



NEAR NORTH PALLIATIVE CARE NETWORK
2025 Main Street West, North Bay, Ontario, P1B 2X6
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NNPCN Board of Directors Meeting February 11th, 2019

1. Call to Order

Darren Renaud called the meeting to order at 5:57 PM.

2. Attendance

Directors:

Darren Renaud, *Chair*
Michael Lowe, *Vice-Chair (electronic vote)*
Jenny Leblond, *CMHA, NE LHIN Reporting*
Sr. Winnifred McLoughlin, *Motherhouse Liaison*
Michelle Crepeau, *HCC-NE LHIN Liaison*
Scott Taylor, *IT (electronic vote)*
Nadine Jensen, *Bylaws, Policies and Procedures*
Cam Ducharme, *Mattawa*
Lana Richardson, *Hagar/Sturgeon Falls*
Linda Bishop, *Director-at-Large*

Regrets:

Joan Burnett, *Honorary Board Member*
Fraser Williamson, *Almaguin*
Ryland Steel, *Psychometrics*

Guests:

None

Staff:

Monica Do Coutto Monni, *E.D.*

3. Welcome and Introduction

Darren Renaud welcomed those present and proceeded to approval of Motions at 6:00 PM.

4. Approval of Agenda

{Motion 2019-02-01}

Moved by Michelle Crepeau and Seconded by Cam Ducharme THAT the Agenda of February 11th, 2019 Board of Directors' meeting of the Near North Palliative Care Network be approved with amendments. All in favour. Carried.

5. Declaration of Conflict of Interest

No conflict of interest was declared.

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6. Approval of Minutes.

Approval of Minutes of January 14th, 2018.

{Motion 2019-02-02}

Moved by Michelle Crepeau and Seconded Cam Ducharme by THAT the Minutes of the Board of Directors' meeting held Monday, January 14th, 2018 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 Executive Director's. Written update on the progress of the Report below next month.

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

- a) Jenny and Monica finalized the CAPS 2019-22.
- b) The first reimbursement of James Donovan from the NOHFC (\$14,040.00) was deposited. The Replacement candidate Kim Hamilton, pre-approved by NOHFC, was accepted for one-year extension grant, from November 1st, 2018 to October 31st, 2019. Kim finished her training and is now performing in her role of Palliative Care Volunteer Recruitment Intern.
- d) Bev Christie-Froud is writing grants 2019. The grant goals this incoming year are expansion of education and training, expansion of volunteer recruitment, and if possible, new database and conference call technology.
- e) The MOHLTC confirmed concession of the \$2 million-dollar contract to the Consortium of St. Elizabeth Foundation-HPCO-Hospice Toronto-Alzheimer Ontario>NNPCN. Monica was contacted beginning of February to have content written to the Project up to March 31st, 2019. Instead of the \$65,000.00 requested, the Consortium is giving NNPCN \$20,000.00 by April 1st, 2019.
- f) Monica is in consultation with Caisse Populaire to open a separate bank account to the Palliative Care Education Committee funding.

8.1.2) NE LHIN.

a) The final approval of the transfer of the Palliative Education Committee to NNPCN was announced by Lianne Valiquette and Megan Waqué on November 28th, following the motion of support to the transfer by the EOL Committee on November 15th, by unanimous approval of the committee. The Palliative Care Education committee is meeting at the Motherhouse and planning the local Conference 2019. The signed Appendix A re: transfer of funds of Palliative Care Interdisciplinary Education Funding from PHARA to NNPCN was sent to the NELHIN on 01.12.19 with a couple of questions:

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1. Effective Date of Fiscal Funding. Is it 11/1/2018 or 04/1/2019? The NE LHIN confirmed 11/01/18.
2. Annualized Funding Allocation. Is it \$35,372.00 or \$36,082.00? The NE LHIN confirmed \$36,082.00.

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

Almaguin. Fraser said that NNPCN interview of Almaguin News with NNPCN made first page. He will bring a copy to the Board. For now, the members of Almaguin team are not meeting monthly but a few local clients are being seen by Fraser and local volunteers. Bev Beavis is completing her training and will soon be ready to help advance the Almaguin Team.

Sturgeon Falls. No meeting in January. Progress being made RE: communication between satellite team and central office by email. Monica shared training about how to communicate new intakes, clients in waitlist, pairing up clients and volunteers (palliative care and bereavement), and more. The bereavement team in Sturgeon Falls accepted to give group sessions locally. Group sessions cannot be done anymore at l'Alliance anymore. Monica will help the team to make a partnership with WNGH or College Boreal and find a convenient place to conduct grief sessions in Sturgeon Falls. Monica requested them to send the contact of the right person to talk about an alliance between College Boreal and NNPCN. Rose will approach Cynthia regarding the use of the Board Room. The complete materials for Bereavement in French are print-ready, and the powerpoints are done.

Mattawa. Tanya and Monica are gradually developing a joint proposal to be presented to the Mattawa Team, of alternative solutions of fundraising that will take into consideration: a) that as a funded charity, NNPCN must comply with charity regulations around donations; b) the limited numbers of local pioneer volunteers; and c) time to onboard new volunteers to help develop future joint initiatives and fundraisers. Cam Ducharme and Richard Lebel accepted to join the team. Cam Ducharme is a new Board Director and will represent Mattawa Satellite Team.

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. We were awarded \$7,000.00 the North Bay Community Foundation to partially cover the room rental costs for the year. The Sisters of St. Joseph generously kept the lease for 2018-19 at the same rates of 2017-18. St. Josie, Lisa (Motherhouse IT Department), Bev Christie-Froud (NNPCN Grants) and Monica in dialogue about a grant to get Conference Centre technology, and other alternative projects. Dialogue being developed with Sr. Winnifred and Sr. Josie about the availability of a room with bed and wheel chair to offer Body Mechanics training session twice a year, in Spring and Fall.

c) **IAHPC.** NNPCN is now a member of the International Association for Hospice and Palliative Care (IAHPC). Some of the offered benefits are:

- monthly newsletters
- information on scholarships and invitations to participate in global projects as well as advocacy opportunities.

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- access to the CINAHL database with unlimited on-line access / downloads of full text articles from leading palliative care journals and many more.
- eligibility to participate in the:
 - traveling fellowship program for teaching and
 - traveling scholarship program to continuing your education;
- support & participate in IAHP's global aims:
 - participating in advocacy campaigns with WHO, INCB and other UN organizations, for the recognition of palliative care and pain treatment as a component of the right to health and its inclusion in international and national health care policies and documents
 - implementing in countries an Essential Package for Palliative Care as recommended by the Lancet Commission on Global Access to Palliative Care and Pain Control
 - participating in global research projects
- access to the IAHP's website with resources;
- IAHP monthly e-newsletters with updates on palliative care advances around the world;
- ability to nominate candidates to our Board.

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

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

8.1.5) Representation at External Committees, NELHIN, HPCO.

a) **EOL.** Monica attended 2018 meetings regularly.

b) **HPCO.** NNPCN in ongoing strong collaboration with HPCO. Kim and Monica are participating in: Bereavement Interest Group, Bereavement Standards Expert Panel, Coordinators of Volunteers Interest Group, Hospice Metrics, VHiG, Volunteer Management Expert Panel and Volunteer Standards iG.

b.1) **Visiting Hospice, Metrics, Bereavement and Volunteer Standards Interest Groups.** Monica accepted being a member of the Volunteer Standards group together with Kristine.

b.2) **QHPCCO.** Rick Firth, HPCO CEO, sent an update about Ontario Government reform of Health Care defending the position that Palliative Care doesn't need any extensive reform but continuity.

b.3) **HPCO Conference.** Monica is the current Chair of the HPCO Visiting Hospice Provincial table and chaired our Annual Meeting during the HPCO ED Pre-Conference.

8.1.6) Palliative Education Committee. Item 8.1.2 of this report.

8.1.7) Placements

a) **Ministry of Northern Development and Mines.** James Donovan ends his internship on May 22nd, 2019. Kim Hamilton started on November 1st, 2018.

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

c) **Canadore College.** Kyla Mehring is the current Placement Social Work Student.

d) **Nipissing University.** Social Work placement student Tessa Kennedy was welcome as our new placement student on September 10th. She will be with us until end of April. We received a new

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placement student (third year Social Work), Lane MacDermid, on January 09, 2019. Lane is an outstanding student: great skills, efficient, responsible and with the compassionate considerate positive attitude that fits NNPCN culture. The Experiential Learning Program ELP is sending us two BA Psychology placement students for the next 5 weeks: Alison Hudyma and Cameron Haleshurst. They will be shadowing James Donovan for the Bereavement program activities. All activities of the ELP program will pay a stipend to NNPCN. For the ELP, Monica also agreed to be a guest speaker at Nipissing University twice in the next months.

e) **CTS.** A new placement student will begin on February 19th: Santana Hughes.

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

a) **NNPCN Newsletter.** Spring, Summer, Fall and Winter Issues were sent in 2018. Cycle to restart in Spring 2019.

b) **OTN and Zoom.** Zoom became the favoured tool for teleconferences. It is intuitive and user friendly, and integrates with Google Calendar. It is a pretty straightforward platform and will allow NNPCN to schedule all our training and education activities by teleconference, besides face-to-face.

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. Steps this month: still solving technical glitches with our emails and OneDrive, as we have more hands-on deck at the Office. Our telephone system needs attention soon. As soon as we have funds, the ideal is to migrate to a business email system and to a different database. SUMAC, Inter-Rai and CRISP are some options.

8.1.10) Fundraising, awareness and events.

a) **Butterfly Release 2019.** Preparations started. Bev Christie-Froud is helping Monica to spearhead the organization. Canadore Student Kyla Mehrling is helping with permits and administrative tasks. Kim Hamilton NOHFC Intern trying to find tents for free with Nipissing University. The Butterfly Release saw a turning point: it is not an internal event any more but a well-established community event. We will celebrate the 10th Butterfly Release in 2019 and Monica proposes a joint effort to make it an even bigger event. Her first step will be to talk to Al McDonald to develop bigger visibility to the event, since 30% of Butterfly Release donors are from the surrounding areas and the event attracts visitors to North Bay.

b) **Music Night North Bay 2019.** To be announced.

c) **Music Night Mattawa 2019.** To be straightened out with the Mattawa Team, and hopefully it will be the same success as always. Cam will brief the Board from now on.

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

8.2. 1) Training and Services

a) **Palliative Care.** Clients / hours served 2017-18 fiscal year: 159 clients, 2903.5 hours. Clients / hours served 2018-19 fiscal year up to July: 39 clients, 1266.25 hours. Clients served in July 2018: 44 active clients. North Bay: 24; Almaguin: 6; Mattawa: 6; West Nipissing/Sturgeon Falls: 6 clients; Hagar: 2.

We are receiving an increased number of referrals. Monica will devote 2018 to speed up the next strategic step that must be taken to respond to the growing needs: targeted marketing, expansion of operations in the areas of Volunteer Recruitment and Volunteer Engagement. We will resume personal appeal phone calls, plus the appeal general email, to engage more volunteers.

b) **Bereavement.** Clients / hours served 2017-18 fiscal year: 210 clients, 2414.35 hours. Clients / hours served 2018-19 fiscal year up to July: 72 clients, 110.8 hours (volunteers late to send their hours). Clients served in July 2018: 62 clients, 20.25 hours. Regular individual sessions facilitators are now: Cathie Foisy (assessment), Monica (complex, suicide and trauma grief clients), Joanne St-Denis (complex, Francophone and cognitively challenged clients), Marie Loewen, Laura Fisher, Carol Fleming, Morris Chaput (healthy grief to moderately complex clients). We will probably expand services to after-hours clients in the fall, with new facilitators.

c) **Volunteer.** Number of Volunteers: 57 / hours served: 7601.05 in 2017-18 fiscal year. Number of Volunteers: 33 / hours served: 1685.05 in 2018-19 fiscal year up to July. Number of Active Volunteers 11 / hours served: 195 in July 2018. Number of Applicants in the last 3 months: 62 / Active new Trainees in July 2018: 6.

d) Extra Training and Workshops.

d.1) **Adult Day Program.** The Adult Day Program is now in Winter Break.

d.2) **Seniors Helping Seniors.** The program is now in Winter Break. Monica and Bev Christie-Froud developing a grant to put all NNPCN training and education main streams for Palliative Care, Bereavement and Caregivers' Support in one common operational team of key volunteers that will run the administrative aspects of the 3 streams.

e) **HPCO Online Training.** Monica and Kim working to support Nadine Jensen with the new version of face-to-face training at the Motherhouse, revision session of HPCO Modules once a month, March to June, September to December. Carol and Monica delivered a face-to-face training session in June and September. Nadine Jensen took over as the new palliative care trainer in October.

f) **Palliative Care Interdisciplinary Education Committee.** The organization of the local Conference 2019 is in progress and the main members of the Committee have met twice in December and once in January.

9. Board Reports

9.01. **Treasurer's and Finance Committee Report.** Deferred.

9.02. **Satellite Team Reports.**

a) **West Nipissing.** Item 8.1.3 of Executive Report. Sturgeon Falls meetings happen on the second Monday of the month at 10:00 AM.

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b) **Mattawa.** Item 8.1.3 of Executive Report. Mattawa meetings happen on the first Tuesday of the month at 1:30 PM.

c) **Almaguin.** Item 8.1.3 of Executive Report. Recurrence of monthly meetings in Almaguin to be confirmed by Fraser: he is reorganizing meeting schedule due to change of his personal schedule. Two clients died in Almaguin and Bev Beavis is shadowing Fraser

d) **Hagar.** Item 8.1.3. of Executive Report.

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

10. Business Arising from Minutes

10.01 **CAPS motion of approval.** Item 8.1.1.a of Executive Report

10.02. **Transfer of Palliative Care Education Committee.** Item 8.1.6 of Executive Report

11. New Business. None

12. In Camera. None

13. Information Sharing.

13.01. Monica said that she expects 2019-20 to be the second year of consolidation, after our rapid growth in 2016-18. Parallel to consolidation, we have growth with the Palliative Care Education Committee operations, mainly the organization of the local Palliative Care Conference. She counts on each Board Director to support the new Administration for a year of peaceful consolidation plus growth in NNPCN. She proposed to continue with the same theme for our joint efforts in 2019, 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, March 11th, 2019, 5 pm (Dining Room, supper), 6 PM (Conference AGM, McColgan Room).**

16. Adjournment.

Adjournment called at 6:49 Motion by Cam Ducharme.

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Darren Renaud
Chair of the Board

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