



## **THE COMMUNIQUÉ**

Editor: Ann Surch

26 April 2016

No. 320

### **REPORT FROM THE BOARD**

The regular monthly meeting of the Board of Directors was held on 05 April 2016.

EDUCATION -- This video featured Mr. Robert Bell, Deputy Minister of Health and Long-Term Care. He spoke about upcoming changes in healthcare in Ontario.

### **CORRESPONDENCE**

Membership Response to Executive Committee Request re Appointment of Executive Director – This memorandum dated 16 March 2016 from Dr. Stewart, President of Catholic Health International (CHI), informed that the Members of the Corporation had approved the appointment of Ms. Gizanne Lafrance-Allaire as Executive Director upon the retirement of Mrs. Ruest.

Ms. Lafrance-Allaire will start work at the Centre on 31 May 2016 for a period of orientation with Mrs. Ruest until 30 June 2016, and will become the Executive Director on 01 July 2016.

### **REPORT FROM ADMINISTRATION**

Mrs. Ruest's report included *Management Goals and Objectives Progress Report for 2015-16*, Two Good News Items [1) the 2016 Sister Rosalia Cobey Recipient was Kim Gillet, Director of Care and the Runner-up Recipient was Amanda Lavigne, Adjuvant; and 2) Donation of \$25,000 by the Auxiliary], and Census data. Also discussed:

Long-Term Care Licence – The new Long-Term Care Licence, extending to December 2037, has been received. This licence is renewed and extended every five years.

Respiratory Outbreak – Mrs. Ruest was pleased to report that the outbreak in Complex Continuing Care concluded on 31 March 2016. The outbreak consisted of 19 patient cases and six staff cases reported to the Eastern Ontario Health Unit, with three confirmed cases of Influenza A.

Hospital Service Accountability Agreement (HSAA) – The Champlain Local Health Integration Network (LHIN) has provided an amending agreement to our HSAA, extending the terms and conditions of the existing accountability agreement to 30 September 2016. Mrs. Ruest explained the areas with performance requirements. New this year, is a requirement for Indigenous Cultural Awareness. Therefore, appropriate content will be added to our Mandatory Annual Staff Training Day. The Board approved the HSAA.

Long-Term Care Service Accountability Agreement (LSAA) – Schedule E re Form of Compliance Declaration is an annual requirement under the LSAA with the LHIN. Mrs. Ruest declared that St. Joseph's Continuing Care Centre is in compliance with the requirements. The Board of Directors approved a motion that the LSAA Declaration of Compliance be signed.

#### QUALITY IMPROVEMENT / SAFETY COMMITTEE

The Committee discussed and reviewed: the 2015 Employee Survey (results), the Balanced Scorecard, QI Initiatives, Complaints, the Resident Quality Inspection Report, and Sub-acute Capacity Planning. Also discussed:

Quality Improvement Plan (QIP) 2016-17 – Mrs. Ruest explained both components of the QIP. An inter-RAI (Resident Assessment Instrument) Quality of Life Assessment Tool will be implemented, rather than continuing with the in-house Resident Satisfaction Survey. These results will help inform our care planning in future. The Board of Directors approved the QIP for CCC and the QIP for LTC.

#### COMPREHENSIVE PLANNING, FINANCE AND PERSONNEL RELATIONS COMMITTEE (CPFPRC)

Management Fiduciary Statement – The Management Fiduciary Statement for the month of February 2016 was approved by the Board of Directors.

Financial Statements – Mr. Desnoyers highlighted the February Financial Statements and provided comments. Both operations forecast a surplus at year end. The Board of Directors approved the statements as presented.

Long-Term Care Operating Budget and SJCCC Capital Plan 2016-17 – Mrs. Ruest presented both. She referred to the revised summary of Budget Notes and Assumptions for the Long-Term Care Budget, and to the Schedule of Adjustments to Salary and Wages and Purchased Services. The Board of Directors recommended to the Members of the Corporation approval of the Revised Long-Term Care Budget for 2016-17 of \$12,760,312 with a surplus of \$11,985 and the Centre's Capital Plan (2016-2120) at \$270,000. (The Complex Continuing Care Budget was recommended in February.)

Future Debt Retirement – This plan proposes internal restriction by the Board of Directors of future operating surpluses generated by the Long-Term Care operation in order to save for debt repayment in years 2028 to 2030, which is the period when there will be no Ministry of Health and Long-Term Care construction grant. The estimated future cash requirement is \$1.4 Million.

There was discussion. Board Members agreed with the restriction of funds for this purpose in order to carry out its due diligence in meeting future liability. The Board of Directors approved the *Plan for Future Debt Retirement*, that the restricted funds be set up, and that the plan be sent to the Members of the Corporation for information.

#### AUXILIARY REPORT

Generous Donation – On behalf of the Board of Directors, Mr. Desnoyers thanked Ms. Payette and the Members of the Auxiliary for their hard work all year and their generous donation of \$25,000 to the Centre.

#### PROFESSIONAL ADVISORY COMMITTEE (PAC) REPORT

Medical Staff Reapplications – The Board of Directors approved all of the Medical Staff Reapplications for 2016 as outlined:

- Dr. E. Bazile (Courtesy Staff);
  - Dr. M.B.H. Faizer (Active Staff);
  - Dr. G. Foley (Active Staff);
  - Dr. S.C. Patel (Active Staff); and
  - Dr. M.S. Reen (Active Staff).
- (Dr. G. Laferriere was appointed to the Associate Staff in December 2015 and this appointment remains in effect in 2016.)

#### GOVERNANCE COMMITTEE

Policy: Administrative Authority – Since the Centre is unable to handle organ donations of any type, this policy was revised to remove reference to organ donations.

Bylaw Amendment – The Board of Directors recommended to the Members of the Corporation, deletion of references to organ donations.

#### FISCAL ADVISORY COMMITTEE

Terms of Reference – The Board of Directors approved minor revisions to the Fiscal Advisory Committee's Terms of Reference.

EDUCATIONAL OPPORTUNITIES – The Centre's Education Calendar for April 2016 and Governance Educational Opportunities were circulated to the Board of Directors for information.

***The next regular Board of Directors meeting is scheduled for  
Tuesday, 17 May 2016 at noon in the Boardroom.  
The Annual Meeting will also be held on this day.***

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