



NEAR NORTH PALLIATIVE CARE NETWORK

2025 Main Street West, North Bay, Ontario, P1B 2X6

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Supported by: / Financé par :



Ontario

North East Local Health
Integration Network
Réseau local d'intégration
des services de santé
du Nord-Est

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NNPCN Board of Directors Meeting July 08th, 2019

1. Call to Order

Darren Renaud called the meeting to order at 6:04 PM.

2. Attendance

Directors:

Darren Renaud, *Chair*
Michelle Crepeau, *HCC-NE LHIN Liaison*
Sr. Winnifred McLoughlin, *Motherhouse Liaison*
Cam Ducharme, *Mattawa*
Lana Blackborow, *Hagar/Sturgeon Falls*
Scott Taylor, *IT*
Fraser Williamson, *Almaguin*
Jenny Leblond, *Reporting*

Regrets:

Joan Burnett, *Honorary Board Member*
Michael Lowe, *Vice-Chair*
Bridget Brown, *Metis Liaison*
Nadine Jensen, *Regulations*
Ryland Steel, *Psychometrics*
Linda Bishop, *Director-at-Large*

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 6:05 PM.

4. Approval of Agenda

{Motion 2019-07-01}

Moved by Fraser Williamson and Seconded Lana Blackborow by THAT the Agenda of July 08th, 2019 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 June 10th, 2019.

{Motion 2019-07-02}

Moved by Jenny Leblond and Seconded by Sr. Winnifred McLoughlin THAT the Minutes of the Board of Directors' meeting held Monday, June 10th, 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 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, Felicia and Monica finalized the ARR, adjusting entries and Q4.
- b) We received a new NOHFC Grant for Bereavement, same value as before (\$28,080.00).
- c) Bev Christie-Froud is writing grants 2019-20. 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.
- d) 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 proposed \$12.100 from April 1st, 2019 on. Monica asked for an Agreement and an extension to the deadline. Agreement is now signed with an extension of one year. NNPCN received the payment for the first part of content production (\$700.00).
- e) We received a new grant from District of Nipissing Social Services Administration Board in the value of \$5,650.00 for the Indigenous Engagement Program being developed by our Master's Degree Placement student Nusha Ramsoondar.

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8.1.2) NE LHIN.

a) **Health Ontario.** The transition from the LHINS to Health Ontario Teams started. Self-Assessment of Near North Health and Wellness was sent to the Ministry. Health Ontario team is now evaluating 175 self-assessments and will update all that applied. Health Ontario had a clear message that local partners are expected to collaborate and amalgamate.

b) **Palliative Care Education Services.** Monica in learning curve with Karen Smith. We paid our first training expense to the PCES. Next meeting in September to organize training opportunities.

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

Almaguin. 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 completed her training. Fraser and Bev have been seeing a few palliative care clients.

Sturgeon Falls. July meeting happened on 07.08.19 morning. Lana and 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. Lana will be the Bereavement trainer in French. Lana and Alison to talk about face-to-face palliative care training in Sturgeon.

Mattawa. Cam and Alison working to update palliative care files. Chantale Michaud and Ray Martel from Mattawa Mental Health, trained by Monica for Bereavement, accepted to conduct group sessions for NNPCN in Mattawa. We have a few new applicants for Mattawa Region. There will be no Music Night in Mattawa this year.

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. 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. Sr. Winnifred and Sr. Josie approved the request of a room with bed and wheelchair to offer Body Mechanics training session twice a year, in Spring and Fall. The first Body Mechanics training happens this month.

c) **IAHPC.** NNPCN is now a member of the International Association for Hospice and Palliative Care (IAHPC). Monica shared the new Statement from IAHPC on palliative care pain control, asking endorsement from members. Monica asked the Board to review the Statement for decision next month.

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

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

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8.1.5) Representation at External Committees, NELHIN, HPCO.

a) **EOL.** Monica sent regrets to June meeting but followed up with the minutes.

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'll start our Accreditation Review in the Fall, Monica is preparing Alison.

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

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.** Kyla Mehring completed her placement in April.

d) **Nipissing University.** Jessica Hulme is our new Social Work placement student for the summer. We will accept a 3rd year Social Work student in September, Makayla Nowee.

e) **CTS.** New placement student Kelsey White started on June 23rd.

f) **Saskatchewan University.** Master's student Nusha Ramsoondar doing an outstanding job to develop NNPCN Indigenous and Metis palliative care program.

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

a) **NNPCN Newsletter.** Summer 2019 issue was sent to Volunteers.

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 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.

8.1.10) Fundraising, awareness and events.

a) **Butterfly Release 2019.** Final preparations on the way. Canada Summer Jobs students Lane MacDermid and Crystal Lanktree are doing a great job. Cydni Armstrong can't work the whole week in the last 2 weeks of placement and Monica emailed CSJ to confirm how to proceed with student's payment. We will have more performers and stronger marketing this year. There will be bigger expenses in these items but this will add value to our brand name, asserting the Butterfly Release as a community event in our region. Lana Richardson and Jessica Hulme will represent NNPCN at Barclay House and give the butterflies to the residents on site.

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b) **Music Night North Bay 2019.** Great turn out this year. The procedures were more than expected - \$8,550.00.

c) **Music Night Mattawa 2019.** We don't have capacity to do it this year.

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

8.2. 1) Training and Services

a) **Palliative Care.** Alison and Monica reorganizing files.

b) **Bereavement.** Alison and Monica reorganizing files.

c) **Volunteer.** Number of Volunteers are slowly expanding again. It takes time to get the palliative care volunteer to completion of training.

d) **Extra Training and Workshops.**

d.1) **Seniors Helping Seniors.** Lana Richardson and Monica presented "Volunteers and Caregivers – information sharing and update about palliative care and MAiD" in June.

e) **HPCO Online Training.** Going great. Alison took over while Nadine Jensen readapts to full-time work at NBRHC.

f) **Palliative Care Interdisciplinary Education Services.** Karen Smith and Monica will conduct a poll to assess the training needs of sister agencies.

9. Board Reports

9.01. **Treasurer's and Finance Committee Report.** Jenny and Felicia finalized ARR 2018-19. She submitted the CAPS and there was a change in the functional centre due to the transfer of the PCES to NNPCN. The Data Maintenance Unit of the Ministry of Health & Long-Term Care sent the Fiscal Year 2019/2020 Data Submissions Timelines Memo. Jenny is checking with the CMHA if there are any significant changes.

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. Last meeting on June 10th. 1 hospital client, 4 bereavement clients. Bereavement team is looking for venues to have training in Sturgeon Falls. Michelle will inquire about a space for us at the Health Unit Centre.

b) **Mattawa.** Item 8.1.3 of Executive Report. Mattawa meetings happen on the first Tuesday of the month at 11:00 AM. Meeting in July and Linda Minor is available. AHN moved in into the hospital. Cam will go there next week to get our space for the filing cabinet. Cam shared information about Catch the Ace, a draw promoted by the Rotary Club of North Bay, president Angela Knight. To benefit from Catch the Ace, NNPCN needs to submit a signed memo with information about our services and what we need funds for. Cam will communicate with Garry Gilbert, president of Mattawa Community Development Inc Mattawa about the draw, and will forward further info to us.

c) **Almaguin.** Item 8.1.3 of Executive Report. Recurrence of monthly meetings in Almaguin to be confirmed by Fraser. 2 clients referred and 3 volunteers available. Sunflower Festival August 10, Strong Festival September. Fraser will represent NNPCN at the Sunflower Festival and the Strong Fair.

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d) **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.

10. Business Arising from Minutes

10.01. New placements 2019-20. Item 8.1.7 of Executive Report.

10.02 New credit card from August on. CUETS Financial is ending their operations in August and NNPCN is applying to a new credit card at Caisse Populaire.

11.03 Butterfly Release 2019. Item 8.1.10.a of Executive Report.

11. New Business.

11.01 ARR. Item 8.1.1.a of Executive Report.

11.02 Consent to Disclose Personal Information for palliative care clients. Monica gave Michelle Alison's Letter of Inquiry asking how to proceed with the Consent when clients are referred directly from the hospital.

12. In Camera. Motion to go in Camera by Jenny Leblond, second Sr. Winnifred McLoughlin. Motion to end In Camera Fraser Williamson, second by Cam Ducharme.

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, August 12th, 2019, 5 pm (Dining Room, supper), 6 PM (Conference AGM, McColgan Room).

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16. Adjournment.

Adjournment called at 7:45 pm. Motion by Lana Blackborow.

Darren Renaud
Chair of the Board

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