

**ST. LAWRENCE DISTRICT MEDICAL CENTRE
BOARD MINUTES, Tuesday, February 4, 2020**

Present: Heather Cross, Andy Graham, Leslie Truesdell, Mary Ann Roberts, Conrad Walpot

Excused: Lynda Beckstead **Regrets:** Carol Dillman

1. Call to Order: 7:00 p.m.

2. Additions to Agenda: None

3. Previous Minutes – M/S Andy/Mary Ann that the January 8th Board Minutes be approved as circulated. **CARRIED**

4. Treasurer’s Report – Andy reported that:

- the investment portfolio has been adjusted as detailed in the January 8th minutes in order to cover the expenses for the new generator and ensure \$20,000 available on short notice for physician recruitment purposes;
- that he now has the revised end of year figures in order to update the doctors’ calculator and discuss this year’s operating costs with the physicians, specifically any salary adjustments and staffing;
- since the clinic has been operating for part of 2019 with less than the full complement of administrative staff there will be a surplus in the amount collected from the physicians for staff salaries and benefits;
- once the discussion with the physicians has taken place, the 2020 agreement with the doctors will be initiated, retroactive to January 1st and any unencumbered surplus from 2019 credited back to them.

5. Chairman’s Report – Circulated electronically prior to meeting. Summarized in these minutes by agenda item.

6. MOVING FORWARD:

a) Property Maintenance & Development – covered in Chairman’s Report.

- Generator has been installed; 2,000 gallon torpedo tank commissioned; generator block heater pending; minor outstanding items from Stinson inspection for the propane installation service; remaining propane from 500 gallon tank transferred to the new tank; smaller tank removed.
- Two 48” low profile ceiling fans have been installed in the Pharmacy with good results. Still considering additional roller shade for southern exposure window.
- Drywall and painting to be done by Meagan and Kathryn – pending;
- Reassessment of the water softener – pending;
- Innovative Construction window pane replacement and invoice – pending;
- Message for staff that no further physical attempts planned to address sound proofing and staff should exercise heightened awareness, being careful with the use of names and discussing confidential information at the counter or in the reception area.

- We should add some minor exterior repairs and improvements outside for the spring, namely, repainting the ramp railing & Canadian flag on the retaining wall. We should consider replacement of mulch with stone in the front garden area.
- Post meeting, Conrad offered to do the touch up to the painting of the flag.

ACTION: Conrad

b) Fundraising and Donations:

- **Wilton Cheese net from 2015 forward - \$5,600**
- **Net fundraising activities, excluding donations, \$89,700**
- **Wilton Cheese Order** – Easter Order details when Kathy and Andy back from their trip.
- **Spring Event** –Spring event at Donnelly’s on the River confirmed for Saturday, May 2nd. Advertising and soliciting of auction items pending. Cost will be \$30/ticket, or cost to the venue. Donnelly’s will donate \$10/head back to the Centre. We will make available for sale 120-130 tickets. The venue is not suitable for on stage entertainment. Bar will be run by Donnelly’s. We will hold a 50/50 draw and a silent auction. Committee will supply the rolls, appetizers and the dessert. **ACTION: Leslie** will continue to work out the details with Dale & Kim at Donnelly’s and put her team in place.
- **Fall Event** - at The Barn in Rockport – Leslie expressed concerns with going forward with this event. Between personal commitments on her time, the potential impact of bad weather on the day of the event and other uncertainties with the overall organizing for this date and location she is not comfortable proceeding further on this fundraiser at this time. Consensus of the Board that her concerns are valid and sufficient to remove this initiative from the 2020 fundraising schedule. **ACTION: Leslie and/or Carol** will let the owner know we have decided not to proceed at this time and thank him for his offer of support. **CLOSED**
- **Catch the Ace – “Chase the Ace”** was suggested as a possible fundraiser to the Board back in February 2019. At that time other events were considered more feasible and this was not pursued. In anticipation of scratching the fall event, Leslie has spoken to some contacts that have hands on knowledge of the Catch the Ace lottery and Leslie suggests we investigate further to see if it is something we could organize and manage. **ACTION: Mary Ann** has offered to do further research into the requirements, legalities, etc. and report back.
- **Year End Tax Receipts** – issued and mailed.

c) Business Continuity Plan –Andy has been referred to someone else in the Insurance office and is waiting to hear further. **ACTION: Andy** to speak further with the Insurance Agency and then further with Dr. Erb.

d) Staffing 2020 – Coverage remains as previously, best guess, until June. Dr. Erb has withdrawn his request for a short term contract with someone to deal with OHIP billing and has indicated the issue has been resolved. **CLOSED**

e) Infection Control – Amey has indicated the items on the check list have for the most part been addressed. It is up to the doctors when they will reschedule the follow-up visit. Infection Control Manual to be provided to us at time of their second visit to our site.

f) **Occupational Health and Safety – WHMIS training** to be organized when full complement of staff. Heather has asked approval to order, on line, the 2020 Green Book for the Centre. Approved, unless one can be obtained elsewhere. **ACTION: Heather**

g) **PHYSICIAN RECRUITMENT** – Andy has discussed further with Dr. Erb and has now contracted with Physicians for You. Dr. Erb has further agreed that if a suitable international candidate is found, he will take on the required supervisory commitment.

h) **Website & Facebook** – Discussion as to whether we have enough ongoing community info to warrant maintaining a FACEBOOK presence. We do we have a Board member committed to maintaining the page. **M/S/ Andy/Conrad** that we close down our FACEBOOK page. **CARRIED** Leslie will get the password from Cindy. Andy will shut down the page. **ACTION: Leslie & Andy**

i) **Uncle Bucks** – Mary Ann has spoken to John Marshall who puts out the biweekly publication. He is happy to include our event notices, flu clinic info, etc. in the calendar of events. He would also offer a substantial advertising space for \$60 should we wish to run an actual ad.

j) **PULSE** – Carol will publish as soon as we provide material to her, specifically re May event.

7. NEW BUSINESS:

i) **Employee Handbook Revisions** – The revised manual was pre-circulated to the Board for review and approval for placement in the Centre for the staff. We have confirmed the 44 hour threshold for overtime and that we have met the vacation allotment requirements and in fact gone above them. Three weeks vacation is the ESA standard for five years employment and beyond. We give it after three years. We far exceed the sick leave requirements of ESA and Ontario labour law. **ACTION: Heather** will post the revised copy to Drop Box and place the revised hard copy at the Centre. **CLOSED**

ii) **Protocol for Computer Support** – We currently employ the computer support of Mustang Computers. We will ask the practitioners and staff to alert us when there is an issue that requires computer support to ensure we are kept up-to-date on the status of our computer systems overall and to ensure we are not chasing invoices or unaware of accounts payable for this service. Invoices do not tend to come in a timely manner and we need to ensure payment from the correct year's operating budget.

8. **TIME AND PLACE OF NEXT MEETING** – **TUESDAY, March 10th, 2020** – 7:00 p.m. SLDMC

9. **ADJOURNMENT** – 7:45 p.m.

Heather Cross, Chair

Andrew Graham, Treasurer