

**ST. LAWRENCE DISTRICT MEDICAL CENTRE
BOARD MINUTES, Wednesday, January 8, 2020**

Present: Heather Cross, Andy Graham, Carol Dillman, Mary Ann Roberts, Conrad Walpot

Excused: Lynda Beckstead **Regrets:** Leslie Truesdell

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

2. Additions to Agenda: Funding for extra support staff for OHIP billing

3. Previous Minutes – M/S Andy/Carol that the November 6th Board Minutes be approved as circulated. **CARRIED**

4. Treasurer’s Report – Andy presented via slide presentation a preliminary year end summary of our financial activity for 2019. He went over the outstanding financial commitments, primarily capital expenditures, undertaken in 2019 with invoices now pending. Overall commitment, related mostly to the generator up-grade that went over the quote due to unforeseen installation challenges. He outlined the options for funding the payment of these commitments.

M/S Andy/Mary Ann that our \$60,000 cashable investment with BMO be liquidated with \$10,000 to be reinvested in a cashable investment. **CARRIED**

ACTION: \$50,000 to our Capital chequing account to cover payments soon due.

ACTION: Remaining \$10,000 to be reinvested in a cashable BMO investment.

ACTION: RateRiser with BMO be allowed to roll over into the second year taking advantage of the interest rate increase from 1/5% to 1/9%.

ACTION: \$20,000 in Chequing/Capital account be notionally held in reserve for Physician Recruitment in 2020.

M/S Andy/MaryAnn that the 2020 budget be approved in principle with allowance for salary negotiations to take place with the physicians; final agreement on the clinic operating budget and reimbursement schedule with the physicians and subject to any pending year end information of significance coming to light. **CARRIED**

ACTION: Final year end numbers to be reflected in February reports.

ACTION: Treasurer to discuss salary increasing and staffing with the physicians.

ACTION: Treasurer to discuss overall clinic operating numbers with the physicians to agree upon physician monthly payments for 2020.

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 Update – 48 kw Generac Propane Standby Generator was ordered before Christmas through Devries Electric. Additional costs of significance are being incurred around excavation and tank location in order to satisfy code. The Generator should be on site, up and running by end of day tomorrow. Stinson Inspector to be on site Friday.
- Two 48” low profile ceiling fans have been ordered for installation in the Pharmacy.
- Drywall and painting to be done by Meagan and Kathryn, delayed by their recent move to a new home.
- Bruce Huntley has been asked to contact the rep for reassessment of the water softener to ensure functioning properly, six months post adjustments.
- Mark Grier has installed the flat stock around the terrace foundation and river stone in the window well and around the generator pad.
- Innovative Construction still to replace window pain and invoice for the windows replaced in 2019.
- Passenger Life - Upper Canada Elevator arranged replacement of the lift ceiling under warranty.
- Issue of sound proofing for confidentiality was raised again by reception as result of patient comment. DISCUSSION

ACTION: Chair is to speak to staff to ensure there is a protocol for what can and cannot be discussed on the phone or at the counter with a client and what should and should not be discussed in the reception area among staff.

b) **Fundraising and Donations:**

- **Friends of Charleston Lake** – 2019 net \$474.63
- **Catering** Net since 2014 = \$5,594.91
- **Wilton Cheese Order** – Christmas order net was \$695.12 Distribution through the Centre and through Mary Ann’s store was well received. Overall order was approx. \$2,200.
- Co-ordinator, Kath Graham, having reviewed the track record, recommends three orders per year around Easter, Thanksgiving and Christmas. This will be the plan going forward.
- **Spring Event** –Spring event at Donnelly’s on the River tentatively booked for Saturday, May 2nd. Leslie has been following-up. Details to follow. Advertising and soliciting of auction items pending.
- **Fall Event** - at The Barn in Rockport tentatively planned for October 17th, weekend after Thanksgiving. Carol will connect with Leslie as the owner wishes to discuss further the concept of fundraising and potential for this event.

c) Business Continuity Plan – First draft was distributed in November for members to review and comment on. Andy still needs to discuss with John for his input around clinic operations off site or temporarily discontinued. Andy has been in touch with our insurer to discuss business operations interruption coverage. **ACTION: Andy** to initiate discussion with Dr. Erb for input. There does not appear to be a protocol in place within the FHO or UCFHT to draw upon.

d) Staffing 2020 – Coverage remains as previously. It appears Robin is still months away from return to work. Dr. Erb has asked about funding for additional staff to assist with OHIP billing that is falling behind. Consensus of the Board that regardless of surplus funds in the operating budget, some money could be allocated to meet this need. **ACTION: Andy** to discuss with Dr. Erb.

e) Infection Control – Amey has successfully relocated the Autoclave and autoclave process to the vacated room downstairs, allocated now for this purpose. Amey has the check list for other compliance steps before return visit and inspection.

f) Occupational Health and Safety – WHMIS training to be organized when full complement of staff. **ACTION: Heather**

g) PHYSICIAN RECRUITMENT – The Ottawa Job Fair was adequate for time and money invested but to date not fruitful. Andy is arranging a contact through Queen’s for a potential candidate’s husband who would need work in the area before she would consider a move from Ottawa. Andy has been in touch with the Recruiting Co., Physicians For You to get a good understanding of their format for payment and potential to be useful. There is no search fee. There is a \$20,000 fee payable to the Recruitment Co. upon a one year commitment from a physician they secure. Health Force Ontario did not have a lot to offer by way of advice or assistance. We are advertising, ad placed by Dr. Erb, on Health Force Ontario.

7. NEW BUSINESS:

a) Lynda Beckstead – away until spring. M/S Andy/Carol, as per By-law II, Section II, Meetings of Directors, Item 6 – Quorum; that the Board excuse Lynda Beckstead from attendance at Board meetings while out of the country, winter/spring 2020, thus removing her in the count for quorum. **CARRIED**

b) Signing Authority – M/S Conrad/Carol, as per By-law VIII, Section III, Item 1, be it hereby resolved that the Chair and/or the Treasurer shall be authorized to approve for payment and sign all cheques for the payment of approved operating expenditures including payroll and capital expenditures. The Chair and/or Treasurer are further authorized to enter into the day-to-day supply and service agreements relating to the operations of the clinic and the facility. **CARRIED**

c) Staff Salary Adjustments for 2020 – ACTION: Andy to prepare an updated calculator for the physicians outlining the current pay and impact of cost of living increases across the board.

d) PULSE – Carol awaits input for next issue. Next issue to begin promotion of spring event; inform public of the generator upgrade and financial impact; announce next cheese order to be scheduled. It was agreed that we should also try to take advantage of the TLTI Community Letter and Uncle Bucks by-weekly Newsletter to advertise events. **ACTION: Mary Ann** will connect with the contact for Uncle Bucks for this purpose.

e) **Website & FACEBOOK** – Andy continues to update the Website although it does not see a lot of visits. Consensus of the Board that if we can, we should shut down our Facebook page as we no longer have sufficient activity to warrant it. **ACTION: Andy** to discuss with Queen’s IT if there is a way to remove our FACEBOOK presence.

f) **Extra Office Support** – Discussed under Financial report. **ACTION: Andy** to follow-up with Dr. Erb once we have final year-end figures, February report from bookkeeper.

8. **TIME AND PLACE OF NEXT MEETING** – **TUESDAY, February 4th, 2020** – 7:00 p.m. SLDMC
- **March meeting, Tuesday, March 10th.**

9. **ADJOURNMENT** – 8:25 p.m.

Heather Cross, Chair

Andrew Graham. Treasurer