

**Minutes of Hospice Greater Saint John  
Board of Directors' Meeting  
Wednesday, May 25, 2011**

The Board of Directors of Hospice Greater Saint John met on Wednesday, May 25, 2011 at the Hospice House at 385 Dufferin Row in Saint John, NB.

**Executive Present:** Patrick Woods, Chairman  
John Sheehan, 1<sup>st</sup> Vice Chairperson  
Shirley McAlary, 2<sup>nd</sup> Vice Chairperson  
Marta Kelly, Treasurer  
Sandy Johnson, CEO

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

**Regrets:** Tina Landry, Secretary

**G1. CALL TO ORDER AND APPROVAL OF AGENDA**

Chairman, Patrick Woods called the meeting to order at 5:20 pm.

*Motion to approve the agenda as presented. (Shirley McAlary/John Sheehan) Carried*

**G2. APPROVAL OF BOARD MINUTES – MARCH 30, 2011**

*Motion to approve the Board of Directors' minutes of March 30, 2011. (Shirley McAlary/Ivy Cosman) - Carried*

**G3.1 REVENUE DEVELOPMENT COMMITTEE REPORT**

On behalf of Tina Landry, Sandy Johnson reported that a record-high 34 teams and 200 people attended the Hike for Hospice this year which was a great success. Over \$40,000 was raised for Hospice.

Sandy further reported that the Friends of Hospice raised \$4,500 at their Play Cards at Home and Play Cards Luncheon in May and donated \$1,358 to the Hike for Hospice.

Shirley McAlary reported on the new Sunflower Luncheon fundraiser set for Wednesday, June 15, 2011 at the Trade & Convention Centre. The MC for the event is Harry Forestell of CBC TV News and the keynote speaker is Mike Ashar, President of Irving Oil who will speak on Workplace Wellness. Dr. Chris O'Brien is also scheduled to give an update on the operations of the Residential Hospice. Tickets are \$55/person. The goal is to sell 300 with 235 sold to date. The Friends of Hospice will host a 50/50 ticket sale at the event. It is hoped that this can become an annual fundraising event for Hospice.

*Motion to receive and file the Revenue Development Committee Report. (Shirley McAlary/Ivan Ho) - Carried*

**G4. FINANCIAL REPORT**

Marta Kelly reviewed the year to date financial statements and reported that the annual financial audit is underway. Auditor, Chris Cook, has advised that he is retiring as the auditor and has provided a list of recommendations for consideration for the 2011/12 audit.

Legend: G = Governance Agenda Item; O = Operational Agenda Item; GO = Governance & Operational Agenda Item

The United Way has advised that our annual allocation will remain at \$49,060 for 2011/12. The Greater Saint John Community Foundation has agreed to provide \$2,000 in grant funding to support the purchase of geriatric chairs for our patients. Irving Oil has expressed interest in building the new patient deck and funding the purchase of the industrial washer and dryer.

***Motion to receive and file the financial report. (Marta Kelly/Shirley McAlary) – Carried***

**G5. ANNUAL GENERAL MEETING (AGM)**

Shirley McAlary, Marta Kelly and Patrick Woods are re-offering for another 3-year term on the Board. One Board position remains available and the Nominating Committee is reviewing potential candidates. The Executive remains the same for another year. Chairman, Patrick Woods gave notice that he will assume the role of Past Chairperson when his current term is up in June 2012.

The Board reviewed the membership by-law and agreed that the organization has accountability to the community as a whole regarding program delivery, the operations of the Residential Hospice and use of public funds. As such, the Board agreed that the AGM would be a public meeting held outside of the Residential Hospice with the Board, who serves as the voting trustees, reporting back to the community.

***Motion to open the Annual General Meeting to the community and advertise it publically and to eliminate the current membership by-law. (Patrick Woods/Ivy Cosman) - Carried***

Patrick requested that the CEO re-draft the appropriate by-laws with the approved changes and report back to the Board of Directors.

The Board reviewed the draft AGM agenda and agreed to hold a public question and answer immediately following the meeting. They requested the CEO try to secure space at the Assumption Centre for the meeting.

**O6.1 STATISTICS AND FEEDBACK**

Dr. Chris O’Brien reported on the Residential Hospice utilization statistics to date.

**2010/11 (November 2010 – March 2011 - 5 months)**

<b>Admissions</b>	43 • 19 men and 24 women • 17 from acute care beds; 4 from PCU; 18 from home; 4 from ER
<b>Deaths</b>	35
<b>Average Age</b>	80% were seniors ages 65 and over 20% were adults ages 25-64
<b>Average Length of Stay</b>	17 Days
<b>Diagnosis</b>	89% cancer
<b>Average Palliative Performance Scale (PPS)</b>	41%
<b>Occupancy Rate</b>	71% (based on 8 bed capacity)

**2011/12 (April and May 2011):**

<b>Admissions</b>	14 2 from the PCU; 4 from acute care beds; 4 from home; 4 from the ER
<b>Deaths</b>	13
<b>Average Length of Stay</b>	20 Days

<b>Diagnosis</b>	93% cancer
<b>Average Palliative Performance Scale (PPS)</b>	36%
<b>Occupancy Rate</b>	70% (based on 10 bed capacity) 88% (based on 8 bed capacity)

For the first time since opening, the RH was full to capacity (10 beds in utilization) as of May 18, 2011. The physicians, staff and volunteers have done an excellent job of delivering quality, individualized patient care and comprehensive family support. The feedback from the community continues to be excellent. A complaint regarding nursing communication was received and is being addressed.

#### **O6.2 PERFORMANCE INDICATORS**

Dr. O'Brien reported that a set of performance indicators for both clinical care and business management have been established and will be tracked and reported on quarterly.

#### **O6.3 CLINICAL INTERDISCIPLINARY TEAM (IDT) ROUNDS**

Dr. O'Brien reported that weekly clinical IDT team rounds have started and take place each Thursday with representatives from Residential Hospice, the Palliative Care Unit, Hospice Palliative Care Outreach Service and Extra-Mural attending. Each patient's case is reviewed to improve care and family support. Admissions from the Emergency Room may be selected for a further case review with the intent of system improvements to facilitate direct admissions and avoidance of the ER.

#### **O6.4 WEEKLY "TALK WITH THE DOC" LUNCHEON**

Dr. O'Brien reported that weekly luncheons for family members at the Residential Hospice have begun and function as an opportunity for information, discussion and support. Family feedback regarding these luncheons has been excellent.

#### **O6.5 POLICY DEVELOPMENT**

Sandy Johnson reported that a number of policies are in development and will be shared with the Board for approval and/or ratification as appropriate.

#### **O6.6 HOW TO START A RESIDENTIAL HOSPICE WORKSHOP**

Sandy Johnson reported that a full day workshop on how to start and run a Residential Hospice is set for Thursday, October 6, 2011 at the Hospice House. A flyer has gone out to hospice and palliative care services in Atlantic Canada. The early bird registration fee is \$75/person if paid by September 15<sup>th</sup>. The fee after that is \$100/person.

#### **G7. ADJOURNMENT**

*Motion to adjourn the meeting at 7:00 pm. (Patrick Woods)*

**Next Meeting –Annual General Meeting on Wednesday, June 29, 2011.**

Respectfully submitted by:



Sandy Johnson, CEO