

MINUTES

JANUARY 25, 2019 - BOARD MEETING
SHERATON GATEWAY HOTEL
PEARSON AIRPORT, ACROSS FROM TERMINAL 3
LAUSANNE ROOM, LOWER LEVEL - 8:30 am – 3:30 pm

In Attendance: Dr. Mather, Dr. Williams, Dr. Auger, Dr. Kennedy, Dr. Kristof, Dr. Mossman, Dr. McGarry, Dr. Cooper, Dr. McKeough, Dr. Collins, Dr. Robert, Dr. Shamon

Regrets:

Office Attendance: Ellen Maracle-Benton, Krista Hook

BREAKFAST	
1	Call to Order & Welcome 9:00 am
2	Conflicts of Interest Dr. Kristof is involved in the Poet Project
3	Welcome & Introductions Board members reflected and got reacquainted. Each board member went around the room to introduce themselves and spoke of their role in long term care and what they are currently involved in with their practice.
4	Opening Remarks Dr. Mather welcomed all current board members and introduced the two new board members. He also provided five key points to discuss and review during the meeting.
5	Approval of the Agenda There were no additions to the agenda. The agenda was approved.
6	Approval December 4th, 2018 Minutes 1st Dr. Mossman 2nd Dr. McKeough Approved
7	<p>Strategic Plan Review and Update Dr. Mather reviewed a two -year strategic plan on a chart. To accomplish the goals from the strategic plan a work plan is required. Dr. Mather reviewed the five key areas to focus on from the strategic plan: Communication Networking Engagement Promotion, advocacy, visibility Maintain and grow membership</p> <p>The OLTC is doing well with following strategic plan that was set forth. These keys points are great areas to focus on moving forward. It's also vey important for OLTC to keep records and archives from past years.</p> <p>Dr. Mather would like OLTC to host webinars. He inquired if board members would be interested in doing a webinar or coming up with webinar topics. The other option is to have small clips on Utube. The videos clips would be added to the OLTC website. In the next newsletter OLTC will gather information to find out the level of interest from members. The other option instead of using a link is to use QR codes.</p> <p>Additions to the strategic plan includes updating Bylaws, Pharmacist and Nurse Practitioner representations, MD and Attending Physician contracts and developing an OLTC Speakers Bureau. The OLTC Speakers Bureau would be developed for organization to contact OLTC for speakers for webinars etc. on topics of their special interest or expertise. It is a good way to promote leadership in LTC through OLTC. A template will be developed with topics for members to indicate their interest in being included as a speaker resource in order to assure professionalism, knowledge and good presentation skills, the speaker experience on the topic and credentials will be included.</p>
8	Treasurer's Report & Budget Update As of December 31 st , 2018, there is 192, 200.22 in the bank account. Dr. Mossman made a few corrections to the budget numbers since the last treasurer report. Conference was in profit of 44,000 and this includes the \$15,000 educational grant from OLTCP. There are a few items to be expensed from the conference which will be accounted for in the coming months. Dr. Mossman is pleased with the overall numbers.
9	Conference Committee Report OLTCC has signed the conference contract with EIS for another 2 years. It aligns with the contract OLTCC has with the Sheraton. The board discussed the option to move the conference for years 2021 and on to move the conference to a different location outside downtown Toronto. There are multiple hotels around the airport that will work as well as hotels in Niagara Falls. Ellen has many ideas to make changes to give the conference a fresher feel and will send ideas

	<p>to the board for review. The conference was in a surplus. The early bird 3 days registration category seemed to be the best option for registrations followed by attending Saturday and Sunday. The Friday education portion and the reception went well. It is helpful to have a relationship with the Sheraton. To offer the OMA workshop into the Friday is also an opportunity to review for 2019. The timing for the primer and the Ideas workshops were discussed. The timing will be reviewed. The timing of symposium was also discussed. Having the symposium start a bit later is a key factor.</p> <p>Motion to accept the EIS conference contract. Motion approved.</p> <p>Action: Board members to use their contacts for possible sponsor and exhibitors and symposium speakers.</p> <p>Motion – to not have a contract with the Sheraton for 2021 and moving forward and to redesign the conference and layout. Motion approved.</p>
10	<p>Practical Pearls for Long Term Care</p> <p>Dr. Kristof is stepping down as the conference chair. He thanked everyone for their contribution. Dr. Kristof reviewed the overall evaluation numbers from the 2018 conference. Dr. Kristof spoke of possible workshop areas that are possible opportunities be highlighted in 2019 based on the evaluation comments from the 2018 conference. There was a good presence based on the evaluations and moving forward the committee will make it greater. Mark Ware would be a great keynote speaker for the 2019 conference. There was a discussion about changing the format of the conference as well as individual workshops with more interaction between the speaker and those attending the workshop.</p>
11	<p>ACP Cross Sector Planning</p> <p>Hospice palliative care Ontario – Advanced Care Planning and Health Consent Act had a quarterly teleconference on January 15, 2019. So far, produced Serious Illness Conversation Guide and SpeakUp Canada campaign https://www.speakupontario.ca/wp-content/uploads/2018/07/ACP-Conversation-Guide-Public.pdf. There is a new initiative to create toolkits to disseminate to various settings LTC, hospitals. OLCC is seen as ‘organizational champions’ and ‘having ACP lens’. One goal is influencing QIPs to ensure accountability. On April 16th 2019 is ACP day. OLCC can post/ share material at homes. There are resources/ posters to obtain from local LHINS. Palliative Care LTC S strategy is one of MOHLTC goals. HPCO Sunday, April 28 to Tuesday, April 30, 2019, at the Sheraton Parkway Toronto North Hotel & Suites in Richmond Hill – registration open now</p>
12	<p>Future Meetings</p> <p>The dates and times for the next board meeting teleconferences are below: March 5th 7:30 am – 8:30 am April 2nd 7:30 am – 8:30 am Dr. Mather will provide dates for the next in person board meeting for May 2019.</p>
13	<p>Coroners Reports</p> <p>Dr. Auger outlined how coroner reports are received from the coroner’s office and reviewed by the coroner committee and then feedback is sent back from the members of the coroner’s committee to Dr. Skinner. Dr. Mossman would like to be a part of the committee. Specific coroner cases were reviewed and discussed by the board.</p>
14	<p>Curriculum Committee</p> <p>The committee will look at a 2-year plan moving forward to host the course. The committee proposed to have the IDEAS and Primer workshops in 2019 during the conference and then the MD course will be hosted again in the Spring of 2020. The MD course will be hosted every two years from 2020. A discussion took place about the layout of the course content plus which topics to cover and the possibility to hold the course outside of Ontario and ideas on who to reach out to facilitate the course or be a part of the committee. OLTC and AdvantAge are great to approach or be possible sponsors. To list past course attendees on the website OLTC would reach out to those who took the course and find out if they want their name listed on the website.</p>
15	<p>Membership Report ENDING JANUARY 23, 2019</p> <p>Nurse Practitioners July 1, 2018 – June 30, 2019 – 16 Nurse Practitioners July 1, 2018 – June 30, 2020 – 4</p> <p>Physicians July 1, 2018 – June 30, 2019 – 120 Physicians July 1, 2018 – June 30, 2020 – 63</p> <p>There is a discussion about how to engage those to become members. There must be a value to becoming a member and having members log into the member only section of the website.</p>
16	<p>Membership Committee</p> <p>Membership in OLTC should appeal to physicians’ colleagues providing care in long term care homes and complex continuing care. Retirement homes are an unorganized group. Outreach may be through the Ontario Retirement Association (ORCA) . Home or corporate administrators can be approached. It may be suggested that they approach their physicians to join OLTC and attend the annual conference. Physicians providing Complex Continuing Care can also be supported, perhaps through medical staff offices or Chiefs of Staff.</p> <p>Nurse practitioners have an increased role in long term care and OLTC. They provide gaps in physician care, assist with staff and policy development and reduce transfers to long term care. Ms. Heer is an NP for a nurse led outreach</p>

	<p>team (NLOT). Any new NPs are in the Attending NP role. It is recommended to the Conference Committee that there a plenary session on the role of the NP at the annual conference.</p> <p>Membership in OLTC should support the Vision and Mission, specifically to promote education and quality improvement in long term care. Other health care professionals, like managers and therapists, will not be actively recruited by are welcomed to join.</p> <p>These are a couple ways in which OLTC can support other classes of members, such as pharmacists and nurse practitioners:</p> <ol style="list-style-type: none"> Have their own area in the Members Only section of the web site Provide meeting time, e.g. a luncheon, at the annual conference Welcome them to join the conference committee <p>The next meeting of the Membership Committee will be in March.</p>
17	<p>Long Term Care Inquiry Update</p> <p>The LTCI began with an Order I In Council from Cabinet nineteen months ago and has involved Public Hearing and consultations. OLTC is one of sixteen participants. Mather represented OLTC. Dr. Mather reviewed the timeline. OLTC's Closing Submission is on the Inquiry web site, https://longtermcareinquiry.ca/en/closing-submissions/</p>
18	<p>Ministry of Health Updates</p> <p>OLTC was asked by the government to take part. Dr. Mather will attend in person or by teleconference. The Ministry of Health and Long-Term Care is committed to providing 15,000 new LTC beds, of which 6,000 have already been designed. Along with other initiatives, such as prioritizing residents with special needs, will improve flow into long term care. The other part of the government's strategy to reduce Hallway Healthcare is emergency department avoidance.</p>
19	<p>Website and Communications</p> <p>The website has been updated with pictures from the 2018 conference along with information for the 2019 conference was added. The news report section was updated, and the award information was added. A discussion took place about having the newsletters on the member only section only as a member benefit. Ellen will speak to Michael on setting up a search option on the website.</p>
20	<p>Other Business</p> <p>No new business.</p>
21	<p>Future Meetings</p> <p>Dates will be sent for a in person meeting for May.</p>
	<p>ADJOURNMENT</p>