

## **Board Meeting Highlights June 2020**

Deep River and District Hospital  
Four Seasons Lodge  
North Renfrew Family Health Team

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*Due to COVID-10, the meeting was held using Zoom.*

### **Education Session**

- Guest: Tiffany Cecchetto, Partner, KPMG LLP
- Tiffany presented the draft audited financial statements for the 2019-2020 fiscal year.
- As with other healthcare facilities, the audit was completed entirely remotely this year. The audited statements contain a note related to COVID-19, as the impacts are unknown at this time, and there will be additional unknown costs in the future.
- As of March 31, the organization improved its financial position over the previous fiscal year.
  - Based on the agreement with the Ministry, the organization is in a small surplus position. However, the organization is operating in a deficit when capital (equipment and building expenses) is taken into consideration.

### **Meeting Highlights**

- Annual Report
  - The Annual Report, which highlights some of the achievements and general information about the organization over the 2019-2020 year, has been posted on our website.
- Auxiliary
  - Since the COVID-19 pandemic began, the Auxiliary's activities have been significantly reduced (for example, Gift Shop, Whistle Stop and on site volunteers). The Auxiliary is looking forward to resuming services as restrictions ease.
  - The Auxiliary have been busy sewing masks, caps, and gowns for the Hospital and as well as Long-Term Care.
  - The Whistle Stop re-opened on June 23, with the Mayor and Town's blessing.
- COVID-19
  - Thank you to all staff, our medical staff and the leadership team for their commitment, nimbleness, flexibility and dedication over the past several months as we responded to the global pandemic.
  - Since March 12, operational updates have been provided through "all staff" COVID-19 Response Updates.
  - The pandemic has resulted in significant changes in how we deliver services.
  - Care delivery and operations will continue to change and evolve over the coming months and perhaps years.
  - Given these circumstances, our operations, priorities, reporting, funding, and strategic focus will be dynamic and fluid for the foreseeable future.
  - There is increased administrative burden for the organization. We have seen an explosion in mandatory regional and provincial working groups and meetings. These have precipitated and resulted in increased reporting, data tracking, auditing and policy creation. These requirements will continue until at least the end of this fiscal year.
- Foundation
  - The Foundation Board is actively recruiting new directors.
  - The Major Campaign is scheduled to be completed by the end of 2020.
  - The current Catch the Ace raffle lottery has been essential to the Major Campaign; 70% of the goal has been funded through lottery efforts. The Foundation has plans to unwind the current raffle with a draw-ending event to be held in early July. The Week 11 draw (scheduled for March 20) was suspended. The draw will be resumed; tickets will be sold following provincial guidelines. Those tickets already sold back in March will be included in

the draw. Tickets will be drawn until the Ace of Spades is revealed and the progressive jackpot is claimed.

- After the raffle is concluded, the Foundation will reapply for a new license to sell tickets electronically.
- Four Seasons Lodge
  - Dress Code Policy
    - A casual dress code for staff who work within the Four Seasons Lodge has been developed to ensure staff are safe and able to maintain a professional image, while reflecting the idea that the staff work in the Resident's home. Staff appearance and a casual dress code for staff providing care and services in Long-Term Care reflects a home-like environment and respects the Resident's choice to minimize the institutional imagery, include the use of uniforms.
- Hospital
  - Diagnostic Imaging
    - Construction/renovations on the Diagnostic Imaging Suite are now complete and the regular and portable X-Ray machines are in use.
    - The replacement of ultrasound equipment will take place in the next few weeks with training scheduled for mid-July.
    - The ECG equipment arrival will likely occur in late summer or early fall.
    - The pandemic has affected our ability to host a public grand opening to provide recognition to donors as well as the Foundation. We will revisit this at a future date.
  - Emergency Department
    - Dr. Suttie will soon be starting to work in the Emergency Department under the Emergency Department Recruitment Program. A second position within this program has been approved by the Ministry, and we are actively recruiting to fill this position.
- Organizational Updates
  - Auditors
    - The Board endorsed KPMG's re-appointment for 2020-2021.
  - Board Updates
    - At this Annual General Meeting, the terms for Ken Philipose, Mike Ward, and Jenifer Bradley have come to an end. These three Directors have been extremely valuable members of our Board over the last several years and were thanked for their service and commitment.
    - The Board of Directors appointed Christian Kaiser, Neil Byrnes, and Doug Tennant as Directors of the Board for the Deep River and District Hospital, Four Seasons Lodge, and North Renfrew Family Health Team.
    - Jenifer Bradley, Brian Cheadle, and Elizabeth Burke were appointed to be Patient / Resident Representatives on Board Committees for the 2020-2021 fiscal year.
    - Committee Appointments:
      - Board Executive
        - Board Chair Dick Rabishaw
        - Vice Chair Chris Carroll
        - Second Vice Chair Dave Cox
        - Past Chair Dr. Janet Gow
      - Committee Chairs
        - Strategic Planning & Partnership Tracy Gendron
        - Community Health Partners Group Anne Giardini
        - Governance Janet Gow
        - Nominating Janet Gow
        - Quality, Risk, and Safety Doug Champ
        - Resource & Audit Chris Carroll
        - Family Health Team Advisory Dick Rabishaw

- Capital Improvements
  - Boilers
    - Finalizing installation
  - Classroom
    - Installed screen and white board for educational sessions and Board meetings.
  - Finance and Administration
    - Renovations completed which moved Finance functions to the front of office to improve accessibility, created an office space for CFO, and replaced the carpet.
  - Flooring Repairs
    - Front Entrance
    - Emergency Counseling Room
    - Shower on Medical Unit planned (waiting for flooring to arrive)
  - Laundry
    - New washing machine installed and in use
  - Medical Floor
    - Automated door opener installed
  - Second Physician Sleep Room
    - Renovations completed. Room in use.
  - Sidewalk/Foundation work
    - Now that snow has melted, pending work has been completed, including paving by the Family Health Team / Helipad.
- North Renfrew Family Health Team
  - Business case submission continues to progress as the final documents for stage 1 have been reviewed and finalized by the external firm. These have been submitted to the Ministry and we await further direction.
- Regional Updates
  - Municipalities
    - Over the past few months, routine meetings with municipalities have been held via Zoom, to provide COVID-19 updates.