

**BOARD OF DIRECTORS MEETING
OPEN SESSION**

Thursday, October 29, 2020

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 – September 24, 2020 * Pg 4 2.2 Board Chair & Senior Leadership General Report – J. Ogden, H. Gauthier, J. Loveday, C. Larson, Dr. M. Kowal* 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 – No Report 2.6 Riverside Foundation for Health Care Report * Pg 11 2.7 Auxiliary Reports * Pg 23	
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: November 26, 2020	
11.	Termination	

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



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

Thursday October 29, 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

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

Date of Meeting: September 24, 2020

Time of Meeting: 6:00 pm

Location of Meeting: La Place Rendezvous – Fort Frances / GoToMeeting

PRESENT: Dr. M. Kowal* J. Begg H. Gauthier D. Robinson
J. Ogden B. Norton *via OTN/teleconference/GoToMeeting

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

REGRETS: Dr. V. Patel, K. Lampi, C. Steiner, S. Weir

1. CALL TO ORDER:

J. Ogden called the meeting to order at 6:00 pm. B.Booth recorded the minutes of this meeting. J. Ogden read the Indigenous Acknowledgment and J. Begg read the Mission Statement. Joanne shared she laid tobacco in honour of our meeting today. Joanne reminded all of GoToMeeting etiquette.

1.1 Quorum

Joanne shared there were 3 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. The following was removed:

- 2.6 Riverside Foundation for Health Care Report

3. MOTION TO APPROVE THE AGENDA:

ADD: 6.2 Riverside Foundation for Health Care Report

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 explained that our patient story is a bit different this evening as we wanted to honour Norma Elliott. Julie shared Norma's obituary; highlighting her life and many accomplishments. Norma played an instrumental part in healthcare services across our district. She was a part of the Riverside family and after retiring she volunteered on our Board of Directors for many years. Julie shared the family thanked the RHC staff for all the care they provided to Norma.

A moment of silence was provided in remembrance of Norma Elliott.

5. BUSINESS ARISING:

There was no business arising.

6. NEW BUSINESS:

6.1 Board Member Consolidated Confidentiality, Accountability & Roles & Responsibility Statement - Annual Signing

Joanne noted this document is deferred until October as it is currently being reviewed.

6.2 Riverside Foundation for Health Care Report

Jon requested clarification on whether the Foundation or Auxiliary is in a deficit. Carla provided clarification noting this is regarding the Foundation and is because the Foundation projected to be further ahead with fundraising and unfortunately due to COVID-19 this isn't the case. Carla confirmed the Foundation bank accounts/cash balance is healthy. She noted fundraising is progressing well now and the hope is to see the year to date projections improve.

7.0 OPPORTUNITY FOR PUBLIC PARTICIPATION

There was no public participation.

8. MOVE TO IN-CAMERA:

It was, MOVED BY: B. Norton THAT the Board go in-camera at 6:13 pm.	SECONDED BY: D. Robinson CARRIED.
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9. OTHER MOTIONS/BUSINESS:

There was no other motions/business.

10. DATE AND LOCATION OF NEXT MEETING:

October 29, 2020

11. Termination:

It was, MOVED BY: D. Robinson THAT the meeting be terminated at 8:16 pm.	CARRIED.
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Chair

Secretary/Treasurer



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

Strategic Pillars & Directions

Quality

- **COVID-19 Update**

- Staff travel is restricted to Northern Ontario effective October 13, 2020 consistent with the majority of North West Hospitals.
- Thunder Bay Regional Health Sciences Centre (TBRHSC) and hospitals across the region addressed surgical testing challenges resulting from Ontario Health's position on asymptomatic testing at assessment centres. Ultimately, the decision was made to ensure that TBRHSC would continue to swab individuals prior to transfer to hospitals across the region for surgery.
- The Assessment Centre has seen a total of 9,657 patients to date (October 20, 2020). Since the start of school, the assessment centre has seen 349 children (September 8 - October 13, 2020). New guidance from the ministry for testing children came out on October 1, 2020. These new guidelines do not require children to have a negative swab prior to returning to school, if the child is symptom free within 24 hours. We anticipate less COVID-19 testing for children. The Assessment Centre funding model is changing effective October 1, 2020 to a volume based funding model at a rate of \$38/swab, rather than direct reimbursement of costs.
- Currently on site we have two units capable of testing for Covid-19:
 1. Gene Expert-This unit does not currently have any testing kits available. It has the capacity to test all respiratory viral panels.
 2. Biofire-This unit does not currently have any testing kits on site, but should be coming soon. This unit has the capacity to test all respiratory viral panels.

We now have a possible opportunity to obtain a third unit.

 3. ID Now-This tests only COVID-19 and the cartridges are much cheaper. This unit would be more value for the asymptomatic patient, for example, pre-operatively.

- **Influenza Season**

Influenza season has approached and the team is meeting regularly to review this season. Immunizations have begun in all facilities for patients, residents, and staff.

- **Lab Accreditation**

Lab also had their virtual accreditation which went fairly well, with only 2 majors and 7 minor discordances. We have 3 months to complete our responses and ensure our discordances are resolved.

- **French Language Services (FLS)**

In early October our organization submitted its mandatory FLS survey to Ontario Health and the Ministry of Health and Long Term Care. After surveying staff, as required by the FLS Survey, it was identified that our organization has only a small number of employees that are proficient in the French language and capable of providing interpretive services to patients who only speak or prefer to speak French. Fortunately, RHC has an arrangement with a service in Thunder Bay to provide a whole host of interpretive services, as required.

- **Mass Texting/Voice Messaging System**

A meeting was held with Emergency Planning representatives where senior leadership approved use of a new 'Text Em All' solution that will allow mass group text and voice messaging in the event that mass messaging is required on an emergent basis. The system eliminates the manual effort required to contact all staff on the call-in tree and does it simultaneously, while improving contact rates supporting both text and voice messaging to all staff.

- **Health Analysis Training**

The CFO coordinated Health Analysis Training with 807 Management Group in October; this company is represented by the prior senior data analytics lead at the NW LHIN and the former North West Health Alliance. This training expands the awareness and utilization potential of the federal and provincial health care tools by our Finance team at Riverside. The tools generally focus on a mix of financial, statistical and clinical information sources and are instrumental to evolving our Business Intelligence capabilities across RHC.

- **Strategic Plan**

A draft revision of the strategic plan has been prepared in alignment with the priorities identified at our September Board Retreat. A work plan for each pillar is being developed to tie into the strategic plan, simplify quarterly progress updates and align with Senior Leadership Goals and Objectives. It is anticipated the updated Strategic Plan and preliminary work plans will be ready for review by the Board in November.

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

Organizational Health

- **Chief of Staff (COS) and Associate Chief of Staff (ACOS)**

Effective November 1, 2020 Dr. K. El-Tawil and Dr. L. Keffer will be joining RHC as Chief of Staff (COS) and Associate Chief of Staff (ACOS) respectively. The agreements are for a two year period. We would like to extend a welcome to both and look forward to working collaboratively with them to continue to advance RHC.

October 31, 2020 will be Dr. M. Kowal's final day as COS at RHC. Dr. Kowal has been a committed and engaging COS during her time with RHC and she will be missed as she prepares to join her family in Kenora in November. We wish you All the Best Dr. Kowal.

- **Director Meetings**

The RHC Leadership Group, consisting of the senior team and directors, is now meeting bi-weekly. One meeting is focused on a standard agenda while the other is an open meeting. This approach is intended to increase engagement amongst the team while balancing information sharing with interdisciplinary problem solving.

Monthly one on one meetings are scheduled between the CEO and all direct reports to provide an alternate format for engagement.

- **Daily Huddles**

Daily shift huddles are occurring throughout the organization in clinical areas. This provides an opportunity to review policies, procedures, and communication with staff. Checklists are utilized and the focus is on safety or risk. These huddles are crucial with the rapid changes due to the COVID-19 pandemic.

- **Human Resource Information System (HRIS)**

Our payroll and human resource departments are working with the HRIS vendor and project leadership (CFO) in preparing for the January 1, 2021 go-live date of our payroll and human resource modules. Phase II is scheduled for 2021 and includes a complex implementation for our new corporate wide scheduling system. Timelines and modules for future phases will be announced closer to their planned implementations.

Partnerships

- **Rainy River District Ontario Health Team (RRDOHT)**

The RRDOHT met with Ministry of Health and Long Term Care (MOHLTC) representatives on October 1, 2020 to discuss our RRDOHT Full Application. The discussion focused on team collaboration, engagement related to primary care, hospitals, Home and Community Care, patients, families, caregivers and communities as well as our year 1 focus and implementation plan. The year 1 focus is on mental health, addictions and diabetes. During our follow-up RRDOHT meeting the discussion was circulated on the Fund Holder and Collaborative Decision Making Agreements. The RRDOHT has submitted questions to the MOHLTC regarding these requirements in advance of our next meeting.

- **The Anishinaabe Birth Helper**

Rhonda Mose from Gizhewaadiziwin (GHAC) presented to our staff through a lunch and learn on October 20, 2020. The topic was "The Anishinaabe Birth Helper" and this education session was opened with a drumming ceremony.

Advocacy

- **Surgical Program-Gynecological**

Dr. Bodkin and Dr. Buitenhuis ran a gynecological clinic at RHC on October 8, 2020; a total of 31 patients were seen. The physicians (Dr. Bodin and Buitenhuis) toured our surgical department and provided positive feedback about the surgical environment. They will be returning at the end of November to run another clinic. Required equipment list will be provided from the surgeons with a goal to provide gynecological surgery in 2021.

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 Odgen, Board Chair

Dr. Melaine Kowal, Chief of Staff

Julie Loveday, Vice President, Clinical Services & CNE

Carla Larson, Chief Financial Officer

Henry Gauthier, President & CEO



Audit & Resources Committee Report – October 2020

2.4.1 Financial Report – August 2020 *



Operating Revenue & Expense Summary April 1, 2020 to August 31, 2020

		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	\$11,109,012	\$11,013,129	(\$95,883)	-0.86%
Other Funding (19*) - Bundled Care, Hospice, Oncology Drug Reimbursement	A-2	\$1,624,458	\$676,858	\$2,396,196	\$1,719,339	254.02%
LHIN - One Time Funding	A-3	\$0	\$0	\$108,353	\$108,353	0%
MOHLTC - One Time Funding	A-4	\$222,275	\$92,615	\$92,618	\$3	0.00%
Other Revenue MOHLTC - HOCC	A-5	\$488,505	\$203,544	\$211,822	\$8,278	4.07%
Paymaster	A-6	\$0	\$0	\$0	\$0	0%
Cancer Care Ontario	A-7	\$21,563	\$8,985	\$2,485	(\$6,500)	-72.35%
Recoveries & Miscellaneous	A-8	\$1,485,678	\$619,033	\$673,885	\$54,852	8.86%
Amortization of Grants/Donations Equipment	A-9	\$270,000	\$112,500	\$113,768	\$1,268	1.13%
OHIP Revenue & Patient Revenue from Other Payors	A-10	\$1,725,505	\$718,960	\$572,927	(\$146,034)	-20.31%
Differential & Copayment	A-11	\$970,001	\$404,167	\$428,629	\$24,462	6.05%
TOTAL REVENUE	A-12	\$33,469,614	\$13,945,673	\$15,613,811	\$1,668,138	11.96%
Compensation - Salaries & Wages	A-13	\$18,775,421	\$7,870,245	\$8,806,401	\$936,156	11.89%
Benefit Contributions	A-14	\$5,081,817	\$2,130,186	\$2,293,933	\$163,747	7.69%
Future Benefits	A-15	\$163,200	\$68,000	\$70,865	\$2,865	4.21%
Medical Staff Remuneration	A-16	\$1,518,000	\$632,500	\$561,843	(\$70,657)	-11.17%
Nurse Practitioner Remuneration	A-17	\$122,800	\$51,167	\$56,550	\$5,383	10.52%
Supplies & Other Expenses	A-18	\$5,055,280	\$2,106,367	\$2,290,839	\$184,472	8.76%
Amortization of Software Licenses & Fees	A-19	\$34,887	\$14,536	\$14,536	(\$0)	0.00%
Medical/Surgical Supplies	A-20	\$720,889	\$300,370	\$298,948	(\$1,422)	-0.47%
Drugs & Medical Gases	A-21	\$1,340,607	\$558,586	\$737,140	\$178,554	31.97%
Amortization of Equipment	A-22	\$641,257	\$267,190	\$293,658	\$26,468	9.91%
Rental/Lease of Equipment	A-23	\$147,252	\$61,355	\$65,630	\$4,275	6.97%
Bad Debts	A-24	\$82,000	\$34,167	\$60,070	\$25,903	75.81%
TOTAL EXPENSE	A-25	\$33,683,410	\$14,094,670	\$15,550,413	\$1,455,743	10.33%
SURPLUS/(DEFICIT)	A-26	<b style="color: red;">(\$213,796)	<b style="color: red;">(\$89,082)	\$63,398	\$152,480	<b style="color: red;">-171.17%



Operating Revenue & Expense Summary April 1, 2020 to August 31, 2020

		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	\$650,336	\$648,059	(\$2,277)	-0.35%
TOTAL EXPENSE	B-2	\$1,560,807	\$650,336	\$653,352	\$3,016	0.46%
SURPLUS/(DEFICIT) - DUE To LHIN	B-3	\$0	\$0	(\$5,293)	(\$5,293)	0.00%
Fund Type 3 - Other Ministry/Agency Funded - Non Hospital Services Partner Assault Response - Family Violence						
TOTAL REVENUE	C-1	\$191,338	\$79,724	\$88,322	\$8,598	10.78%
TOTAL EXPENSE	C-2	\$191,338	\$79,724	\$79,806	\$82	0.10%
SURPLUS/(DEFICIT) - DUE To Other	C-3	\$0	\$0	\$8,516	\$8,516	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	\$558,682	\$654,023	\$95,341	17.07%
TOTAL EXPENSE	D-2	\$1,340,836	\$558,682	\$654,763	\$96,082	17.20%
SURPLUS/(DEFICIT) - DUE To LHIN	D-3	\$0	\$0	(\$741)	(\$741)	0.00%
Fund Type 2 - LHIN Funded - RainyCrest Long Term Care						
TOTAL REVENUE	E-1	\$13,044,393	\$5,435,164	\$5,874,469	\$439,305	8.08%
Compensation & Benefits	E-2	\$10,794,697	\$4,524,900	\$4,928,967	\$404,066	8.93%
Supplies	E-3	\$1,289,047	\$537,103	\$556,736	\$19,633	3.66%
Service Recipient Specific Supplies	E-4	\$0	\$0	\$0	\$0	0.00%
Sundry	E-5	\$675,873	\$281,614	\$434,034	\$152,420	54.12%
Equipment	E-6	\$234,600	\$97,750	\$131,149	\$33,399	34.17%
Contracted Out	E-7	\$343,883	\$143,285	\$101,807	(\$41,477)	-28.95%
Building & Grounds	E-8	\$26,877	\$11,199	\$5,696	(\$5,502)	-49.13%
TOTAL EXPENSE	E-9	\$13,364,977	\$5,595,850	\$6,158,389	\$562,539	10.05%
SURPLUS/(DEFICIT) including unfunded liabilities	E-10	(\$320,584)	(\$160,687)	(\$283,921)	(\$123,234)	76.69%
Less: Unfunded Future Benefits	E-11	\$0	\$0	\$54,875	\$54,875	0%
Less: Unfunded Amortization Expense	E-12	\$0	\$0	\$33,151	\$33,151	0%
SURPLUS/(DEFICIT) excluding unfunded liabilities	E-13	(\$320,584)	(\$160,687)	(\$195,895)	(\$35,208)	21.91%
Operating Surplus(Deficit) - Hospitals & Long Term Care ONLY						
		(\$534,380)	(\$249,768)	(\$132,497)		
Total Operating Margin - Hospitals & Long Term Care ONLY						
		-1.15%	-1.29%	-0.62%		

Riverside Foundation for Health Care
Board of Directors
Minutes of Meeting

DATE: Monday, September 21, 2020 TIME: 12:12 p.m.

LOCATION: Go-To-Meeting

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

1. Call to Order

Delaine called the meeting to order at 12:12 p.m. Sandra Beadle recorded the minutes of this meeting.

2. Adoption of Agenda

IT was,			
MOVED BY:	Kim Jo Bliss	SECONDED BY:	Carlene Steiner
THAT the Agenda be amended as follows:			
ADD:	9.7 Capital Equipment Additional Request		
ADD:	9.8 Capital Campaign		
MOVE:	9.7 Other to 9.9		
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:	Bev Langner	SECONDED BY:	Kim Jo Bliss
THAT the minutes from the June 29, 2020 meeting be accepted as circulated.			
CARRIED.			

6. Nomination of Chair & Vice Chair

IT was,
MOVED BY: Susan Irvine SECONDED BY: Paul Brunetta
THAT Delaine McLeod be nominated for the position of chair.
CARRIED.

Delaine accepted the nomination as Chair.
Nominations were called 3 times

IT was,
MOVED BY: Tyler Cousineau SECONDED BY: Paul Brunetta
THAT nomination be closed for the position of chair.
CARRIED

*** Delaine McLeod is acclaimed Chair of the riverside Foundation for Health Care Board.

IT was,
MOVED BY: Kim Jo Bliss SECONDED BY: Carlene Steiner
THAT Paul Brunetta be nominated for the position of Vice Chair.
CARRIED

Paul accepted the nomination as Vice Chair
Nominations were called 3 times

IT was,
MOVED BY: Meghan Cox SECONDED BY: Bev Langner
THAT nomination be closed for the position of Vice Chair.
CARRIED

***Paul Brunetta is acclaimed Vice-Chair of the Riverside Foundation for Health Care

7. Correspondence

None

8. On-going Business

8.1 Planned Giving Launch

Tabled until can have events again.

8.2 Donor Walls

All the coding and testing of the screens has been completed and Digitality is waiting for the fabricators to work on the framing of the screens. The fabricators were closed due to COVID for some time and are in a backlog right now. The framing is expected to begin in the last week of September and take approximately 3 weeks to complete. Once completed, assembly and final testing needs to be completed prior to shipping to location.

Digitality is looking at arriving and installing the walls mid to end of November,

however, they had not yet touched base with Ed to confirm that timeline. Allison was told that they would follow up with Ed at the beginning of October.

8.3 2020/2021 Capital Equipment Updates

Allison reviewed the 2020-2021 Foundation Approved Capital spreadsheet.
Outstanding Purchases – Panic Alarm Pendants:

Rainycrest Pendants Pledge Amounts	\$40,000.00
2019/2020 Q4 allocation	(\$12,780.41)
2020/2021 Q1 allocation	(\$21,419.55)
Remainder in Pledge	\$5,800.04

LVGH Pendants Aux Pledge Amount	\$27,000.00
2019/2020 Q4 allocation	(\$8,858.00)
2020/2021 Q1 allocation	(\$18,142.00)
Remainder in Pledge	\$0

There was exchange added as a cost to both the Rainycrest and the LVGH Units, the Rainycrest exchange was covered by the Foundation pledge amount, but there was \$4,381.57 in exchange charged to the LVGH units that is not covered by the Auxiliary pledge.

Allison suggested that the Foundation use the remainder in the Rainycrest pledge to cover the exchange not covered by the LVGH Pledge for the LVGH units.

IT was, MOVED BY: Paul Brunetta SECONDED BY: Tyler Cousineau THAT the Foundation use the remainder in the Rainycrest pledge to cover the exchange not covered by the LVGH Pledge for the LVGH nits. CARRIED.

The approved Capital List has been provided. Riverside Health Care is seeking \$445K-\$500K in financial support from the Foundation to offset costs of equipment; this would include any Auxiliary pledges. A decision about the total amount that the Foundation would like to support needs to be made so that the Capital Committee can begin selecting items from the list. Once this amount is decided, the committee will plan a time to meet, review the list and select items from it.

Looking at the spreadsheet we have already committed to ~\$100,000 (\$44,000 of this is donor directed with the funds already being received) and there is ~\$65,000 in outstanding purchases from the previous fiscal year that were carried over.

We must keep in mind that due to COVID-19 revenues will be down this year, and it is to be expected that pledges from the Auxiliaries won’t be as high as they normally are.

It was decided to hold off on making a decision for financial support until the updated Financial Report is in front of us. Once an amount is decided on by the Board the Capital Committee can meet and select items from it.

8.4 Labour Day 50/50

Allison referred to the 50/50 Revenue Report Spreadsheet.

There are still some outstanding invoices that have not yet been received, however the balance of them is known (highlighted in yellow on the report). The net revenue of the lottery (before any HST rebates) is \$15,275.41. Allison is working on the lottery report for the AGCO but can't complete it until all the invoices are received.

Feedback from the public was extremely positive and people are already asking when we are running the next one.

If we complete another raffle, Allison suggests not doing the mail out. It was a good way to market the raffle and get the word out initially, but it is not very cost effective.

Cost of Mail Out (includes printing and postage)	\$3,344.47
Sales from returned Mail Outs	\$6,145.00
Sales less 50% (prize payout)	\$3,072.50
Revenue from Mail Out	\$ -271.97

Although we can't measure how many people purchased tickets online upon learning about the raffle through the mail out, if we strictly look at numbers out vs. numbers in and the prize payout is taken into consideration, we actually lost money on the mail out.

Allison had a conference call with Ascend to discuss options moving forward. It was suggested to run a multiple draw campaign with sales being open for 4 weeks (as opposed to 8) at a time and apply for one lottery license that encompasses all the draws. A shortened campaign length shouldn't affect the amount of ticket sales too greatly as it is a very deadline oriented campaign, i.e. most ticket sales were made immediately prior to the EB draw and the main draw.

In regards to expenses, the \$1,000 Ascend set up fee was a one-time fee and we would not incur that on any future draws held. The server fee is only charged when there is an active raffle, and the cellular data can be paused while not in use. The equipment fee is charged the entire time the handheld device is in our possession.

Once a schedule of draws is set up, a lottery license could be easily obtained since we have already gone through the eligibility requirements, this could look like a monthly draw, a quarterly draw, or something different. If we go quarterly, Ascend suggested running the first one in November with a November 30th draw date, so that it doesn't compete with any Christmas campaigns that may be going on. Allison however, thinks a December draw may be beneficial to get in on people purchasing tickets as Christmas presents.

We would also need to decide if we would still run the Canada Day Cash Lottery while running online 50/50s.

We reviewed the scenarios and decided on a marketing strategy of pushing the \$20 tickets as the best deal. If we decide to do monthly, the Canada Day Cash Lottery would be put on hold for another year. If we decide to go quarterly it needs to be scheduled so it does not interfere with the Canada Day Cash Lottery.

IT was,
MOVED BY: Tyler Cousineau SECONDED BY: Rob Georgeson
THAT we commit to doing a monthly virtual 50/50 draw for one year and we put the Canada Day Cash Lottery on hold for 2021.
CARRIED

Allison will look into the subscription services. This is a shorter campaign so there will not be an Early Bird Draw and there will be no mail out. Hopefully Allison can get this set up so that the first draw can be November 30th and then she can market November and December tickets as Christmas gifts. Allison will also work to provide some seed money so that the draws have a starting balance. She is working on packages to provide to businesses.

The CFO of the Atikokan Hospital requested some information on how we ran our virtual draw. We will share the information with Atikokan even though it may mean losing out on the Atikokan ticket sales. It is important to work with the Foundations within the District. Allison will also forward a “Seed Money” package with Tyler to approach Westend Motors and Gillons’ Insurance.

8.5 Donor Database

Marie in IST reviewed the documents last week that were sent over from ASI in late May with respect to privacy and security. The product appears to have most of the security features that are in-line with our requirements and at this time she does not see any issues with iMIS Cloud in relation to privacy and security.

She has requested some more information from ASI in regards to data encryption but has said we are good to go with beginning the process of upgrading.

Allison will be touching base with ASI to get the ball rolling. There is an add on option to include design and set up of a new website that Allison is going to request more information on as our current website is in need of a serious overhaul. She will touch base with Kathryn Pierroz, the Communications Coordinator to make sure the update is in line with RHC update to their website.

8.6 CEWS

Dawn has informed Allison that we have until January 31, 2021 to file a claim for CEWS. There is a benefit in waiting to file to see what our revenues will be in the coming months as it may help to maximize our return. Dawn has begun working her way through the application process and may need to involve BDO. Allison will be requesting a meeting with Dawn, herself and Delaine to get some more information and be provided with some updates.

9. New Business

9.1 Committees

With Tammy’s departure we need to fill her vacancy left on the Physician Retention &

Recruitment Committee. Meetings are normally held quarterly at the Fort Frances Clinic Board Room and last about an hour. The next meeting is to be held on September 24th at 9:00 a.m. via GoToMeeting with an in person meeting planned in late November or early December.

Meghan Cox volunteered to be on the Physician Retention & Recruitment Committee. Allison will be in touch with her and will communicate the change to Patti Sekulich.

A new year means the possibility of committee reshuffling. Please take some time to review the committees. Each Board Member should join at least 1 sub-committee. Please let Allison know via email your 1st and 2nd pick. She will email the descriptions out as well.

Current Committees and Members

Finance Committee: (Bill, Tammy) – work with Allison and Finance to develop the budget for the next fiscal year.

Nomination Committee: (Kim Jo, Tammy, Tyler) – identify Board members to serve as Chair and Vice-chair, identify and interview potential new Board members as required.

Capital Committee: (Delaine, Livia, Bev) – determine what Capital items from the RHC ask the Foundation will support, working within the budget set by the entire Board. This committee will need to meet ASAP.

Planned Giving Committee: (Rob, Paul) – re engage lawyers and financial advisors in the area, and work with Allison to plan a public launch *this has been tabled.

Policy Committee: (Carlene, Susan) – review and update current policies, create any new policies that are needed *Allison will be making this a priority this year.

9.2 Staff Bursaries

There are two \$500 Riverside Staff bursaries and one \$1,000 Nursing Bursary available this year. Applications are due back October 2nd at which time the Selection Committee will review and grade each application. The committee needs a representative from the Foundation Board so Allison is looking for someone to fill this spot. Review and grading occurs on your own time so that there is no need to find a time for the committee to meet, and you would have one week to complete your review.

Tyler volunteered to replace Tammy on this committee. Allison will be in touch with Tyler closer to the closing dates. Thank you Tyler.

9.3 Annual Report

As per the June meeting, Allison has been working on creating an Annual Report for the Foundation & Auxiliaries. It will contain a report from Allison & Delaine, a two page spread recognizing donors and In Memorials that were established, graphics and information on revenue and disbursements of funds, highlights of the events and fundraisers held, as well as a two page spread for each Auxiliary.

To save money, instead of enlisting the services of the FF Times, Allison is designing the report herself. Once complete it will be circulated electronically, with the possibility of having a small number of copies printed.

Pending all the information coming in from the Auxiliaries, it should be completed by month end. Unfortunately, due to displeasure with how the Facilities Annual Report was compiled last year, the Rainycrest Auxiliary will not be providing Allison with any information to be included in our Annual Report. Allison is meeting with the Rainycrest Auxiliary president on Tuesday and will talk to her a little more about it.

9.4 Online Auction

In lieu of the Fall Gala, Allison is looking into holding an online auction. This would be dependent on donations received. It is probably best at this time to actively solicit donations from individuals as opposed to businesses. A letter requesting donations could still be sent to businesses, however the Special Events Committee would not do follow up visits or calls.

This could be a late fall auction, or an early winter one that is marketed as a Christmas shopping event. Once dates on the online auction are determined, this would help in scheduling other fundraising events as we don't want too much going on at one time.

The auction could be held using Facebook and creating a group to post pictures/descriptions of each item. This would require people to comment on the picture with their bid and following up with the winner to arrange for payment. Allison is also looking into websites that host auctions for non-profits. Some of them are free for use if you stay under a set number of auction items, but they do take a transaction fee. However, the auction would run more smoothly and payment would be made much easier as we wouldn't have to follow up for payment on items.

If you have any suggestion please shoot an email to Allison.

9.5 Staff Appreciation Baskets

Allison has been given a listing of staffing numbers and departments and will begin to assemble the staff appreciation baskets this week. These will be delivered to each department across LVGH, Rainycrest, Emo Health Centre and Rainy River Heath Centre. A thank you card from the Foundation will be included with each basket. These should be going out by the end of this week. We had received a \$500.00 gift card from Safeway when COVID started but we had to put it on hold for a bit. Allison will be topping up with Foundation Funds.

9.6 Christmas Appeal

The Capital Committee will need to select an item from the Approved Capital List that the Christmas Campaign will support. Once the equipment is selected Allison will work with the appropriate manager to begin writing the letter.

Allison will be reaching out to the FF Times soon to begin the process of designing the letter. If anyone has any suggestions for a theme/colour story, please let Allison know ASAP.

To allow time for printing and envelope stuffing the letter and design will need to be finalized by October 30th to allow for post office drop off on November 16th.

9.7 Capital Equipment Additional Request

Tammy McNally has submitted a request for the purchase of a new treadmill for the Rainy River Gym.

Rainy River Health Centre in collaboration with the Rainy River Medical Clinic and the Town of Rainy River provides a space for a gym for the community to use. This gym is managed by the Clinic with assistance from the Town of Rainy River. Individuals who use the gym are screened through the clinic to ensure they meet the criteria (have a health problem that would benefit from gym use) and are safe to use it. The equipment in the gym has been purchased through generous donations from CN, the legion and the Hospital Auxiliary.

There are two treadmills in the gym. One only works up to 4 mph and the other is totally broken and requires replacement. Dr. Ennett has indicated that he will be purchasing a new commercial grade treadmill for the gym.

The gym is used daily by members of the Rainy River community, Rainy River medical clinic staff, and Rainy River Health Centre staff.

Dr. Ennett is requesting that an in-kind tax receipt be issued for the purchase. Approval from RHC has not yet been given and they may require that the purchase be made through their supply chain as opposed to Dr. Ennett purchasing it himself.

Although RHC approval has not yet been granted, Allison wanted to get this on the Agenda so that it does not wait another month. If agreeable, a motion could be passed that is pending RHC approval.

Henry said he did approve it in this instance but in future he sent a letter to Tammy making sure that it goes through proper approval in the future. Thank you to Dr. Ennett for making this purchase. Henry is under the understanding that Dr. Ennett has already purchased the treadmill so it won't go through our Supply Chain.

<p>It was, MOVED BY: Bev Langner SECONDED BY: Carlene Steiner THAT the Foundation either issue an in-kind tax receipt to Dr. Ennett or buy the treadmill through Supply Chain in which Dr. Ennett would get a tax receipt for his cash donation. CARRIED.</p>
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9.8 Capital Campaign

Refer to 2020/21 Capital Master and 5 Year Plan – DI

Allison and Delaine met with Henry, Carla and Julie to discuss the launching of a Capital Campaign in support of new DI equipment. This equipment includes upgrades to the X-ray room 1- Digital Room and Room 2 – Fluoro Room, a CT scanner replacement, 2 new ultrasound machines and a new mammography machine. The equipment comes at an estimated cost of ~\$1.8M with 5 year maintenance agreements at a cost of ~1.4M.

The costs are still very rough, and RHC is going to get some more solid numbers and determine how much of their operating costs could be used to cover the maintenance agreements. At the next meeting, there will be more details laid out. But we would be looking at launching within the next few months and running a one year campaign to raise the funds for the equipment. This would involve creating a Capital Campaign Committee chaired by a Foundation Board Member.

Henry noted that regionally there has been discussion around a mobile MRI across the Northwest. He is watching to see how that advances. He also noted that Raincrest is due for redevelopment and that timeline is fast approaching. He would not like to see two Capital Campaigns back to back that's why this one has a short time period.

10.0 Standing Reports

10.1 Physician Recruitment and Retention Report

Henry reported reiterating from the last meeting that we have on boarded another two physicians for 2021 (Dr. Trotier and Dr. Gustafson-Mitchell). As well, Dr. Laxton, Dr. Arnesen and Dr. Balaraman have signed and have started their practices. Dr. McGuire started in Emo. Dr. Kowal will be leaving in November. Kudos to Todd and the Recruitment Committee for their success.

It was, MOVED BY: Kim Jo Bliss SECONDED BY: Tyler Cousineau THAT the Physician Recruitment and Retention Report be accepted. CARRIED.

10.2 Special Event Committee Report

Livia was not in attendance and there was nothing to report.

10.3 Hospital Auxiliaries Update

Bev reported for Rainy River Auxiliary, She did touch base with the Treasurer and they are not having meetings until further notice. They have also cancelled their Christmas Bazaar. She wanted to mention that during the COVID-19 pandemic it has been perfect timing for them to get the cart with WiFi and electronics to help families keep in touch with people in the hospital.

Susan reported that the Emo Hospital Auxiliary met on September 10th with social distancing measures in place. Glenna and Carley came and gave an update regarding the move back to Emo Health Centre. The resident are happy to be back, everything is clean and shiny including the Cafeteria. Emo Auxiliary has cancelled their Fall Tea and Bazaar and are trying to think of ideas to make some money. They were disappointed that the picture of their cheque presentation didn't make the Fort Frances Times and was put in the Bulletin instead. Allison said she spoke to the Editor about this and hopes that in the future they will keep in mind that rural doesn't get the Bulletin; she however did not get a response.

There has been nothing put forward from Raincrest Auxiliary and there was no response

2020 to July 31, 2020 Report.

The Year to date actual shows a deficit (27,752). The majority of the deficit is due to low fundraising activity and still having to pay the Director. Make note that the Foundation approved purchases of \$80,000 primarily for the Emo Air Conditioning unit and the LaVerendrye Pendants. We are getting better at allocating funds in a timelier manner; this was Q1 and has not been approved by the Board so is unaudited. Going forward this report will be looking for quarterly approval.

When viewing the Fund Balance Summary April 2, 2020 to July 31, 2020 it is noted that there are very few funds being directed towards Rainycrest. The Foundation should work at trying to garner more support for Rainycrest and/or move some general funds to offset some equipment approvals. Everything else is fairly healthy.

Henry mentioned that Dawn is looking into the Canada Emergency Wage Subsidy. This is not reflected in the reports as we don't know how it will work out. There are several ways to apply and calculate for the subsidy and we will work to maximize the revenue. This could reduce the deficit position. None of the recent 50/50 Draw revenues are reflected on this report.

The reconciled bank account shows a fund balance of \$1.6M. This is all available for use except the endowment funds. Carla will forward numbers as at end of August to Allison for use in decided for Capital support, Allison will email it to the Board. Interest rates have gone down dramatically so our restricted funds won't garner as much interest as they did last year.

It was, MOVED BY: Meghan Cox THAT the Finance Report be accepted.	SECONDED BY: Kim Jo Bliss CARRIED
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10.7 Other

Capital Support Amount

Last year we put forward a motion for the Capital amount support and then the Capital Committee used that dollar amount to select from the Capital List. There was some discussion and it was decided to defer this motion until we have the amount of the endowments. There was concern this would delay the Christmas Appeal but it was decided to have the Capital Committee go ahead and select an item for the Christmas Appeal. It was decided that Allison would circulate by email and this would give the Capital Committee time to select a piece of equipment for the Christmas Appeal campaign. The facility proposed \$445,000 to \$500,000 commitment. Henry said there was ample time if the Foundation wanted to wait another month. Everyone was in favour to defer this item.

11. Next Meeting

Next Meeting Date: October 26th, 2020

Allison will continue to assess the situation to see if we can start meeting face to face.

12. Adjournment

It was,
MOVED BY: Tyler Cousineau
THAT the meeting be adjourned at 1:42 p.m.
CARRIED.

Delaine McLeod (Chair)

/sb

28/09/2020



Auxiliary Report – October 2020

Emo

The Emo and District Auxiliary held its October Meeting. They pledged \$25,100 to purchase eight adjustable tables, 15 wipeable chairs for the lunch room, a large wipeable chair for the sunroom, two over bed tables, and two bedside tables. The Auxiliary also pledged to pay for two wipeable blinds for the cafeteria.

La Verendrye General Hospital

See Attached.

Rainycrest

No Report.

Rainy River

No Report.

LAVRENDRYE GENERAL HOSPITAL AUXILIARY

EXECUTIVE MINUTES

OCTOBER 5, 2020

Attendance: Conference Room: Linda Booth, Joy Lockman, Donna Penney, Margie Gibson and Dolores Fraser. Virtual Attendees: Janet Lambert, Diane Glowasky, Marnie Cumming.

Regrets: Judy Webster, Lenore Cates, Helene Cone, Bev Bond and Karen Robinson

The Meeting was called to order at 3:02 P.M. in the LVGH Third Floor Conference Room. The Auxiliary Pledge was read.

Agenda was accepted as distributed

Conflict of Interest: None declared.

Minutes of September 3, 2020 Executive Meeting were accepted as distributed

Treasurer's Report accepted as circulated

CORRESPONDENCE:

HAAO letter reviewed. As per an agreement with HAAO, Volunteer Canada is offering one free three year membership to each Auxiliary. Membership gives the Auxiliaries a vote at their AGM, access to webinars, discounts etc. Marnie Cumming has volunteered to be the designated contact. Janet will forward a letter to HAAO President with her information. There is one free membership per Auxiliary.

Riverside Foundation has sent a card thanking the Auxiliary for the 2019-20 equipment donation of \$27,000 for the panic alarm system.

Resignation of Executives: Bev Bond has advised she has resigned from the Auxiliary as Member at Large; but, will continue to volunteer as needed. Karen Robinson has also resigned as Shop Manager.

BUSINESS ARISING:

Executive Vacancies: At present, the Auxiliary needs a Vice President, Shop Manager, Foundation Representative and a Member at Large. We are also in need of a new Treasurer for 2021-22. Members and Executive are asked to actively consider and seek out members or volunteers to fill these positions.

Shop Reopening and Money Counters: In need of a Shop Manager to take care of everyday operations like ordering, maintaining Covid standards, organizing volunteer workers etc.

The Shop Committee helps to set up displays and organize events such as Lobby Sales and Pop Up Shops.

Plan is to defer opening until Auxiliary has met these standards and when the OH&S Rep and Auxiliary volunteers feel it is safe to return to the Shop. In the meantime, Foundation Chair, Allison Cox is collecting monies from the vending machines and forwarding to Auxiliary Treasurer. Hospital staff are filling the vending machines.

Fundraising: A discussion was held regarding fundraising with several suggestions put forward such as a Virtual Tea, Virtual Auction, draws for Shop merchandise and a direct ask to members. Inhouse Silent Auction Committee was formed with volunteers, Margie Gibson, Diane Glowasky, Marnie Cumming and Janet Lambert. Janet is to contact Allison Cox to discuss logistics and safety. The group hopes to have an Inhouse Silent Auction in November or December with gift baskets and stock from the Shop. A direct ask of members is also being considered.

NEW BUSINESS:

Auxiliary Pledge to Foundation for 2020-21.

TO DONATE \$23,500 TO RIVERSIDE FOUNDATION FOR THE PURCHASE OF A TOURNIQUET FOR THE OR VALUED AT \$17,500, THE MICROBIOLOGY 42 INCUBATOR VALUED AT \$5,000 AND THE PHLEBOTOMY CART VALUED AT \$1,300. FOR THE LABORATORY. Moved by: Margie Gibson, Seconded by: Diane Glowasky. CARRIED.

DIRECTOR AND COMMITTEE REPORTS

Membership/Phoning/E-mailing A Membership drive in September was completed. Membership forms for 2020-21 were distributed at a cost of \$69.59. There are 228 currently on active list. To date 122 have paid this years membership including Life Members (with 18 paying for last years arrears as well). There are 15 Rainycrest members. Thanks to Grace Angus, Sandra Robertson, Judy Webster for assisting with the drive. Thanks to Bev Bond, Sylvia Beadle, Dixie Badiuk and Anna McNay for collecting from their respective buildings. Anna brought in 8 new members from Columbus Place. A huge bonus from the Membership Drive was that it brought in several monetary donations ranging from two at \$10, \$60, and \$500 for a total of \$570.

Gift Shop Committee: no report

Social: no report

Advertising and Promotion: no report

Newsletter: no report

Lobby Lottery: Letter sent to Town of FF to hold lottery license until able to sell tickets. To date, there has been no response to the letter. Bank balance as of October 1, 2020 is \$17,317.82

Historian: no report

Sick and Visiting: Thinking of You to one member. Sending a get well card and sympathy card to two members. Needs to pick up more cards. Will contact Allison Cox to arrange to do so.

Patient Services: Able to access Storeroom to prepare baby kits. The Nurses had been doing them up when they ran out. Thank you to Josie Schill and her workers for making 60 pairs of baby booties. Thanks to Georgina Hayes for making hats and mittens. There is a lot of wool in the Third Floor storeroom and would love more knitters to participate, so spread the word.

There are still six Palliative Care kits in the Main Floor storeroom. This number is unchanged, so it appears they are not being used right now. If kits are needed, please contact Judy.

Foundation: no report. Position is vacant.

Meeting adjourned at 4:15 PM

Next meeting date is November 2, 2020 at 3 PM. Room and virtual meeting to be arranged

Linda Booth, President

Janet Lambert, Secretary