



NEAR NORTH PALLIATIVE CARE NETWORK
2025 Main Street West, North Bay, Ontario, P1B 2X6
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NNPCN Board of Directors Meeting April 09th, 2018

1. Call to Order

Monica Do Coutto Monni called the meeting to order at 5:50 PM.

2. Attendance

Directors:

Scott Taylor, *IT*
Mary Lou Rainville, *Mattawa*
Lana Richardson, *Sturgeon Falls*
Carol Owens, *Training*
Debbie Sloss, *Director-at-Large*
Linda Bishop, *Director-at-Large*

Regrets:

Joan Burnett, *Honorary Board Member*
Brad Halonen, *Vice-Chair*
Michael Lowe, *Treasurer*
Ryland Steel, *Psychometrics*
Fraser Williamson, *Almaguin*
Darren Renaud, *Chair*

Guests:

Bev Christie-Froud, *Grants Officer*
Jenny Leblond, *CMHA E.D.*

Staff:

Monica Do Coutto Monni, *E.D.*
Kristine Kellar, *Bereavement Services Assistant, Board Secretary*

3. Welcome and Introduction

Monica Do Coutto Monni welcomed those present and proceeded to approval of Motions at 5:50 PM.

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NNPCN Board of Directors Meeting | Minutes (electronic format) - 3/23/2021



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4. Approval of Agenda

{Motion 2018-04-01}

Moved by Carol Owens and Seconded by Debbie Sloss THAT the Agenda of April 09th, 2018 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.

6. Approval of Minutes.

Approval of Minutes of March 12th, 2018.

{Motion 2018-04-02}

Moved by Lana Richardson and Seconded by Carol Owens THAT the Minutes of the Board of Directors' meeting held Monday, March 12th, 2018 be approved with amendments and THAT the Chair be authorized to sign them. All in favour. Carried.

7. Guests. None.

8. Executive Report

Monica Do Coutto Monni reported the Executive Director's action in the month of February 2018.

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

- a) We are starting 2017-18 Audit soon.
- b) Our MSAAs were renewed by the NE LHIN with minor technical changes required by the Patient First Act, on March 31st, 2018.
- c) We still need to be double cautious with expenses until this year. The first reimbursement from the NOHFC (\$28,080.00) was received by direct deposit. We are going to Year 2 with NOHFC grants, and they cycle will repeat for 2018-19. The experience has been successful in 2017-18;
- d) Bev Christie-Froud has submitted diverse grant Applications for NNPCN. We were awarded received \$7,000.00 by the North Bay Community Foundation, cheque will be received March 13, 2018.

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8.2) NE LHIN. Executive Report Item 8.1.

a) Monica participated in the training workshop NE LHIN HSP360 Financial and Reporting Training Session on February 17.

b) Monica participated in Sudbury NE LHIN Training Betty's Journey Workshop, March 27-28. The goal is to introduce Inter-RAI to all healthcare partners. This is a great step ahead.

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

Almaguin. Fraser will hold the second meeting in Almaguin on April 11th. We didn't get the grant from the Ministry of Seniors Affairs.

Sturgeon Falls. Monica participate in April's meeting this morning. She talked about the new and simplified form Consent to Disclose Health Information and gave specific training about the scope of NNPCN Volunteers around MAiD and other new situations in a more complex healthcare environment, to clarify the legal aspects NNPCN revised procedures that protect the wellbeing of our Volunteers.

Mattawa. Monica is encouraging satellite offices to start a local Day Program in their locations if possible, in the model of North Bay. Mary Lou reported that the Mattawa team are preparing to start their local Adult Day Program. Wanda Bradley-Baril is NNPCN awardee of the June Callwood Awards for the HPCO Conference 2018. The Mattawa Team received training by Healing Hands for aromatherapy hand massage. We couldn't broadcast March Volunteer Café to Mattawa via OTN, there was no Internet that day. We will try again this month. Mattawa Music Night happens on Saturday, May 5th. Mary-Lou Rainville participated in the Palliative Hospice Room meeting at Mattawa Hospital and is happy that Mattawa Hospital is inclusive and makes NNPCN local team as valued partners.

8.4) Alliances.

a) **CTS.** We will accept more placement students from CTS than last year.

b) **NBRHC.** Collaboration with NBRHC was successfully re-established.

c) **BON.** Scott is organizing the webcast for BON Conference 2018. Monica was invited by the HPCO to join the Quality Hospice Palliative Care Coalition of Ontario (QHPCCO). The first meeting happened on February 09th, 2018. Monica will advocate for Bereavement and Grief in the Palliative Care Sector through BON.

d) **St. Joseph's Motherhouse.** NNPCN will now pay 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 Executive Report Item 8.1.d.

8.5) Representation at External Committees, NELHIN, HPCO.

a) **EOL.** Meetings will be bi-monthly from now on.

b) **HPCO. Lots of action happening with the HPCO.**

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

b.2) As a result of Monica's new role as BON Representative with the QHPCCO, Monica was also invited to be part of the Health Care Consent Advance Care Planning Community of Practice (HCC ACP CoP).

b.3) **HPCO Conference.** Monica was part of the panel of Evaluators of 2018 Workshops and will be part of the panel of Judges for Posters during the Conference. Monica will deliver a two-part

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workshop during the Conference, “*Psychosocial and Emotional Challenges of Long-Term Caregiving*,” on Monday, April 23, morning and afternoon. The June Callwood Award this year is going to our Mattawa Team Volunteer Wanda Bradley-Baril, suggested by Mary-Lou Rainville and acclaimed by the Board.

c) **PHARA Palliative Education Committee.** Meetings are now bimonthly. PHARA proposed the NNPCN resumes the Fall Mini-Conference to health care professionals. NNPCN recorded PHARA Annual Conference on March 1st and the videos were given to the Palliative Education Committee members in USB's.

d) **Water's Edge.** Now that most long-term care and independent living or retirement home facilities of North Bay are back to being in active agreements with NNPCN. Nicole McDowell, North Bay Facilities Officer, had the first meeting with Water's Edge representatives.

e) **North Bay Community Foundation.** Executive Report Item 8.1.

g) **Ministry of Northern Development and Mines.** We received the grants for two new NHOFC funded Interns for 2018-19.

h) **Laurentian University.** Laurentian and NNPCN are signing the placement agreement this month (with these Minutes) this month, to become their placement partners. Laurentian will send NNPCN placement students to stay 1 year with us. This give us predictability.

h) **Canadore College.** We signed the placement agreement with them (with these Minutes). The first two Social Work Placement students, Emma Houle and Samantha Hutchings, started their 4-month placement from January 22 to April 27. Caitlin Bernatchez started her 2-month placement in Mental Health (300 hours total) from March 19 to May 18.

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

j) **Nipissing University.** Monica had a meeting with several Department Directors to establish a placement agreement and is now in conversation with each Director individually, to sign their respective Placement Agreements, including a Masters' Degree placement in Social Work.

8.6) Training and Services

a) **Bereavement.** Monica is mentoring several North Bay facilitators, is delivering face-to-face training in Sturgeon, will start face-to-face training in Mattawa, and gave a complete 5-day training to existing and new Bereavement Volunteer on the week of March 19 to 23. Marcel Martin finalized the new Flash presentations. Bereavement Follow-Up Sessions are back, and we are contemplating the possibility of breaking the group in 3 specialty groups: General, Child Loss and Suicide Loss.

b) Extra Training and Workshops.

b.1) **Adult Day Program.** The Adult Day Program is having excellent acceptance. Spring Season just started. Kristine Kellar gave a brief description about the workshops of the Spring season.

b.2) **BraveHarps.** Anne-Marie Smith is keeping the BraveHarps core group under the umbrella of NNPCN under the new leadership of Carol and John Owens. The program will hopefully be expanding workshops and presentations to Mattawa, Sturgeon Falls, and North Bay. There's a chance that one harpist will participate in the Butterfly Release this year.

b.3) **Seniors Helping Seniors.** Spring Season started on a great note with two workshops in March, with Elder Abuse and Stay on Your Feet December. Jessie-Lee Scherger, the new SHS

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Lead, and Bev Christie Froud welcomed the public. Monica delivered April Session, "Preparing to Age Alone."

c) **HPCO Online Training.** Monica and Alison are working to support Carol 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. Face-to-Face revisions will be offered via OTN, recorded and posted on a new website page. Body Mechanics will be offered at Canadore on March 19th.

d) **Palliative Care.** 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, I an attempt to engage more volunteers in North Bay.

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

a) **NNPCN Newsletter.** Spring issue is in preparation.

b) **OTN.** Scott trained a group of Volunteers and Monica to become super-users of OTN. From the trained group, Scott will work with 2 super-users to implement the online communications strategy for NNPCN in 2018: the goal is that all NNPCN teams in the district be linked via OTN to North Bay Team Meeting. To help Scott and Carol, Monica also consolidated an alternative training outlet: in-house videomaking of training sessions, with videos in NNPCN YouTube and Website pages, shared also on our social media. This is a pilot plan and we are prepared to learn with the glitches and special needs of each group across our catchment area. Mattawa wants to try attending North Bay Volunteer Café via OTN: that will be our first experience.

8.8) Technology. JukeDocs will be completed gradually by 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. Linking the E.D. laptop to Z Drive as one extra back up. Subsequent steps being evaluated: migration of database to SUMAC or a new NE LHIN database, better telephone system at the office.

8.9) Fundraising, awareness and events.

a) **Butterfly Release 2018.** The preparations of the 2018 Butterfly Release are already on the way led by the Office Team, with permits and insurance taken care of, plastic butterflies donated by Monica, Canada Summer Jobs grants applied, posters created and printed, more online donation options with PayPal, and credit cards accepted at the Office through Square app. People are already phoning the office to donate butterflies. Monica expressed concern with the fact that the number of Monarch butterflies have been in decline and it is important to raise awareness among our public. We always announced a "Butterfly Release" event, not a "Monarch" Butterfly Release, and we always released Monarchs and Painted Ladies. In the future, we might need to look for a different mix of butterfly species for the Butterfly Release. The prices practiced by Canadian and US nurseries for Monarch butterflies are up (around \$10 for one Monarch). This is also an opportunity to raise awareness of our public to environmental issues, and encourage the public to plant milkweed, to support the local population of butterflies.

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b) **Music Night North Bay 2018.** Bev Charron, Rose and Michael Joly, Carol Owens and the team at St. Peter's Church are organizing the event on May 11, 2018. The Office printed the Appeal Letters. Also, the BraveHarps will be playing at St. Peter's Church on May 5th. Carol to send details to the Office.

c) **Music Night Mattawa 2018.** The traditional Mattawa Annual Music Night will happen on Saturday, May 05th, 2018.

d) **Palliative Care Education Committee, Conference March 1st.** Executive Report Item 8.5.c. Dr. Preston praised NNPCN for our good work and training of our volunteers. The conference was well attended, with a great number of NNPCN Volunteers, PSW's, nurses and chaplains of our region.

9. Committee Reports

9.01. **Treasurer's and Finance Committee Report.** No report this month.

9.02. West Nipissing, Mattawa and Almaguin Reports.

a) **West Nipissing.** Item 8.3 of Executive Report. Sturgeon Falls meetings happen on the second Monday of the month at 10:00 AM.

b) **Mattawa.** Item 8.3 of Executive Report. Mary-Lou Rainville said that more volunteers are needed in Mattawa. One new volunteer to begin training, Wade Lefebvre. Darlene Bellaire will take over the role of Client Coordinator for June Brayshaw. Anne-Marie Smith will offer a Therapy Harp Workshop in Mattawa on April 7th. Mary-Lou will participate in the Hospice Room meeting in Mattawa Hospital. Wanda Bradley-Baril was nominated for HPCO Conference 2018 June Callwood Awards. Recurrent meeting in Mattawa happen on the second Tuesday of the month at 1:30 PM.

c) **Almaguin.** Item 8.3 of Executive Report. Recurrence of monthly meetings in Almaguin to be confirmed by Fraser. Next meeting happens on Wednesday, April 11th, 2018, 12:30 to 2 PM.

d) **Hagar.** Lana Richardson said that she is networking in health teams and hopes to meet with them in the incoming months, to find volunteers that can be trained.

9.03. **Volunteer Recruitment and Training.** Item 8.6 of Executive Report.

10. Business Arising from Minutes

10.01 **Accreditation.** We are now waiting that HPCO gets back to us.

10.02 **Seniors Helping Seniors.** Item 8.9.a of Executive Report.

10.03. **Adult Day Program.** Item 8.6.b of Executive Report.

11. New Business

11.01. **New Board Director.** On behalf of the Chair of the Board Darren Renaud, Monica asked the Board Directors to approve and welcome our new Board Director Jenny Leblond.

11.02. **Grants.** Items 8.3, 8.5.e and 8.5.f of Executive Report. Bev, Len Gamache, grants and fundraising consultant for Nipissing University, and Monica, had a lunch meeting to learn from Len new grant strategies. Bev Christie-Froud presented the results of this new training to the Board and report to the Board about the current grants being pursued by NNPCN in April.

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12. In Camera. None.

13. Information Sharing. Monica said that she expects 2018 to be a year of consolidation, after our rapid growth in 2017. She counts on each Board Director to support the new Administration for a year of peaceful consolidation in NNPCN. She proposed a theme for our joint efforts in 2018, during which each Board Director, staff, volunteers and stakeholders commits to reinforce our main role and responsibility in a special way: ***to protect, advance and promote the good name and interests of our organization the 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.*** The current Administration will go on investing gradually in quality improvement, best practices, professionalism, stronger infra-structure and logistics to NNPCN.

14. Accomplishments. Monica said that so far, the migration of her MBA feels better than expected: her average grades have been around 88% to 90% out of 100.

15. Next Board Meeting. Monday, May 07th, 5 pm (Dining Room, supper), 5:40 PM (Board Meeting, Conference Room).

16. Adjournment.

Adjournment called at 7 PM. Motion by Monica.

Darren Renaud
Chair of the Board

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