



NEAR NORTH PALLIATIVE CARE NETWORK

347 Sherbrooke Street, Suite 302, North Bay, Ontario, P1B 2C1

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Website: www.nnpccn.com

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1. Call to Order

Chair Tamela Price-Fry called the meeting to order at 5:15 PM.

2. Attendance

Executive Director: André Cotterall

Directors: Tamela Price-Fry, *Chair*
Darren Renaud, *Vice-Chair*
Andrew Brown, *Treasurer*
Betty Dean, *By-Laws, Awareness, Events and Fundraising*
Carla Goldsmith, *Volunteer Engagement*
Monica Do Coutto Monni, *CPE, Recorder*

Regrets: Rita Sutherland, *Volunteer Representative*

3. Welcome and Introduction

Tamela Price-Fry welcomed those present and proceeded to approval of Agenda.

4. Approval of Agenda

{Motion 2013-10-01}

Moved by Betty Dean and Seconded by Andrew Brown.

THAT the Agenda of November 04, 2013 Board of Directors' meeting of the Near North Palliative Care Network, be accepted.

All in favour. Carried.

5. Declaration of Conflict Of Interest

No conflicts of interest were identified or declared.

6. Approval of Minutes

Minutes of September 16th, 2013 were approved as amended. Further amendments may be brought next meeting.

{Motion 2013-10-02}

Moved by Betty Dean and Seconded by Andrew Brown.

THAT the Minutes of the Board of Directors' meeting held Monday, September 16, 2013 be approved as amended and the Chair be authorized to sign them.

All in favour. Carried.

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7. Guest Speakers

N/A

8. Committee Reports

Deferred to November 18th.

9. Business Arising From Minutes

N/A

10. New Business

10.1. Transfer of education dollars to NNPCN

Andre had a meeting with Carol Philbin-Jolette (Senior Officer NE LHIN, Nipissing/Temiskaming HUB), and Alice Radley (Executive Director - PHARA) regarding the transfer of \$35,372 palliative education dollars that are administered to our community. Alice is doing the same at her end. Their approval is contingent on an examination of the additional administrative support required. It is likely that the MSAA will be written without this in place and then amended once in place.

Background: A total of 14 providers are on the committee

- Each year **\$1,149** is allocated to send one member to HPCO
- Each year **\$18,200** goes to discretionary funds (each member getting \$1,300)
- Each year **\$10,823** is allocated to an annual conference
- Each year **\$2,000** to a life & loss conference
- Each year **\$3,200** to administration

Alice indicated that on average they spend up to 2-3 hours a month and Andre has asked Alice if he could submit a proposal for additional administrative dollars.

{Motion 2013-10-03}

Moved by Betty Dean and Seconded by Carla Goldsmith.

THAT the transfer of the administration of education dollars currently allocated to PHARA (Palliative Education Services Group - formerly initiative #1) to the NNPCN be approved. And further that the Board approval is contingent on adequate funding for administrative support.

All in favour. Carried.

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10.2. Restructuring NNPCN Board and Policies and Procedures to include Almaguin Palliative Care

André had a meeting with Carol Philbin-Jolette (Senior Officer NE LHIN, Nipissing/Temiskaming HUB), and Mary Manuel and her chair regarding internal restructuring. The NE LHIN is looking to create "centres of excellence" and have selected NNPCN as the centre for the Nipissing area that includes a portion of the Parry Sound area. The NE LHIN is now looking to create a more centralized approach to the administrative, fundraising, and education components of programs. They are looking at cost efficiencies and effectiveness measures. This is one step that will play into the future development of the shared care model.

Andre had lunch with Mary and Christine (her chair) and talked about their concerns and opinions regarding an internal restructuring. They are in favour of restructuring as long as their interests are represented and that their services to their population are maintained. They want to ensure that existing dollars they have raised for their area to not get absorbed but are used for their populations. They would like to have representation on our board. They are actually very much in favour of this restructuring and can see it as advantageous.

{Motion 2013-10-04}

Moved by Betty Dean and Seconded by Darren Renaud.

THAT the NNPCN Board meet with the Almaguin Palliative Care Team Board to consolidate the discussions initiated in 2011 around the benefits of restructuring together.

All in favour. Carried.

10.3. Base funding increase proposal

Carol Philbin-Jolette has asked that we conduct an internal restructuring. Apart of this Andre needs to develop a proposal for one-time funding to conduct such a restructuring. Andre is going to contact Linda Brown from the Alzheimer's Society as they have recently undergone an internal restructuring. Once he has determined all of the elements Andre will need to determine the dollars needed.

Andre sees the advantage to ask for dollars to align our board governance with ONCA and our policies and procedures with HPCO for eventual accreditation. He will be having an additional meeting with Jan Merli (ED of WPS Hospice), and Carol Philbin-Jolette to transfer their transfer dollars and sever role as transfer payment agency, provided that he receives board approval. Jan has already received such approval.

Concerning the \$10,000 base funding increase from NE LHIN, Andre will need to meet with the finance committee to propose use of additional dollars to support Andre while he takes on the NE HPC Steering Committee Chair role.

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10.4. New Board member

Andre proposed that Jody Polec be interviewed by Tamela for new Board Member. Tamela will check the conflict of interests with Andrew Brown.

10.5. Intern from the Alzheimer's Society

Betty requested that an intern from the Alzheimer's Society be brought to the NNPCN, through the United Way, so that the internship of the candidate may be completed. The intern Alexandra Lacarte would be an observer at the Board meetings for 6 months. Tamela responded that the intern is more than welcome.

11. Strategic Plan

Deferred to November 18th.

12. In Camera

N/A

13. Information Sharing

N/A

14. Accomplishments

N/A

15. Next Board Meeting

Monday November 18th, at the NNPCN office, at 5 PM.

16. Adjournment

{Motion 2013-08-05}

Moved by Andrew Brown

THAT being no further business, the Board of Directors' meeting of November 04, 2013 be adjourned at 7:00 PM.

All in favour. Carried.

Tamela Price-Fry, Chair

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