

MINUTES

DECEMBER 1, 2017 - BOARD MEETING
SHERATON GATEWAY HOTEL
7:45 am – 3:15 pm

1	<p>Call to Order & Welcome 8:20 AM</p> <p>Conflicts of Interest <i>Julie: On Ontario Long Term Care Clinician’s Medical Director Course Faculty</i> <i>Evelyn: On Ontario Long Term Care Clinician’s Medical Director Course Faculty</i> <i>Lorand: Engaged at some level with presenters at conference; On Ontario Long Term Care Clinician’s Medical Director Course Faculty</i> <i>Think Research</i> <i>Ben: Involved with Pallium Canada; Think Research</i> <i>Louis Kennedy: Think Research</i></p> <p>Approval of September 8 & October 21 Minutes Motion: To approve the minutes of September 8, 2018 and October 21, 2018. 1st – Ben Robert; 2nd Robert Cooper. All in Favour. Motion carried. Motion: To strike two comments from the October 21st minutes. 1st – Philip McGarry; 2nd Lorand Krisof. All in Favour. Motion carried.</p>
2	<p>HQO Quality Standards Introduction of Terri Irwin, Lisa Bitonti-Bengert and Jonathan Lam from Health Quality Ontario.</p> <p>Terri Irwin reviewed the HQO quality standards. There was discussion about where data comes from to report on percentages. Reviewed the first 3 quality standards – Dementia, Depression and Schizophrenia. There are other quality standards being developed now and once released will follow the same outlines as the ones completed. There will also be the implementation and adoption strategies for the quality standards. An online platform is being developed so groups/individuals can come together to share information, join a community, share resources and have discussions.</p> <p>There was a question on how the Advisory Committee is chosen. There is an open call on the website and before that happens stakeholders build a list of emails for the open call. A matrix is developed to review the list and the co-chairs form a committee. Generally there are 3 in-person meetings and a T Con. There is no compensation for committee members. Volunteers are relied upon for this activity. The HQO staff prepares materials for each meeting.</p> <p>There was a question of what kind of conversations happen at HQO after the meetings are completed? What types of problems are identified that HQO looks at resolving? HQO fully recognizes the potential of variances geographically, by Physician etc. HQO attempts to connect with every LHIN in the province to ensure that each perspective is taken into consideration</p> <p>How can we come together with all the good work the Clinicians and others are doing to create standards that work? The Board expressed concern about how standards are interpreted, whether they represent minimal or aspirational goals.</p> <p>Concern was also raised about unintended consequences with standards. The recent opioids standard is an example. A person who has been prescribed opioids for 10 years, is suddenly not given further prescriptions, and then turns to the streets in order to get what they need. This is exactly what HQO does not want to occur. Quality improvement entails ongoing measurement and monitoring.</p>
3	<p>HQO LTC Practice Reports Jonathan Lam reviewed the Long Term Care Report – “MyPractice.” The current timeline and statistics for the Physician Practice Reports were reviewed. There are opportunities for Collaboration and HQO will continue to work in that direction in order to make MyPractice useful and helpful. The current practice reports give individual results for benzodiazepines and antipsychotics. Antibiotic stewardship will be addressed in upcoming reports.</p>
4	<p>Review of Board Terms & Appointment of VP</p>

POSITION	FIRST NAME	LAST NAME	TERM START	TERM END
President	J. Fred	Mather	22-Oct-16	21-Oct-19
Past President	Evelyn	Williams	22-Oct-16	21-Oct-18
Vice President				
Secretary	Julie	Auger	22-Oct-16	21-Oct-19
Treasurer	Ross	Moncur	22-Oct-16	21-Oct-19
Board Member	Robert	Cooper	22-Oct-16	21-Oct-18
Board Member	Louis Joseph	Kennedy	22-Oct-16	21-Oct-18
Board Member	Lorand	Kristof	22-Oct-16	21-Oct-18
Board Member	Philip	McGarry	22-Oct-17	21-Oct-20
Board Member	Nancy	McKeough	22-Oct-17	21-Oct-18
Board Member	Ben	Robert	22-Oct-17	21-Oct-20
Board Member	Kerstin	Mossman	Oct 21-17	21-Oct-20

There was a review of the current Board of Directors and the current terms. There is one vacancy that was discussed – that being the Vice President. The Vice President’s role is to manage any meetings and/or other events that the President cannot reside over. It is the expectation that this role would move into the role of President. The Board discussed possible scenarios and Fred Mather offered to stay on one extra year for transitioning purposes. It was decided that this position would be filled for the current term, but without the expectation of moving into the role of President.

Motion: Nominate and move to have Louis Kennedy as the Vice President for the current term, ending October 2018. 1st – Fred Mather; 2nd Ross Moncur. All in Favour. Motion carried.

5 **Treasurer’s Report**
 Ross Moncur reviewed the status of the OLTCC Budget to October 21, 2018 against the Global Budget. Please see **Appendix I**

6 **Membership Update & Office Report**
 Ellen Maracle-Benton provided a membership report with names, province and organization to the Board. Currently there are 208 Physician Membership and 18 Nurse Practitioner, Pharmacist memberships for a total of 226. In December of 2016 there were 211 members.

Discussion took place on ways to increase membership and also asked the Board to look at the list and give him names of people that may be approached to be involved on committees.

Action Item: Board to review the membership list and provide Fred with possible names for committees.

Attempts should be made to identify and contact lead physicians in the LHIN. Currently there are 628 LTC homes in Ontario.

Board members will be requested to put input into a monthly newsletter. This could be just a couple of lines of a news or noteworthy item.

Action Item: The office will connect with the Board monthly (mid-month) for input that can be included in the monthly OLTCC news report.

7 **Conference Planning Committee**
 Lorand Kristof provided a review of the 2017 conference and goals, Feedback, Evaluations, Structure and Budget. The overall conference budget indicates a profit of \$29,000, which does not include any Grants from other sources. The conference went very well; evaluations indicated a favourable response to the Friday workshops and programming including the panels on Saturday and Sunday. There was discussion about the number of evaluations returned and how to increase the response rate for 2018. There are a few things the 2018 Conference Committee will look at in order to achieve that. See below for evaluation responses comparison from 2016 and 2017.

EVALUATION COMPARISON, 2016 TO 2017

	2016	2017
Mobile App Session	61	73
Survey Monkey Session	68	48
<i>Total Session Surveys</i>	129	121
Mobile App General	25	24
Survey Monkey General	39	21

Total General Surveys

64

45

Paper Evaluations

14

4

Discussion took place on next steps: theme, structure, speakers, evaluations, promotion, sponsorships and partnerships such as CEP, HQO, CMPA.

Further discussion on how evaluations can be managed such as extra credits, having a touch screen system at the conference, connecting the completion of evaluations to the CME certificate issued etc.

It was felt that a solid theme would be most effective and used yearly until such time future conference committees feel the need to change it. The theme for 2018 will be:

PRACTICAL PEARLS IN LONG TERM CARE

Aging with Confidence: Ontario's Action Plan for Seniors

Fred Mather sent an email to all Board members regarding the Ontario Action Plan for Seniors. This group is looking for stakeholders to be identified to work on this plan. Fred has participated in a stakeholder engagement on behalf of OLTC and has identified some concerns in their plan regarding LTC. Fred has asked the Board to look at the current outline and identify other concerns pertaining to LTC and notify him with comments and recommendations. Moving forward the long-range goal is to expand LTC to 30,000 beds over 10 years, plus another 30,000 for redevelopment, however there is nothing in the plan for training new Physicians and other health professionals like nursing. Medical Schools do not always prepare students for work in long term care.

Action Item: The Board should review the current plan and let Fred know about other concerns.

Action Item: The Board should also let Fred know about political talking points that can be brought forward on behalf of OLTC and possible options.

Medical Director Curriculum Committee

Evelyn Williams reviewed who the committee members are for 2018. At a recent MD Course Curriculum meeting discussion took place on possible dates in 2018 condensing Block 1 and Block 3 into 3 days versus 3. The committee is suggesting that this will work and the dates of April 27, 28 and 29th were suggested. The Novotel is the choice of location again for 2018 as it worked well with past courses. Other locations were considered and dismissed.

A review of the projected budget provided was done based on 30 people in attendance. With 30 people it is a break-even budget, so any registrations above 30 would indicate the Course would then be profitable.

Motion: To go forward with the course and approve the budget. 1st – Evelyn Williams; 2nd – Louis Kennedy. All in Favour. Motion carried.

Action Item: The office will send an electronic copy of the budget to the Committee and to Fred Mather.

An extensive discussion took place on the Moodle Platform. Currently it houses the information from past courses and will house the new material for 2018. Many participants have difficulty getting into the system and maneuvering through the material. New material will need to be uploaded and this is problematic since it takes expertise and knowledge to upload / change and create new folders etc. in Moodle. The maintenance of Moodle is also very specific and is managed by people that have the expertise and knowledge of IT issues and processes. This becomes an issue with high cost factors in having to retain IT to continue to use the Moodle Platform.

Some discussion took place on future planning and how to incorporate refresher courses as new options. Evelyn Williams will provide a list of topics for the 2018 course and has asked each Board member to take a topic and review its contents.

Action Item: Evelyn Williams will provide the list of topics for review to the Board and each Board member will select a topic to review and send the reviews back to Evelyn.

Strategic Planning Preparation

March 2nd, 2018 is the date of the full-day Strategic Planning Session. Vicki Nash-Moore is the facilitator chosen to lead us through the plan. She will be sending each of you a questionnaire in January in order to prepare ahead of time for this meeting.

Strategic planning: Overview

1. Where are you now?

– environmental scan, trends, current practices, mandate

2. Where do you want to be in 3, 5 10 years?

– mission and vision statements

	<p>3. What do you want to do? – key result areas, priorities, time frame(s)</p> <p>4. How do you get there? – establish goals and objectives, critical path, action planning</p> <p>5. Who does it? – Board, staff, members?</p>
11	<p>Future Meeting Dates</p> <ol style="list-style-type: none"> 1. Executive Meeting in Early January 2018 – T Con 2. Board Meeting 3rd week in January – T Con 3. Executive Meeting later in February – T Con 4. Strategic Planning Meeting March 2, 2018 (in-person) 5. Board Meeting Early April 2018 – T Con 6. Board Meeting May/June or September – dependent on Budget approval for next year – In-person
12	<p>LTC Public Inquiry Fred Mather has made application to sit on the Public Inquiry into LTC. The four criteria for the Inquiry are:</p> <ol style="list-style-type: none"> I. Have direct interest in the subject matter of the Inquiry. II. Likely to be notified of possible finding of misconduct. III. Participation would further the conduct of the Inquiry. IV. Participation would contribute to the openness and fairness of the Inquiry. <p>OLTCC offers the following to the Inquiry:</p> <ol style="list-style-type: none"> 1. Explain the role of the Physician and Medical Director in LTC homes. 2. Provide the physician's perspective of staffing and supervision in LTC. 3. Address issues of nurse-physician communication and documentation. <p>Give opinion on how resident safety can be improved.</p> <p>Going forward, there will be a request for standing on December 12 and 23. The Public Inquiry will occur in June. Board members will be updated on the contribution of OLTCC.</p> <p>Action Item: Before next June 2018, the Board will assemble the points for the Inquiry on behalf of OLTCC.</p>
13	<p>Coroner's Reports Julie Auger and Ben Robert reviewed 6 reports recently. Both reviewed each one and provided their input for responses back to the Coroner's Office.</p>
14	<p>Website & Communications Tabled for future meeting.</p>
15	<p>Committee Terms of Reference Tabled for future meeting.</p>
16	<p>Liaisons Tabled for future meeting.</p>
17	<p>Other Business No other business.</p>
	<p>Adjournment The meeting was adjourned at 3:10 pm</p>

	BUDGET 2017-2018	ACTUAL to Oct 31 2017-2018	PROJECTED 2017-2018	PROJECTED OVER (UNDER) BUDGET	Notes
REVENUES					
Membership Revenues					
Membership Fees	50,000.00	46,100.00	47,000.00	(3,000.00)	
Conference Revenues					
Participant Registration Fees	252,100.00	240,840.00	240,840.00	(11,260.00)	<i>*total projected conference revenue 354,605</i>
Educational Grant (OLTCP)	35,000.00	0.00	35,000.00	0.00	<i>*pending grant from OLTCP for 2017 Conference</i>
Sponsorships	39,000.00	39,265.00	39,265.00	265.00	
Exhibitors Fees	24,000.00	39,500.00	39,500.00	15,500.00	
Medical Director Course & QI Revenues					
Participant Registration Fees	50,000.00	0.00	50,000.00	0.00	<i>*placeholder to demonstrate no surplus/deficit</i>
Educational Grants	0.00	0.00	0.00	0.00	
Miscellaneous Revenues					
GST Charged on Sales	54,000.00	39,232.77	54,000.00	0.00	
Web Posting & Advertising Revenue	0.00	0.00	0.00	0.00	
Miscellaneous	0.00	25.00	0.00	0.00	
TOTAL REVENUE	504,100.00	404,962.77	505,605.00	1,505.00	
EXPENSES					
Administrative & Office Expenses					
Office Management	44,000.00	15,000.00	44,000.00	0.00	<i>*per contract with Events in Sync</i>
Board Meetings & Travel	8,000.00	3,953.98	8,000.00	0.00	<i>*potential additional strategic planning expenses</i>
Board Expenses	100.00	0.00	100.00	0.00	
Accounting & Legal	10,000.00	3,000.00	10,000.00	0.00	
Courier & Postage	80.00	0.00	80.00	2,400.00	<i>*unbudgeted membership postal mail-out</i>
Printing	650.00	0.00	650.00	0.00	
Credit Card Charges	10,000.00	0.00	10,000.00	0.00	
Insurance	1,621.00	1,621.00	1,621.00	0.00	
Interest and Bank Charges	200.00	37.03	200.00	0.00	
Office Supplies	1,400.00	0.00	1,400.00	0.00	
Telephone (includes conference calls)	1,100.00	1,000.00	2,000.00	900.00	
Website Hosting & Webmaster	2,500.00	300.00	2,500.00	0.00	
HST Paid	51,143.00	9,428.21	51,143.00	0.00	
Miscellaneous	25.00	0.00	25.00	0.00	
Annual Conference Expenses					
Conference Venue/Programming Expenses	229,300.00	44,628.07	239,226.87	9,926.87	<i>*total projected conference expense 294,226</i>
Conference Management (Events in Sync)	55,000.00	10,000.00	55,000.00	0.00	
Medical Director Course & QI Expenses					
Course Venue/Programming Expenses	40,000.00	821.70	40,000.00	0.00	<i>*placeholder to demonstrate no surplus/deficit</i>
Course Management (Events in Sync)	10,000.00	0.00	10,000.00	0.00	<i>*placeholder to demonstrate no surplus/deficit</i>
Advocacy and Promotional Expenses					
Memberships	375.00	0.00	375.00	0.00	
Advertising & Promotions	500.00	0.00	500.00	0.00	
Tradeshows	500.00	0.00	500.00	0.00	
Awards	50.00	570.00	570.00	520.00	<i>*award supplies purchased to last approx 5 years</i>
TOTAL EXPENSES	466,544.00	90,359.99	477,890.87	13,746.87	
SURPLUS (DEFICIT)	37,556.00	314,602.78	27,714.13	(12,241.87)	
OPERATING FUND BALANCE					
	BUDGET 2017-2018	ACTUAL to Oct 31 2017-2018	PROJECTED 2017-2018		
Opening Balance	29,103.18	29,103.18	29,103.18		
Surplus (Deficit)	37,556.00	314,602.78	27,714.13		
Closing Balance	66,659.18	343,705.96	56,817.31		