



NEAR NORTH PALLIATIVE CARE NETWORK
2025 Main Street West, North Bay, Ontario, P1B 2X6
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NNPCN Board of Directors Meeting January 13th, 2020

1. Call to Order

Darren Renaud called the meeting to order at 6:07 PM.

2. Attendance

Directors:	Darren Renaud, <i>Chair</i> Jenny Leblond, <i>Reporting</i> Sr. Winnifred McLoughlin, <i>Motherhouse Liaison</i> Michelle Crepeau, <i>HCC-NE LHIN Liaison</i> Nadine Jensen, <i>Regulations</i> Rev. Fraser Williamson, <i>Almaguin</i> Lana Richardson, <i>Hagar/Sturgeon Falls</i> Bridget Brown, <i>Metis Liaison</i> Scott Taylor, <i>IT</i>
Regrets:	Joan Burnett, <i>Honorary Board Member</i> Michael Lowe, <i>Vice-Chair</i> Cam Ducharme, <i>Mattawa</i> Dr. Ryland Steel, <i>Psychometrics</i> Linda Bishop, <i>Director-at-Large</i>
Guests:	None
Staff:	Monica Do Coutto Monni, <i>E.D.</i>

3. Welcome and Introduction

Darren Renaud welcomed those present and proceeded to approval of Motions at 6:07 PM.

4. Approval of Agenda

{Motion 2020-01-01}

Moved by Michelle Crepeau and Seconded by Sr. Winnifred McLaughlin THAT the Agenda of January 13th, 2020 Board of Directors' meeting of the Near North Palliative Care Network be approved with amendments. All in favour. Carried.

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5. Declaration of Conflict of Interest

No conflict of interest was declared.

6. Approval of Minutes.

Approval of Minutes of December 09th, 2019.

{Motion 2020-01-02}

Moved by Nadine Jensen and Seconded by Fraser Williamson THAT the Minutes of the Board of Directors' meeting held Monday, December 09th, 2019 be approved with amendments and THAT the Chair be authorized to sign them. All in favour. Carried.

7. Guests. None.

8. Executive Reports

08.01. Executive Director

Monica Do Coutto Monni reported the highlights of NNPCN activities.

8.1.1) Oversight and execution of finances, budget, reports and statistics.

- a) Audit 2019-20 scheduled with BDO for April 13th, 2020.
- b) Bev Christie-Froud is transitioning grant writing 2020-21 to Drew MacDermid. The grant goals this incoming year are expansion of capacity, education and training, expansion of volunteer recruitment, and conference call technology.
- c) We received the usual two NOHFC Grant for Bereavement and Palliative Care Interns, same value as before (\$28,080.00 x 2). We are now selecting candidates for job interview.
- d) We received two grants from Ontario Trillium Foundation. The Seed Grant for the education and training project "Seniors Connections" paid us \$69,400.00 to maintain and expand all NNPCN training and education activities in North Bay, including activities outside the Main Office, in facilities near a larger concentration of seniors, such as retirement compounds. Johanna Kristolaitis was hired as Project Coordinator and is in training. Project runs for one year, from December 03, 2019 to Final Report due on January 01st, 2021.
- e) OTF also gave NNPCN a Capital grant of \$6,000.00 to purchase a complete teleconference system. Scott Taylor helped us select the technology. The project was developed in collaboration with the Motherhouse and consultation with the Motherhouse Administrator, Sr. Josie, and must be completed by September 18, 2020. The teleconference centre will be installed at the McColgan room and will be available to NNPCN and Motherhouse activities.
- f) The MOHLTC granted a \$2 million-dollar contract to the Consortium of St. Elizabeth Foundation-HPCO-Hospice Toronto-Alzheimer Ontario-NNPCN. The grant was awarded on June

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2018. Monica was contacted by Ravinder Tulsiani, Project Lead, Saint Elizabeth Foundation, on September 19, 2018 and was notified the team would let NNPCN know when to start work. The team contacted Monica on January 29, 2019 to have content written to the Project up to March 31st, 2019. Instead of the \$65,000.00 requested, the Consortium proposed \$12,100 from April 1st, 2019 on. Monica asked for an Agreement and an extension to the deadline. NNPCN received the payment for the first part of content production (\$700.00). Project deadline is March 31, 2020.

g) The grant from District of Nipissing Social Services Administration Board in the value of \$5,650.00 for the Indigenous Engagement Program developed by our Master's Degree Placement student Nusha Ramsoondar is now almost finalized. We established a placement partnership with Nipissing University for Indigenous Placement Students and are also recruiting and training Indigenous Volunteers. We have two Indigenous placement students and 3 Volunteer applicants in training. Two additional training workshops will be delivered in early 2020 to complete the grant budget.

h) We got our new credit card from Collabria with Caisse Populaire. We are now transferring all online annual renewals to the new credit card.

i) Insurance 2020 from Brokerlink completed and paid.

8.1.2) NE LHIN. ONTARIO HEALTH TEAM.

a) **Ontario Health.** NBRHC changed its status from Member to Affiliate of NNH&W and the leadership is now in transition. NNPCN signed as full member and is now looking at info to become Affiliate of the Parry Sound OHT. NNPCN is part of the NNH&W HCC Working Group. The period of transition of operations to an optimized healthcare continuum will take at least a couple of years.

b) **Palliative Care Education Services.** The Committee is meeting to organize the Winter Conference, on February 25th, 8:30 am to 4:30 pm at the Best Western Hotel. LEAP training was offered on November 9 and 10, 2019. Meetings of the PCES Committee to stay at the banker's facility as always.

8.1.3) Support to Almaguin, Mattawa and West Nipissing Teams.

Almaguin. We purchased a new printer to Almaguin. Fraser will also purchase a new TV screen and NNPCN technology will be based in Zion Church, for purposes of NNPCN training and meetings in the Almaguin area. Monica and Fraser will deliver the first Bereavement training to local volunteers in the week of January 20 to 24, 2020. We have 15 participants registered to the present.

Sturgeon Falls. College Boreal not available to house NNPCN Bereavement program. Lana, Marie Claire and Monica will look for a convenient place to conduct grief sessions in Sturgeon Falls. Lana will be the Bereavement trainer in French (materials now completed). Lana and Alison organizing face-to-face palliative care training in Sturgeon. Rose Ramson not well at the WNGH room 44. Monica sent flowers and is going to visit. Lana will be Sturgeon Falls palliative care lead for now.

Mattawa. Monica will give the full Bereavement Training at the Mattawa Hospital in May, date to be confirmed.

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8.1.4) **Alliances, Partners and Memberships.**

a) **NBRHC.** Collaboration with NBRHC is ongoing.

b) **St. Joseph's Motherhouse.** NNPCN is now paying a small rental sum for the rooms we use. St. Josie, Lisa (Motherhouse IT Department), Bev Christie-Froud (NNPCN Grants) and Monica visited the potential rooms for the Conference Centre, and the McColgan Room was chosen. Sr. Winnifred and Sr. Josie approved the request to have a bed and wheelchair to offer Body Mechanics training session twice a year, in Spring and Fall, at the McColgan Room. Sr. Josie and Monica to meet in the new year about extending the OTF grant education and training opportunities offered by NNPCN to the retired tenants of SJOTL East and North Wings, staff in the second floor, and the resident Sisters of St. Joseph. Monica talked about getting a small storage room at the Motherhouse with Sr. Winnifred and Sr. Josie. Lisa, Scott, Rob and Monica to finalize the purchase and technical aspects of the new teleconference centre at the McColgan room.

c) **IAHPC.** NNPCN renewed membership with International Association for Hospice and Palliative Care (IAHPC).

d) **Cassellholme.** Everything is going well.

e) **Water's Edge.** Collaboration Agreement practical aspects proceed slowly due to lack of capacity on both sides.

f) **Heritage Gardeners.** An MOU was signed, with the common goal of recruiting Volunteers to tend for pollinators' flowerbed no. 6 at the waterfront, to help feed the butterflies released by NNPCN every year. This partnership is an important step to demonstrate the active participation of NNPCN in Community Responsibility to the environment, since our main fundraiser is about releasing live butterflies in our area. Bev is applying for a grant to develop the flowerbed and we have received a few applications for Volunteers on our Facebook page.

8.1.5) **Representation at External Committees, NELHIN, HPCO.**

a) **EOL.** Michelle Crepeau is the new Chair.

b) **HPCO.** NNPCN in ongoing strong collaboration with HPCO. Alison and Monica participate in: Bereavement Interest Group, Bereavement Standards Expert Panel, Coordinators of Volunteers Interest Group, Hospice Metrics, VHiG, Volunteer Management Expert Panel and Volunteer Standards iG. We started Accreditation Review, our cohort will be Spring/Summer 2020, and Monica is preparing Alison.

8.1.6) **Palliative Education Committee.** Monica hopes to resume attending now that we will have one year with more staff at the office.

8.1.7) **Placements**

a) **Ministry of Northern Development and Mines.** Item 8.1.1.b of Executive Report

b) **Laurentian University.** No students so far.

c) **Canadore College.** We have 2 Canadore students from January to April.

d) **CTS.** 2 CTS students are finalizing their placements on January 17. They are almost completing JukeDocs. We purchased a good shredder and are freeing as much as we can for storage space.

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e) **Nipissing University.** We have 2 Indigenous placement students right now for 40 hours each, and will receive 4 BSW placement students from January to May. The ELAS grant is sending two students more, one from Psychology and another from Social Work.

f) **Saskatchewan University.** Master's student Nusha Ramsoondar finished her placement and did an outstanding job to develop NNPCN Indigenous and Metis palliative care program. She will organize the 2 final workshops paid by the DSSBA grant in the first half of 2020.

g) **Wilfried Laurier University.** We will receive a Masters' Degree placement student to work in the project "Augmentative Communication Devices," new training Module at NNPCN that will train volunteers how to use augmentative communication devices with clients with verbal communication challenges (cerebral palsy, ALS, stroke, brain cancer, etc).

h) We have a working partnership with the Nursing School at Nipissing and would very much like to consolidate the same with the Nursing School AT Laurentian University.

8.1.8) Organizational Communications. Weekly communication with the Board, Volunteers, Health Care Partners and the public continued.

a) **NNPCN Newsletter.** Winter 2020 being prepared.

b) **OTN and Zoom.** Zoom is working well and will help us expand training and education online in 2020. Please tape your webcams when not using teleconference.

c) **In-House Videomaking.** Monica created NNPCN YouTube Channel and we are slowly perfecting in-house videomaking of events and training sessions. Videos will be shared on NNPCN YouTube, Website and social media.

8.1.9) Technology. JukeDocs is now almost completed by CTS placement students. Monica created NNPCN PayPal linked to our EBay page. Northern Business Solutions replacing our photocopier this month, the one we leased cannot be fixed. They will honour the contract by installing another photocopier for free. We still have 2 years in the current lease.

8.1.10) Fundraising, awareness and events.

a) **Butterfly Release 2020.** We started the cycle of organizing the Butterfly Release in January 2020. We will work to release a thousand butterflies in 2020. Date of Butterfly Release: July 11th, 2020.

8.02 Palliative Care, Bereavement, Volunteer Recruitment, Education and Training

8.2. 1) Training and Services

a) **Palliative Care and Bereavement. Q1 and Q2 (April to September 2019).** New Referrals: 259. Individuals Serviced: 486. Group Participants: 921. Group Sessions: 106. Volunteer Hours: 9,020.

b) **Volunteer.** Number of Volunteers are slowly expanding again. It takes time to get the palliative care volunteer to completion of training. Average in Q1 and Q2, 115 Volunteers and applicants

Palliative Care, Bereavement and Volunteers from January 02 to 13, 2020:

Almaguin - 5 palliative clients, 1 paired with volunteer

Mattawa -2 clients both paired

West Nipissing - 3 clients, 2 paired, 1 needing more info from client

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North Bay - 11 clients, 3 waiting, 8 paired with volunteers

Applicants - 53, 3 ready for mentor

d) **Training and Education.** All training and education in **NNPCN is being reorganized in 2020 under the umbrella of the OTF grant "Seniors Connections."** Initial planning and production up to January 12, 2020:

Potential venues contacted: 15+ (unsure exact number as some students were helping with calls still when I left on Friday. Also, this doesn't include venues contacted previously)

Venues booked: 1 (the Motherhouse Conference Room for both applicant and volunteer training sessions)

Potential presenters contacted: 12

Presenters booked: 3

Local organizations contacted (i.e. to present about the program): 2

Other notes:

- contacted Lori Kay (PR contact at OTF) about process for approval of promotional materials
- agreed with Alison on which training sessions would be jointly promoted and which would be volunteer only, meaning I will organize a separate public educational event for those times
- finalized the general applicant and volunteer training info in Teamup calendar
- created and/or continued working on spreadsheets for various research and/or tracking purposes

e) **HPCO Online Training.** Going great. Alison took over while Nadine Jensen readapts to full-time work at NBRHC. All going well, Alison is inviting in-service presenters.

f) **Palliative Care Interdisciplinary Education Services.** Karen Smith and Monica conducted a poll to assess the training needs of sister agencies. Agencies want PSW training. Monica and Karen contacted Canadore and the PCES will pay for a few PSW scholarships to interested agencies in 2020. One scholarship was granted to Care Partners.

9. Board Reports

9.01. **Treasurer's and Finance Committee Report.** We are closing the year in great financial shape, \$231,203.36 CAD as of 12.05.19. However, Bingo expenses for mileage are growing with our growing services and Monica will try to find more funding for mileage from 2020 On.

9.02. Satellite Team Reports.

- West Nipissing.** Item 8.1.3 of Executive Report.
- Mattawa.** Item 8.1.3 of Executive Report.
- Almaguin.** Item 8.1.3 of Executive Report.
- Hagar.** Item 8.1.3. of Executive Report.

9.03. **Palliative Care Education Services.** Items 8.1.2 and 8.2.1.f of Executive Report.

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10. Business Arising from Minutes

10.01. OHT NNH\$W. Item 8.1.2.a of Executive Report.

11. New Business. Marie Claire June Callwood Award 2020.

11.01. HPCO Conference June Callwood Award 2020. The Board discussed a few strong candidates and nominated Marie-Claire Vignola.

Nomination of Volunteer Marie-Claire Vignola to the HPCO Conference 2020, June Callwood Award of Outstanding Volunteer.

{Motion 2020-01-03}

Moved by Lana Richardson and Seconded by Fraser Williamson THAT NNPCN Volunteer Marie-Claire Vignola be nominated to the HPCO Conference 2020, June Callwood Award of Outstanding Volunteer. All in favour. Carried.

11.02. BDO Audit 2020 will happen on the week of April 13th, 2020.

12. *In Camera*. None

13. Information Sharing.

Michelle will be authoring a course of Palliative Care to Laurentian U. School of Nursing. Michelle in the Palliative Care Committee in the Hospital, Monica to come back as soon as there is capacity at the Office.

Nadine shared that the NBRHC Palliative Care Unit started a Wish program to palliative/Maid patients and the NBRHC was able to fulfill the wishes of a few clients with a small budget.

Monica proposed to continue with the same theme for our joint efforts in 2020, during which each Board Director, staff, volunteers and stakeholders makes a special commitment to reinforce our main role and responsibility in a special way: **to protect, advance and promote the interests and good name of NNPCN, with positive action and words. To acknowledge and promote the good action of NNPCN Board, staff, volunteers, donors, clients and stakeholders, with positive words.** This builds up brand name value and organizational reputation in the community. The current Administration will go on investing gradually in quality improvement, best practices, professionalism, stronger infra-structure and logistics to NNPCN.

14. **Accomplishments.** Monica was officially admitted by two Ivy League universities: Illinois U and Cornell. She completed the Summer Course of Illinois U. MBA, grade 90.675 in 100. She is now completing the Executive Healthcare Leadership Certification at Cornell U. and the Statistics primer and preparatory courses at Illinois. She decided to do the MBA at a slow pace.

15. **Next Board Meeting. Monday, February 10th, 2020, 5 pm (Dining Room, supper), 6 PM (Conference AGM, McColgan Room).**

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16. Adjournment.

Adjournment called at 7:08 pm. Motion by Jenny Leblond.

Darren Renaud
Chair of the Board

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