



CASEY HOUSE

**Casey House  
Minutes of the Board of Directors Meeting  
Wednesday, March 30, 2011**

**Members:**

- √ Guy Bethell
- √ Brenda Butters
- √ Abbas Ghavam-Rassoul
- Bryn Gray
- √ Jason Grier
- √ Sandeep Joshi
- √ Bruce Lawson
- √ Mike McKeon

**Non-Voting Members:**

- √ James McPhedran
- √ Philippe Meyersohn
- √ Gael Maurant
- √ Nancy Read
- √ Gillian Stacey
- √ Timothy Thompson
- √ Barbara Whyllie

**Invited Guests:**

- √ David Gilmer
- √ Gayle Janes
- √ Todd Ross
- √ Alayne Metrick

Recorder: Mary Ann Guiao

#	Agenda Topic and Decision Points	Follow Up Date and Person
<b>1.0</b>	<b>Client Story</b>	
	Katherine Burress, an RN in the Residential Program, spoke of her experience and interactions with a client.	
<b>2.0</b>	<b>Guest Speaker- Alayne Metrick</b>	
	Alyane Metrick, President of St. Michael's Foundation, spoke about capital campaigns. A discussion followed.	
	<b>Special Members Meeting</b>	
	<p>Bruce Lawson noted that the proposed by-law changes are primarily driven by the <i>Excellent Care for All Act</i>; Chief Nursing Executive Karen de Prinse has joined the Board as a non-voting member. The Governance Committee reviewed the by-laws changes. A discussion followed. The policy will be revised as follows:</p> <ul style="list-style-type: none"> <li>• Section 1.0 (aa)- delete HSAC and insert Quality such that it reads:  "Medical Director" means the Physician selected by the Board to assist St. Michael's Hospital's Medical Advisory Committee and the Quality Committee in discharging the Board's oversight of the quality of care delivered by the Medical Staff of the Hospice</li> <li>• Section 5.02 (b)- change 20 to 21 such that it reads: ...the affairs of the Corporation shall be governed by a board of twenty-one (21) Directors".</li> </ul> <p><i>Motion by Gillian Stacey to approve the By-laws subject to the two amendments. Seconded by Abbas Ghavam-Rassoul.</i></p>	<i>Carried</i>
<b>3.0</b>	<b>Call to Order and Approval of Agenda</b>	
	<i>Motion by Jason Grier to approve the agenda as presented. Seconded by Gillian Stacey.</i>	<i>Carried</i>

#	Agenda Topic and Decision Points	Follow Up Date and Person
4.0	<b>Approval of Minutes</b>	
	<p><u>Approval of Minutes- January 26, 2011</u></p> <p><i>Motion by Barb Whyllie to approve the amended minutes of January 26, 2011. Seconded by Brenda Butters.</i></p>	Carried
5.0	<b>Items for Information</b>	
5.1	<p><u>Chair Report</u></p> <p>Bruce Lawson reported that this year's SnowBall was a successful event. He commented that the day after SnowBall, Casey House clients were profiled in a "Toronto Star" front-page feature article on HIV and Aging.</p> <p>Bruce attended the fourth annual Open House for prospective board members on March 30<sup>th</sup>. Twelve people attended. Bruce noted that the application deadline is April 12<sup>th</sup> and the Nominating Committee will then review the applications. There will be three vacancies to fill. Bruce announced that Mike McKeon and Abbas Ghavam-Rassoul will leave the Board in June. He thanked them for their contributions to the Board and to Casey House.</p> <p>Bruce reported that the capital campaign continues to proceed smoothly. He shared that all Board members have been approached to ask for a commitment to the campaign.</p>	
5.2	<p><u>CEO Report</u></p> <p>Stephanie Kararpita reported that the letter from the Ministry in response to the Stage Two Submission of the Redevelopment Project (submitted on October 29<sup>th</sup>) was received today. She highlighted key items from the letter and commented that the issues identified will be addressed. Stephanie noted that the Board will meet on April 27<sup>th</sup> to discuss Casey House's response to the Ministry of Health's comments. A discussion followed.</p>	
5.3	<p><u>Medical Director Report</u></p> <p>Ann Stewart reported that a 97% occupancy rate was achieved in January and February. She noted that Dr. Ascai has assumed Dr. Ashok Krishnamurthy's hours, while Dr. Margarita Lam-Antoniades is on maternity leave. Ann also informed the Board that she will present two posters at the annual Canadian Conference on HIV/AIDS Research in April in Toronto.</p>	
5.4	<p><u>Governance Committee</u></p> <p>Bruce Lawson gave a brief report on the committee's January and February teleconferences. He asked Board members to complete the Board Evaluation survey; an email reminder will be sent out to the Board. Bruce also noted that on April 13<sup>th</sup> the applications for the Board will be sent out to the Nominating Committee for review. The committee will meet in-person on April 19<sup>th</sup>.</p> <p><i>Motion by Guy Bethell to approve the Policy on Term Limits for Non-Director Members. Seconded by Timothy Thompson.</i></p> <p><i>Motion by Philippe Meyersohn to approve the Position Description—Committee Chair. Seconded by Gael Mourant.</i></p>	<p>Carried</p> <p>Carried</p>

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	<i>Motion by Gael Mourant to approve the Position Description—Committee Vice Chair. Seconded by James McPhedran.</i>	Carried
5.5	<p><u>Foundation Committee</u></p> <p>Philippe Meyersohn gave a report on the committee's progress in meeting its annual fundraising targets. He also noted the committee will look for ways to expand the Dinner by Design event and Art with Heart. Philippe noted that the committee's current focus is to draft the Gift Acceptance Policy for Board approval.</p>	
5.6	<p><u>Chief Development Officer Report</u></p> <p>David Gilmer distributed an updated Foundation 2011/12 Budget Forecast document. He noted that Casey House continues to build strong relationships with the interior design community. David reported that the Board Alumni Campaign is going well, particularly given the matching program initiated by Dan Wright and Doug Moffatt.</p>	
5.7	<p><u>Finance Committee</u></p> <p>The Board reviewed the Hospice and Foundation statements as well as the briefing note regarding the transfer of funds from the Restricted Futures Fund to the Operating Fund (i.e. unrestricted fund). A discussion followed.</p> <p><i>Motion by Mike McKeon to approve a transfer of \$150,000 from the Restricted Futures Fund to the Unrestricted Fund. Seconded by Sandeep Joshi.</i></p> <p><i>Motion by Mike McKeon that the Board of Casey House Hospice certifies that the Bank of Montreal Notice of Names of Directors and Officers as of March 23, 2011 is correct. Seconded by Gillian Stacey.</i></p> <p><i>Motion by Mike McKeon that the Board of Directors of Casey House Foundation certifies, approve and validate that the Bank of Montreal Notice of Names of Directors and Officers as of March 23, 2011 is correct. Seconded by Gillian Stacey.</i></p>	<p>Carried</p> <p>Carried</p> <p>Carried</p>
5.8	<p><u>Quality Committee</u></p> <p>Guy Bethell reported that the committee has addressed two requirements of the <i>Excellent Care for All Act</i>. He also reported that the committee approved four infection prevention and control policies. Guy announced that Courtland Thomson has joined the Quality Committee as the Community Advisory Committee (CAC) representative; the Board will receive the CAC Annual Report as an information item in May. Finally, Guy reported that the committee reviewed a set of recommended definitions associated with incident reporting. Going forward, the term "critical incident" will only be associated with patient care. As a result, Casey House has not had a critical incident in the past four years. The Balanced Scorecard will be revised to reflect the change in definition of a critical incident. A discussion followed.</p>	

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5.9	<p><u>Redevelopment Committee</u></p> <p>Gillian Stacey noted that the committee was being formed and would meet soon. A discussion followed regarding the Redevelopment Project.</p>	
6.0	<p><b>Items for Approval</b></p>	
6.1	<p><u>Quality Improvement Plan</u></p> <p>Stephanie Karapita reviewed the Casey House Quality Improvement Plan that was included in the background package. She noted that the text and indicators in this plan align with government guidelines. It was noted that the Quality Committee will determine the level of achievement of these indicators and will bring the results to the Board. Stephanie noted that the Quality Improvement Plan will be submitted to the government and posted on the Casey House website by April 1<sup>st</sup>. A discussion followed. A few minor changes were made to the document.</p> <p><i>Motion by Gillian Stacey to approve the amended Casey House Quality Improvement Plan. Seconded by Guy Bethell.</i></p>	<p>Carried</p>
6.2	<p><u>Procurement Policies</u></p> <p>Stephanie Karapita reviewed both Procurement Policies for the Hospice and the Foundation. A discussion followed. Both policies will be amended as follows:</p> <ul style="list-style-type: none"> <li>• Section 1- Add: Approval of the Board of Directors is required for contracts with an annual amount over \$100,000.</li> <li>• Section 7 Evaluation Process- Add “appropriate” such that it reads: An appropriate evaluation team will review and rate the compliant bids</li> </ul> <p><i>Motion by Gael Mourant to approve the amended Procurement Policies for both the Hospice and Foundation. Seconded by Gillian Stacey.</i></p>	<p>Carried</p>
6.3	<p><u>Expense Policies</u></p> <p>Stephanie Karapita reviewed the Travel and Meal Expenses Policy as well as the Hospitality Policy for the Hospice. A discussion followed. The following sections will be removed from the Travel and Meal Expenses:</p> <ul style="list-style-type: none"> <li>• Personal Care</li> <li>• Dependent Care</li> <li>• Home Management</li> </ul> <p><i>Motion by Sandeep Joshi to approve the amended Travel and Meal Expenses Policy for the Hospice, as well as the Hospitality Policy for the Hospice. Seconded by Gael Mourant.</i></p>	<p>Carried</p>


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6.4	<p><u>Hospitality Services Accountability Agreement (H-SAA)</u></p> <p>Stephanie Karapita provided some background information on this matter. She noted that approval of this document was required by legislation. A discussion followed.</p> <p><i>Motion by Gael Mourant to approve the operating budget of Casey House Hospice for 2011/12 as presented in the package. Seconded by Mike McKeon.</i></p> <p><i>Motion by Gael Mourant to approve the operating budget of the Casey House Foundation for 2011/12 as distributed at the meeting. Seconded by Mike McKeon.</i></p> <p><i>Motion by Gael Mourant to approve the attached submission with respect to the H-SAA Amending Agreement for 2011.12. Seconded by Mike McKeon.</i></p>	<p>Carried</p> <p>Carried</p> <p>Carried</p>
6.5	<p><u>Capital Campaign Accounting Procedure and Budget</u></p> <p>Stephanie Karapita reviewed the Policy and Procedure document regarding Capital Campaign Accounting as well as the budget included in the Board package. A discussion followed.</p> <p><i>Motion by Sandeep Joshi to approve the Policy and Procedure for Capital Campaign Accounting and the Campaign Budget dated March 24, 2011. Seconded by Gael Mourant.</i></p>	<p>Carried</p>
6.6	<p><u>Attestations</u></p> <p>Stephanie Karapita reported that Casey House is waiting for four government-produced attestations before bringing them to the Board for approval.</p>	
6.7	<p><u>Resolution re: HIV Prosecutorial Guidelines</u></p> <p>Todd Ross reviewed the briefing note in the background package. A discussion followed. The word "ensure" will be replaced with "require" such that it reads as follows:</p> <p>The guidelines must require that decisions to investigate and prosecute such cases are informed by a complete and accurate understanding of current medical and scientific research about HIV and take into account the social contexts of living with HIV.</p> <p><i>Motion by Guy Bethell to approve the letter from Casey House to Attorney General Chris Bentley requesting Ontario to develop guidelines for prosecutorial guidelines using text adapted from the draft wording recommended by the Ontario AIDS Network. Seconded by Gael Mourant.</i></p>	<p>Carried</p>
7.0	<p><b>In-Camera Session</b></p>	
	<p>This session was not held.</p>	
8.0	<p><b>Executive Session</b></p>	
	<p>This session was held.</p>	

#	Agenda Topic and Decision Points	Follow Up Date and Person
9.0	<b>Next Meeting</b>	
	The next Board meeting is scheduled for Wednesday, April 27, 2011 at 6:00 p.m., 3 <sup>rd</sup> Floor Conference Room, 9 Huntley Street.	
10.0	<b>Adjournment</b>	
	<i>The meeting adjourned at 9:00 p.m.</i>	

I certify that these minutes were considered and approved at the meeting of the Board of Directors on May 25, 2011.



Bruce Lawson



Jason Grier  
Board Secretary