

**Shoreham Village  
Board of Directors Meeting – Minutes  
January 20, 2021**

**Present (via Teams):** Alice Leverman, Patsy Brown, Nancy Timbrell-Muckle, Liz Finney, Joseph Green, Andrew Snyder, Wayne Arnold, Janet Simm, and Reinhard Jerabek.

**Guests (via Teams):** Dr. Tara Sampalli, Dr. Meaghan Sim, and Marta McInnis (Dalhousie University); and Cassie Hill (NW)

**1. Welcome and introductions**

The meeting was called to order at 2:32 pm. Cassie Hill who is an MHA grad working with Northwood through a Fellowship was introduced. She is the contact for the researchers during the Dalhousie Research Project.

**2. Approval of Agenda**

*Motion to approve agenda. Patsy Brown and seconded by Wayne Arnold. Motion Carried.*

**3. Approval of Minutes – November 25, 2020**

- Under Section 5.2 second bullet – “module” should be “model”

*Motion to approve minutes as revised from the November 25, 2020 meeting. Liz Finney and seconded by Patsy Brown. Motion carried.*

**4. Finance Report**

**4.1 Financial Statements to September 30, 2020 (Attachment)**

- Cash balance is down. This is due to expenditures related to capital projects. As projects progress cash balance will decrease, but capital assets will increase. Capital assets will increase at the same rate as the cash balance will decrease.
- The exterior renovation project is almost complete and the interior renovation project is at the tender stage.
- There was a \$9,470 deficit for the month.
- There are large variances in YTD balances. This is a result of the following funds that were paid to staff: retro paid as per the CUPE Collective Agreement, funds paid for the Essential Worker bonus, and funds paid to LPN staff as compensation of wages. This creates an unfavorable variance of expenses but a favorable variance of Revenue (DHW funding).
- DHW will be supplying additional funding for various items related to Infection Control, and they have agreed to reverse the the \$5,000 that was deducted from our funding for the unfilled beds. Should receive approximately \$25,000 in additional funding from DHW which will help off set unfavorable balances.
- Small variances in Resident Care. This is a result of staff shortages and is off set by Contracted Services.

- Reinhard mentioned a new funding initiative (IPIC). This is a Federal funding opportunity for infrastructure improvements. The province is expected to fund 20% of projects submitted through this program. We will most likely be using this funding for smaller items as opposed to our full renovation project.
- We have been informed by DHW that Regular capital submissions for this year will be limited as to what will be approved.
- We were advised by the Minister of Health that additional funding would be coming. We are unsure at this point if he was referring to the IPIC program or if there is additional funding that will be coming.

#### **4.2 DHW Budget Letter**

- The budget was received. It is a standard middle of the year budget with a 2% increase for Non-Union Management.

### **5. Business Arising**

#### **5.1 DHW Oct remittance reduction appeal**

- DHW has agreed to pay the \$5,000 that was deducted from our funding for the unfilled beds.

#### **5.2 Formal partnership Evaluation – Project with Dalhousie University (Dr. Tara Sampalli and Cassie Hill (NW) attending virtually at 3 pm)**

- Dr. Tara Sampalli (Lead Researcher), Dr. Meaghan Sim (Researcher), and Marta McInnis (Project Coordinator) with Dalhousie University presented the initial findings related to the research project being done on the unique partnership between SV and NW. This research project is a work in progress and has reached the half way point.
- Evident collected will be analyzed to determine the impact being made as a result of the agreement and if there is best practice evidence - highlighting the impact made on resident care. Positive outcomes are being found.  
Standardization throughout LTC is a positive outcome. Sharing documents between the two organizations is helpful and provides consistency in care.
- Updated information will be accessed as it becomes available.
- There is a lack of documentation of quality of care in LTC. Many times there is no evidence or lack of evidence available. This project provides the time to properly review the partnership. It will hopefully help shape resident care within LTC. Not much work has been done in this area in the past.
- NW and SV are pleased with the partnership and this research project is good step to evaluate the partnership. Other homes within LTC can learn from this partnership.
- The Board will have the opportunity to be interviewed by Dr. Sampalli. She will reach out to Cassie Hill about arranging these interviews. Cassie will be the initial contact for Dr. Sampalli and her team.

#### **5.3 Partnership Agreement/Policy Alignment – Indicators**

- Mary Jane Hampton sent the Chair an email outlining a draft of proposed indicators/measures. The draft document was developed to provide suggestions and ideas. Mary Jane is prepared to lead us through the process.

- A meeting will be needed to discuss and develop these indicators/measures. The Board felt a separate meeting from the regular Board meeting would be more suitable. The Chair will speak to Mary Jane regarding her availability to meet and some potential meeting dates for February will be sent the Board. It would be best to meet in person, however due to circumstances it might have to be virtually.

#### **5.4 Board access to information – Process for Manual updates to Board Orientation Manual**

- The Board was pleased with the Board Orientation Manual being posted on the Board Section of the website. It was suggested that the Board meeting package be posted on this section of the website. It was preferred that the package remain as one document.
- An email will be sent to members when the Board meeting package is posted on the site for viewing. An email will also be sent if any changes have been made to the Board Orientation Manual and the area of change will be noted.

#### **5.5 Strategic Planning session in the spring**

- The Chair would like to arrange a Strategic Planning session for in the spring. The session would be a few hours in length and will be facilitated. Mary Jane Hampton or Carla Anglehart would good options for a facilitator. The Chair and CEO will discuss dates and reach out to either Mary Jane or Carla. Proposed dates will be sent to the Board for consideration.
- Our current Strategic Plan is dated 2016 and is a 3-5 year plan.

#### **5.6 Apartment Board – Revised Well/Water Agreement**

- The CEO reached out to the Apartment Manager. He confirmed that the SV Apartment Board did receive the revised Well Water Agreement. The Board is going through some reorganizing, so the agreement hasn't been reviewed yet. The Chair will reach out to the Apartment Chair to see if this agreement can get signed. They have had the revised agreement for a significant amount of time and it needs to be finalized.

#### **5.7 Grandview Manor Public Advocacy**

- The CEO was in contact with Grandview Manor and they are not interested in joining with any other homes in their advocacy. They do not want to reduce their chances of government addressing their concerns, which is understandable.
- We have been patiently waiting for government to address our concerns regarding our facility replacement/renovations. The Board felt that enough time has been spent waiting and it is time that we move forward with our own advocacy. With changes in government it was felt that now would be a good time to approach the Liberal Leadership candidates and have some conversations about Shoreham. The Chair and CEO will work on drafting a letter to present to the candidates. The letter will be sent to the Board for review and input. Once finalized, all members of the Board will sign the letter. The Chair and CEO will discuss how to present the letter to the candidates. In person would be preferred but may not be possible. The Chair noted that if one other member would like to take part in presenting the letter, then please let her know.

## 5.8 Radon Testing

- Board is pleased that the radon test kits have been received and are throughout the building. Looking forward to seeing the results in March.

## 6. Chairs Report

Nil

## 7. CEO Report (Attachment)

- The Accreditation process will be different for everyone this year because of COVID-19. We expect parts of the process will be done virtually instead of onsite. We also expect that some of these changes will be permanent changes to the accreditation process.  
We have a meeting with Accreditation Canada to explore possible next steps for Shoreham Village.
- IPac Funding – Covered Hampers, Lockable Housekeeping carts and Vital Sign Monitors were funded. Josie Ryan was able to get them to fund the medication cabinets and resident hoarding barriers (dividers that would be used to separate resident populations in an outbreak) that were purchased because we had prior approval for the purchase of these items.
- 75% of resident SDMs (Substitute Decision Makers) have agreed for their loved ones to participate in the Dalhousie Research Study. Great to see this level of involvement.
- The Foundation has agreed to fund the OT Room fridge. It will match the other appliances that they have funded for the OT Room. It has been purchased and will be delivered in the next few weeks based on availability of appliances.
- Someone from the community posted a thank you sign for staff at the end of the driveway. A picture of the sign will be posted on the website.

## 8. Questions/Comments

## 9. Next Meeting: March 24, 2021

## 10. In Camera

## 11. Adjournment

*Motion to adjourn at 4:15 pm. Liz Finney*

*Recording Secretary,*

*Tammy Leopold  
Business Office Assistant*