

**Shoreham Village Senior Citizens Association
Board of Directors Meeting Minutes
January 16, 2018
2:00 pm**

Present: Sue Neilson, Nancy Timbrell-Muckle, Patsy Brown, Alice Leverman, Liz Finney, Reinhard Jerabek and Janet Simm
Regrets: John Frizzle
Guests: Foundation Board Members: Janet Creaser, Chair and Deborah Houser, Director

1. Board Education Session

1.1 Board Accountability (Foundation Board have been invited)

Presentation on Board Governance and Accountability- Janet Simm and Reinhard Jerabek

1.2 Point Click Care

Presentation on Point Click Care - Anita Wilwand and Josie Ryan presented an overview of the new electronic health record and progress to date on the implementation of the program.

Foundation Board members left the meeting.

2. Breaking News

Nil

3. Approval of Agenda

Alice Leverman approved and seconded by Nancy Timbrell-Muckle. Motion Carried.

4. Approval of Minutes – November 21, 2017

Motion was made to approve the November 21st minutes, with the understanding that the minutes will be edited by the CEO. Patsy Brown/Nancy Timbrell-Muckle. Motion Carried.

5. Business Arising

5.1 Board Planning Cycle: Board Education

If there are any further suggestions, please contact the Chair.

5.1.1 Accreditation - March

A presentation on Accreditation is scheduled for March

6. Chairs Report

- The Chair and CEO met with MJ McDonald, Executive Director of the Continuing Care Branch of the Department of Health and Paula Langille of the Continuing Care Branch who attended by teleconference to discuss the state of our building.
- MJ requires some time to complete and submit her report to the Department. The Chair and CEO will be arranging a meeting with the Minister the first of April.
- The EA to Hugh Mackay, reached out showing her support and we also have the support of Hugh MacKay. The CEO will advise Hugh Makay's office of the above plan.
- A letter was received from Neil MacDonald with Housing Nova Scotia. We have been approved for a partial release from the CMHC mortgage.
- DWH did an unannounced licensing visit on November 22nd. The visit went well and the Chair was provided with a copy of the Licensing Report. If any Board members would like a copy of this report, please contact the Chair.
- The Chair has signed the updated list of Board Directors and it has been submitted to the Registry of Joint Stocks.
- The Chair attended a meeting on November 22nd to discuss how to improve the health of our community. Community feedback from the meeting was provided to the Nova Scotia Health Authority for consideration.
- The CEO received her Performance Appraisal and will provide feedback as to the process and potential opportunities to strengthen the Board/CEO relationship.

7. Finance Report

7.1 Financial statements to the end of December, 2017 (Attachment)

- Cash position is steady.
- Over \$200,000 was spent on the boiler project and \$20,000-\$30,000 will be spent on nursing station renovations. The promissory note has not been drawn from yet.
- \$876,000 deficit does not have refinancing incorporated.
- Revenue increased approximately \$90,000 mostly due to the DHW budget increase.
- "Food and Beverage" costs are \$13,000 over budget.

Alice Leverman moved acceptance of the Financial Statements. Patsy Brown seconded. Motion Carried.

7.2 Mortgage update – Legal fees

- There were a number of issues with CMHC and Housing Nova Scotia that had to be resolved in order to refinance the mortgage. As a result legal fees will increase. Resolving these issues will make future financing opportunities easier.
- Reinhard was in communication with Neil MacDonald, Housing Nova Scotia regarding an issue from back in 2002. Reinhard will find out what Housing requires in order to close this file.

8. CEO Report (Attachment)

- The CEO had two recommendations to bring forth to the Board:

1st recommendation was to continue pursuing government about the facility renovations.

2nd recommendation was to use the \$2,800 donation towards the nursing station renovations and any unused portion could be used as our donation to the Storm Water Garden Project.

The Storm Water Garden Project is something that an organization contacted us and the apartments about. They would like to do some landscaping on the Shoreham Village and Apartments land, which

is funded through a grant. However, they are requesting a donation to partially support the project be made in order to proceed with the project and this would be our contribution.

Patsy Brown moved that the \$2,800 donation be used towards the nursing station renovations and any unused portion of this donation will be put towards the Storm Water Garden Project . Seconded by Alice Leverman. Motion Carried.

- The CEO and Reinhard identified that a decision needs to be made regarding our surplus. The Management team has already started gathering quotes for needed equipment; however, they cannot purchase or order until a decision has been made by the Board.

Alice Leverman made a motion that we plan to spend the surplus on the prioritized list of equipment, or on any other priority items that may arise, and put a minimum payment of \$10,000 towards paying down our deficit. Seconded by Liz Finney. Motion Carried.

- Our Medical Director is continuously reviewed to ensure that deliverables of our contract are being met.
- A formal evaluation was supposed to be done after 1-2 years of the contract by NSHA. There has been no word on that evaluation. However, any operational issues encountered are being worked through as they arise. Currently, the only outstanding issue is the process for on call and we are working towards a solution.

Motion made by Nancy Timbrell-Muckle to approve and seconded by Patsy Brown. Motion Carried.

9. Scorecard (Attachment)

- There were some concerns over the number of falls. The CEO mentioned that all appropriate measures are taken to ensure resident safety. However, some residents demand their independence even if it is not always safe to do so. Families are always notified when this type of situation arises.
- There were some discrepancies in the numbers on the report. The CEO will review the report for accuracy.
- In the last report there were some concerns over medication errors being high on one of the wings. It was asked if this is still an ongoing issue. The CEO will follow up with Josie Ryan.
- Respite bed usage has increased significantly. It is great to see this room being utilized.
- Infection control is very good
- Occupancy rate is down due to turn around time.

10. Monitoring Executive Expectations

10.1 EE-4: Financial Condition - Compliant

10.2 EE-11: Information Management - Compliant

10.3 EE-13: Risk and Incident Reporting - Compliant

Motion made by Liz Finney to accept monitoring reports. Seconded by Alice Leverman. Motion Carried.

11. Self-Monitoring Governance Process

11.1 GP-5: Board Meeting Process – Non-complaint

- Board meeting materials are being distributed in 4 calendar days, not 5 calendar days as outlined in the policy. Going forward it will be distributed within 5 calendar days. It was noted that receiving

materials as one package was better than receiving separately. Materials will continue to be distributed as one package, except for the Financials which get distributed separately.

- According to the policy, minutes are to be distributed within 2 weeks after each meeting. To be compliant with this policy, it was requested that minutes be distributed within 2 weeks after each Board meeting.
- Board meetings are public and posted on our website. It was suggested that a notice of meeting dates and times should be posted for the public. Ways to reach the public will be explored. Any public wishing to attend will be asked to contact the Business Office.

Motion made by Nancy Timbrell-Muckle to accept Self-Monitoring Governance Process report. Seconded by Patsy Brown. Motion Carried.

12. Items for discussion

12.1 Building Renewal Action Plan - Previously discussed

13. Next Meeting:

There was some discussion over the next meeting date. The CEO will check her schedule and send an email with possible dates for the next meeting.

14. Adjournment:

Motion to adjourn at 4:55 pm. Liz Finney and seconded by Patsy Brown. Motion Carried.