

**Minutes of Hospice Greater Saint John
Board of Directors' Meeting
Wednesday, March 2, 2011**

The Board of Directors of Hospice Greater Saint John met on Wednesday, March 2, 2011 at the Hospice House at 385 Dufferin Row in Saint John, NB.

Executive Present: Patrick Woods, Chairman
John Sheehan, 1st Vice Chairperson
Shirley McAlary, 2nd Vice Chairperson
Tina Landry, Secretary
Marta Kelly, Treasurer
Sandy Johnson, CEO

Directors Present: Ivy Cosman, Ivan Ho, Doug McCaig, Dr. Chris O'Brien, Director of Medical Care

G1. CALL TO ORDER AND APPROVAL OF AGENDA

Chairman, Patrick Woods called the meeting to order at 5:30 pm.

Motion to approve the agenda as presented. (Ivan Ho/Doug McCaig) Carried

G2. APPROVAL OF BOARD MINUTES – NOVEMBER 3, 2010 AND DECEMBER 8, 2010

Motion to approve the Board of Directors' minutes of November 3, 2010. (Ivan Ho/Shirley McAlary) - Carried

Motion to approve the amended Board of Directors' minutes of December 8, 2010. (Shirley McAlary/Doug McCaig) - Carried

G3.1 FINANCIAL REPORT

Marta Kelly reviewed the year to date financial statements and projections to year end. Revenue and expenses are on track and a projected year-end surplus will be applied to the bank loan.

Motion to approve the financial report. (Marta Kelly/Ivan Ho) – Carried

G3.2 UNITED WAY AGENCY REVIEW

Marta reported on the January 28th agency review and our request for an increase in funding. She further reported that the United Way has provided a special grant in the amount of \$1,483 to help towards the purchase of electric beds.

G3.3 INSURANCE COVERAGE

Motion to approve the increase of building coverage from \$3,640,000 to \$4M and content coverage from \$500,000 to \$750,000 at an additional cost of \$650/year. (Marta Kelly/Doug McCaig) – Carried

G3.4 RENOVATIONS

Shirley McAlary reported that Bird Construction has presented a final bill in the amount of \$17,645 which is approved for payment. The Board recommended that Hospice offer Mike Richard an income tax receipt for the total amount of his final bill of \$10,000.

G3.5 BANK LOAN

Marta Kelly reported that Hospice currently owes \$200,000 to Scotiabank and is paying monthly interest only payments until April. Funds from the year-end surplus will pay down the loan to \$150,000. A private “arms-length” interest-only loan was discussed. The Board directed Sandy Johnson to communicate with Ray Glennie regarding a legal agreement and with Scotiabank to review the terms of repayment and the fees and report back to the Board at the next meeting. The Board agreed that the top priority is to fully re-pay the loan prior to developing a trust fund.

G3.6 ATM PROJECT

Shirley reported on the difficulty of placing the ATM’s in local businesses. She reported that Hospice has one ATM machine on site at Irving Refinery which is averaging \$150/month in donations. A second machine at the Refinery is being considered.

O4.1 MEETING WITH DEPARTMENT OF HEALTH

Dr. Chris O’Brien reported that the meeting on February 3rd with the Department of Health went very well with all five reviewers pleased with the service being provided and the outcomes to date. The Dept of Health has informed us that we will receive a second 1-year contract at \$730,000 for fiscal year 2011-12. A multi-year contract with annual cost of living increases will be considered after one year of utilization data.

O4.2 STATISTICS TO DATE

Dr. Chris O’Brien reported that the RH statistics to date are as follows:

- 37 admissions: 18 men and 19 women
- 17 from acute care beds; 13 from home; 4 from PCU; 3 from the ER
- 85% cancer diagnosis
- Age: 90% are 65 years and older
- Average PPS: 40%
- 29 deaths; 1 discharge
- Average length of stay: 16 days
- Occupancy Rate: 48%

The RH is functioning at a maximum of eight beds at present to ensure quality care and full family support. A living wake is being planned at the house by one of our patients and family for March 12th.

O4.3 ADMISSIONS

Dr. Chris O’Brien reported the following regarding admissions:

- A new RH brochure has been produced and widely distributed.
- Educational sessions have taken place with EMP and hospital staff.
- Nicole Hamming, Nurse Manager, is now attending weekly PCU rounds and visiting acute care units to meet with staff re referrals.
- The Gala helped to provide key public education to encourage admissions.
- EMP is hiring a palliative care coordinator to help with triage and admissions.

O4.4 STAFFING

Dr. Chris O'Brien reported that the clinical staff 6 month probationary reviews will be underway in March. Nicole Hamming, Nurse Manager, continues to recruit casual staff for all positions.

O4.5 RESPITE POLICY

Motion to approve a short-term respite care policy with the following conditions:

- *The patient must have a terminal diagnosis and the patient and family must agree to a DNR order;*
- *No ventilators, Bi-Pap; No wandering or unsafe patients; No regular transport to hospital;*
- *Maximum of two respite care patients at any given time;*
- *Payment upon admission of \$25/day for the approved length of stay up to a maximum of 14 days;*
- *A signed agreement to return home upon expiry of the agreement unless an exemption or extension is issued by the Medical Director.*

(Marta Kelly/Shirley McAlary) – Carried

O4.6 GRIEF SUPPORT SERVICES

Sandy Johnson reported on the following grief support services currently underway:

Spring "Healing Hearts" Grief Support Groups

- March 9 – April 20 – Wed Evenings from 7-9 pm
- May 11-June 9 – Wed Afternoons from 1:30-3:30 pm

"Good Grief" Coffee Club every 2nd Tuesday, 10:30-11:30 am

O4.7 VOLUNTEERS

Sandy Johnson reported that volunteers are adding tremendous value to the RH operations. A spring training program is set for Thursday evenings March 3, 10, 17 and 24 from 5:00 – 8:30 pm and twenty volunteers have been approved for training.

GO5.1 RECOGNITION NIGHT

Motion to approve the following changes for our Annual Recognition Night:

- *Move the date and venue of Annual Recognition Night to Friday, November 25th at Lily Lake Pavilion.*
- *Combine it with a Christmas Party for staff and volunteers and spouses/guests.*
- *Add a dance component with a DJ after the awards segment.*
- *Assume all costs for registered volunteers and staff. Guests would need to pay the full cost for attending - \$30/person.*

(Tina Landry/Shirley McAlary) – Carried

GO5.1 REVENUE DEVELOPMENT REVIEW

Tina Landry presented a PowerPoint presentation on our three major special event fundraisers and requested Board input on how to grow these events as we move forward into our new fiscal year which requires us to fundraise \$870,000 per year to cover our share of operational expenses.

With limited time available at this meeting, the Board decided to defer extensive review and discussions to the next Board meeting set for Wednesday, March 30, 2011.

G6. ADJOURNMENT

Motion to adjourn the meeting at 7:20 pm. (Patrick Woods) The Board requested that the next meeting include two agenda items: 1) Finances/Loan and 2) Revenue Generation.

Respectfully submitted by:



Sandy Johnson
Chief Executive Officer