, Safety, Risk Committee Report – November 2020**

2.5.1 Board Quality Metrics \*

# BOARD OF DIRECTORS - QUALITY METRICS - 2020-2021



**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	57%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	57%	75%	-18%	
2. Participation B	100%	88%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	95%	75%	20%	
3. Reflection A	57%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	57%	100%	-43%	
4. Reflection B										#DIV/0!			#DIV/0!	100%	#DIV/0!	
5. Decision Making	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100%	90%	10%	
6. Education A	0%	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100%	100%	0%	min of 1 session/mtg
7. Education B	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#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, October 26, 2020                      **TIME:** 11:30 a.m.

**LOCATION:** Go-To-Meeting

**PRESENT:**

Tyler Cousineau	Delaine McLeod
Allison Cox	Bev Langner
Kim Jo Bliss	Bill Gushulak
Carla Larson	Paul Brunetta
Henry Gauthier	Rob Georgeson
Meghan Cox	Susan Irvine

**GUEST:** Julie Loveday

**1. Call to Order**

Delaine called the meeting to order at 11:37 a.m. Sandra Beadle recorded the minutes of this meeting.

**2. Adoption of Agenda**

IT was,  
 MOVED BY: Kim Jo Bliss                                              SECONDED BY: Tyler Cousineau  
 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: Paul Brunetta                                              SECONDED BY: Tyler Cousineau  
 THAT the minutes from the September 21, 2020 meeting be accepted as circulated.  
CARRIED.

## **6. Correspondence**

## **7. Board Vacancy/Appointment of Incoming Director**

Livia has made the decision to resign from both the Board and the Special Events Committee. Livia was first appointed to the Board in 2009 and served as the Chair for a 3 year term. She was instrumental in the success of many Spring Luncheons and Fall Galas and will be greatly missed by both the Foundation Board and the Special Event Committee.

The Nomination Committee received completed questionnaires for 2 candidates to fill Tammy's vacancy over the summer. Both candidates were deemed to be great choices for the Foundation, so interviews were set up to better allow the committee to select a candidate. Prior to the interviews being held, one of the candidates, Irene Laing, removed her name from consideration. Upon learning of Livia's resignation, we reached out to Irene to see if she may want to reconsider and she agreed. So it is the Nomination Committee's recommendation that Irene Laing be appointed to fill the vacancy left by Livia London. It was decided to wait to appoint Irene when she is in attendance.

## **8. On-going Business**

### **8.1 Planned Giving Launch**

Tabled.

### **8.2 Donor Walls**

No updates, however, fabrication was to be completed the last week of October. If Allison doesn't hear anything within the next week she will follow up.

### **8.3 2020/2021 Capital Equipment Updates**

The Board virtually met on September 30<sup>th</sup> to discuss the Foundation's capital commitment to the Facilities for the 2020/2021 fiscal year. A summary of the meeting is as follows:

- Urgent purchases are difficult to predict and for that reason it is a good idea to keep some reserves in the account in case they are needed.
- BDO confirmed at the AGM that the Foundation has more than met its requirements for transfer of funds and actually has \$1.8M in excess contributions over the Foundation's lifetime.
- Loss of gross revenue from the Spring Luncheon, Canada Day Cash Lottery and Fall Gala is ~\$65,000.
- The 50/50 should make up some of that, at an estimate of ~\$50K (\$10K/month from Nov-Mar).
- Donations at this time compared to last year are slightly down.
- If a Capital Campaign does launch, some funds that are given to the Foundation





There was an original motion to purchase 3 bladder scanners with funds from the 50/50 (2 for LVGH, 1 for RC), at a cost of \$7,000 for a maximum of \$21,000. When the approved Capital List came out there was only one bladder scanner on it. There has since been another one added for Rainycrest. The Quote is considerably higher than original list price of \$7,000 each at \$11,200 each, so the maximum pledge will only cover the cost of 2.

The Capital Committee selected the Activation Room Upgrade Improvement for the Christmas Appeal Campaign.

The LVGH Auxiliary pledged for a Microbiology incubator and a Phlebotomy cart. With the staffing problems in the Lab they gave up Microbiology to Thunder Bay, so the incubator may not be needed.

As things move along Allison will update the Board.

All Outstanding Purchases highlighted in red are completed and have been accounted for.

Some items to note. The Emo Auxiliary purchased blinds for the Emo Cafeteria; they did not go through the entire Capital Approval Process as they were less than \$1,000. The AC Unit project in Emo has been completed and we are waiting for the final invoicing. All other outstanding purchases for 2019/20 have been completed. The Neonatal Monitor was not ordered and was taken off the list. Also waiting on the invoice for the Palliative Care Cart so it can be sent to the Auxiliary.

Delaine, Dawn and Allison had met and discussed the process of turning over one lump sum transfer at year end to RHC. They were wondering if it would be better to transfer quarterly which would take it off the books quicker and give a better understanding of available funds. There was discussion and it was decided to stay with the one lump sum transfer at year end. This allows the money to stay in our bank to collect interest.

Although interest rates have dropped considerably it's still better than nothing and the amount pledged does show on the quarterly reports so can see what the expenses are for approved purchases.

#### **8.4 Monthly 50/50**

Both Gillons' and West End Motors have signed on as sponsors for the monthly 50/50 in the amount of \$250/month each for a total of \$6,000. This means that each month there will be a starting pot of \$500 before ticket sales even begin. Thank you to Tyler for reaching out to and securing sponsorship with both companies.

No marketing has been able to happen yet as we are still waiting for the lottery license, however a poster has been made and a press release written. The first month of marketing will focus on highlighting that this will be a monthly draw for a year.

The lottery application was filed on October 1<sup>st</sup>. This is a one-time license to we won't have to wait again. Allison has been in touch with the AGCO and is expecting to receive the license this week, just in time for ticket sales to open for the November draw. Draws will take place on the last business day of each month at 11:00 a.m. with ticket sales closing at 9:00 p.m. the evening before. This will allow time to ensure that anyone that may not have received their email confirmation to reach out and for final reconciliation to

be completed.

We have kept the handheld device so that ticket sales can still occur in office and people can call in to purchase tickets. A mail out will also be sent to the 220 households that sent in ticket orders via mail for the first raffle. We are able to hold sales offsite, AGCO just needs to be notified in advance and the rules of play must be updated each time a new sales location is added.

A monthly subscription service is not allowed by the AGCO.

## **8.5 Donor Database**

The contract with ASI for the IMIS Cloud upgrade has been signed. Allison had a quick phone call with the sales rep to discuss what the main priorities of the service are since it has been so long since the initial call. She is expecting to have a meeting scheduled this week with the project manager to begin the first steps of the upgrade process. She also spoke to training and he sent out emails with Training Videos to Sandy, Dawn, Dori and Allison.

## **8.6 CEWS (Canada Emergency Wage Summary)**

Carla reported that historically the Foundation Payroll has been submitted as the same roll number as the Hospital payroll. This caused some issues to apply for CEWS. Dawn has successfully transferred remittance of Payroll to a separate account for Allison. This is the first step to qualify. Dawn will be working through the application and the deadline is January 31, 2021. She just needs a little more information and will try submitting.

## **8.7 Staff Bursaries**

We received one application for the Riverside Staff Bursary for all staff of which 2 were available. Congratulations to Katie Yurik who was awarded \$500.00. We received 5 applications for the James & Ena McAughren Bursary for nursing staff. Congratulations to Kailee Jodoin who was awarded \$1,000.00. Since only one of the Riverside Staff Bursaries was awarded and the application for both bursaries is the same, it was decided to award the remaining Riverside Staff Bursary to the 2<sup>nd</sup> highest scoring applicant of the nursing bursary. Congratulations to Elissa Mawby who was awarded \$500.00. Letters have been sent to all applicants and photos will be scheduled with the successful ones. Thank you to the Bursary Selection Committee.

## **8.8 Online Auction**

Allison has reached out to the Special Events Committee to assist her with soliciting donations for an online silent auction. The auction will be held the first week of December using the 32auction.com platform. The service is free to use if you have less than 20 auction items. If we have more items than that, it is only \$30 to use. They do have a transaction fee of 2.9% + .40 per online payment; however it will be way easier for payment to be made online than to have to chase the winners of bids to pay for their items.

Instead of reaching out to businesses for donations we will be reaching out to local artisans, crafters and makers and market the event as a Homemade Christmas Shopping Auction. Funds raised will go towards supporting the Christmas Appeal.

If you would like to donate something, or know someone that may like to donate an item please let Allison know. All donations must be received by December 1<sup>st</sup> to allow time to take pictures and get them listed on the platform.

## **8.9 Staff Appreciation Baskets**

Baskets have not yet been delivered, but all the items for them have been purchased. Allison is making it a priority to get the baskets assembled and delivered this week.

## **8.10 Christmas Appeal**

The Christmas Appeal will be raising funds for the upgrades and improvements of the Activation Room for Rainycrest Long Term Care. Layout options designed by the Fort Frances Times were emailed out. Allison has not received feedback from the majority of the Board members. We need to take the two options we were given to a vote. Allison shared her screen and it was decided to go with the one column option and the red and green house. Allison asked everyone to take one last look for spelling and grammatical errors and get back to her with any changes. If she doesn't hear from anyone she will go ahead and give the approval. As soon as the Times are given approval everything will be sent for printing. Allison will be sending out a call email for volunteers to stuff envelopes. Allison will be putting the 10 foot tree up in the lobby again near the end of November. Allison is still working out what the Trim the Tree campaign will look like this year.

## **9. New Business**

### **9.1 Capital Campaign**

Henry opened the presentation with a brief introduction and turned it over to Julie and Carla. The ask is for one collective yearlong Capital Campaign for Diagnostic Imaging Equipment in the amount of \$1.8M.

Carla and Julie gave a very informative presentation pointing out implications and impacts. They outlined each specific piece of equipment and what funding would be. The ask included 2 ultrasound machines, an update of the X-ray and Fluoroscopy rooms, CT replacement/swap and a new mammography machine. Some of the equipment is already past end of life.

It was suggested that the Board form a smaller group to pre plan and bring information back to the whole Board for a formal decision. This is a large ask and includes very critical equipment. Allison will move ahead to see who would be interested in sitting on the subcommittee and they will work on a feasibility study and go from there.





Major Donors (September 21- present)

\$1,000 – Dennis & Annette Ash, In Memory of Dr. Johnstone

\$1,000 – Nelson Medicine, In Memory of Dr. Johnstone

\$2,066 – Redrum Motorcycle Club, proceeds from their Charity Poker Run held on September 19<sup>th</sup>, directed towards the inpatient unit at LVGH.

Foundation in the News:

September 24<sup>th</sup> – FF Times, photo with Rainycrest Auxiliary.

It was, MOVED BY: Paul Brunetta THAT the Foundation Director Update be accepted.	SECONDED BY: Kim Jo Bliss CARRIED.
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**10.5 Riverside Corporate Report**

Tabled

**10.6 Finance Report**

Carla reported on the Revenue & Expense Summary by Donation Type April 1, 2020 to September 30, 2020 she pointed to the Reconciled Bank Balance and Reconciled Lottery Bank Balance, the Lottery Bank Balance was not shown on previous reports this was an oversight.

From July to September the amounts have fallen a bit due to special events being down and COVID-19. The profits on Canada Day Lottery (Labour Day 50/50) were actually higher than expected so it evens out the short fall. Noted also that the interest rates are down.

Carla pointed out on line A-17 Foundation Approved Purchases, as discussed earlier the timing of Foundation purchases won't impact the bank balance until the end of the year, but will reflect approved purchases on a quarterly basis. This line should show some good and timely information. The surplus shown here is actual

Carla then reported on the Fund Balance Summary April 1, 2020 to September 30, 2020. Carla pointed out that the Rainycrest General Fund is very low but with the funds from the Christmas Campaign going to Activation Centre, that will show on this line. Just be careful not to spend money at Rainycrest because we don't have the funds for it, if needs arise there the money will have to be transferred from the General Funds to the Rainycrest Funds.

Questions?

Delaine asked if the Canada Day Lottery line could be changed to read Online 50/50.

This can be done on the template if this line will change permanently going forward.

Unless it's a longer term decision Carla would suggest it not be changed. She will meet with Allison and Delaine to discuss.

It was,  
MOVED BY: Kim Jo Bliss  
THAT the Finance Report be accepted.

SECONDED BY: Bev Langner

CARRIED

**10.7 Other**

Nothing

**11. Next Meeting**

Next Meeting Date: November 30<sup>th</sup>, 2020. This will be a virtual meeting as far as we know.

**12. Adjournment**

It was,  
MOVED BY: Paul Brunetta  
THAT the meeting be adjourned at 12:56 p.m.  
CARRIED.

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Delaine McLeod (Chair)

/sb

28/10/2020



## Auxiliary Report – November 2020

### **Emo**

The Emo Auxiliary held its meeting November 12, 2020. We are still running the cafeteria but nothing else is happening as it's been very difficult due to COVID-19.

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### **La Verendrye General Hospital**

See Attached.

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### **Rainycrest**

No Report.

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### **Rainy River**

No Report.



**LAVERENDRYE GENERAL HOSPITAL AUXILIARY**

**EXECUTIVE MINUTES**

**NOVEMBER 2, 2020**

**ATTENDANCE: IN PERSON:** Linda Booth, Joy Lockman, Helene Cone, Dolores Fraser, Donna Penney and Allison Cox (Foundation)

**VIRTUAL:** Janet Lambert, Marnie Cumming, and Jodi Jewell (OH&S Riverside)

**REGRETS:** Cindy Noble, Diane Glowasky, Judy Webster, Lenore Cates and Margie Gibson

Meeting was called to order at 3:00 P.M. Auxiliary Pledge was recited.

**AGENDA:** accepted as distributed

No conflict of interest declared

**MINUTES OF PREVIOUS MEETING:** Accepted as amended with change of September 3 to October 5, 2020.

**TREASURER'S REPORT:** accepted as distributed

**CORRESPONDENCE:**

1. Thank you from FFHS for bursaries.
2. Copies of Riverside's Internal Newsletter were received and circulated to those present

**BUSINESS ARISING:**

**Executive Vacancies:** The Auxiliary still requires a Vice President, Foundation Rep., Members at Large, Treasurer for 2021-22 and a Shop Manager. Lenore Cates is also stepping back as Newsletter and Advertising and Promotion for health reasons. She will continue to write the Executive Report for Newspaper and hopes to get an Auxiliary Newsletter out after the New Year. She is unable to attend meetings. Newspaper ad brought in one person interested in becoming a Member At Large. Linda Booth to follow up. Marnie Cumming will write an ad for the Times in search of a Shop Manager.

**Fundraising:** Silent Auction is a go. There are ten groupings of items.

Auction will run Mon. November 16 to November 24. Allison Cox has donated a "honey basket". E-mails will also be sent to members to bid if they are at the hospital.

**Auxiliary Pledge to Foundation:** The tourniquet came in at \$14,084.00 (not 17,500 as posted in Capital Requests). This is a savings of about \$3500. The microbiology 42 incubator for Laboratory for \$5000 has been indefinitely removed from the Capital List. The

Phlebotomy cart for \$1300 has been ordered. This leaves \$8,424. of our pledge not utilized.

**MOTION: TO AMEND OCTOBER CAPITAL PLEDGE MOTION FROM \$23,500 and change TO PURCHASE TOURNIQUET FOR O.R. FOR \$14,084. AND PHLEBOTOMY CART FOR LABORATORY AT \$1300 PLUS THE BILI LIGHT FOR OBSTETRICS AT \$5000 AND BREAST PUMP FOR OBSTETRICS AT \$5000 FOR A TOTAL PLEDGE OF \$25,384.**

**MOVED BY: Joy Lockman**

**SECONDED BY: Helene Cone**

**CARRIED**

## **NEW BUSINESS**

**Occupational Health and Safety for Shop:** Jodi Jewell, Occupational Health and Safety, Riverside attended to clarify OH&S regulations for Shop operations during Covid 19. Riverside will cover all added expenses so Auxiliary will be compliant with regulations. Training will be provided to Auxiliary Shop workers. If there are questions, contact Jodi for clarification.

**Change of Meeting Time for Auxiliary Executive Meetings:** It was agreed that Executive meetings will resume at the normal 1:00 P.M. time on the first Monday of each month except for September when it will occur on the first Tuesday of the month. There are no meetings in January, July and August. The main reason is that Auxiliary business cannot always be completed in an hour time period. Next meeting will be December 7, 2020 at 1:00 P.M.

## **DIRECTOR AND COMMITTEE REPORTS:**

**Membership/Phoning/E-mailing:** Since October 15, 45 members have renewed their membership. To date there are 167 paid members including Life Members. Twelve members paid for 2 years (last year and this year). A \$55 donation was also received making donations accrued from Membership drive a total of \$625. The newspaper ad brought in one new member. An updated Membership list will be provided to all executive and to the Front Desk/Admitting.

**Gift Shop Committee:** The newspaper ad brought in two new knitters. Marnie will write ad for Gift Shop Manager with a brief job description to be placed in newspaper.

**Social:** no report

**Advertising and Promotion:** no report

**Newsletter:** Would like to put out a newsletter to the membership in the New Year.

**Lobby Lottery:** Balance is \$17,317.82. Bank account is now dormant as no activity.

**Historian:** no report

**Sick and Visiting:** Sent out one get well card, one condolences card and two Thinking of You calls.

**Patient Services:** Kits are stocked up. Continue to pass word on knitting. Lots of wool and has patterns available. Contact Judy for patterns. Also, a request from Anna McNay that the soaps, shampoos and lotions samples be donated to the Family Center as they now provide shower/bathing facilities. Agreed. Joy Lockman has volunteered to take items over to Center.

**FOUNDATION:** Allison Cox gave an update on Foundation activities.

Meeting adjourned at 4:10 P.M.

Next meeting is Monday, December 7, 2020 at 1 P.M. Room to be decided.

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Linda Booth, President

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Janet Lambert, Secretary