

**Shoreham Village**  
**Board of Directors Meeting – Minutes**  
**April 7, 2020**

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

**Guest (via phone):** Janet Creaser, SV Foundation Chair

**1. Welcome and Introductions**

- Janet Creaser, SV Foundation Chair was welcomed to the meeting. Janet and the Foundation were thanked for the continuous support they provide to Shoreham.
- Gerri Allen has decided not to join the Board at this time. She will contact the Chair if she decides to join in the future.
- This is an extremely difficult time for everyone. Challenging for residents, as well as families and staff. The Chair thanked the CEO and Reinhard, as well as their teams, for all the long hours of work being done to keep our residents and staff safe. She also acknowledged front line staff, for putting themselves at risk on a daily basis, while caring for and protecting our residents.
- Due to these difficult times, only critically important items on the agenda will be addressed.

**2. Approval of Agenda**

***Agenda was approved by Nancy Timbrell-Muckle and seconded by Patsy Brown. Motion Carried.***

**3. Approval of Minutes – January 15, 2020**

- Under Section 6.4 Upcoming Events – “Resident’s Monthly Birthday Celebrations” – Penny’s last name should be added. Should read “Penny Lawless”.

***Motion to approve the minutes from the January 15, 2020 meeting with change noted above. Liz Finney/Wayne Arnold. Motion carried.***

**4. Finance Report**

**4.1 Audit Plan**

- It was outlined in the Audit Plan that field work would begin in May 2020. It was asked if this would be happening given the current circumstances. Reinhard noted that the majority of the audit will occur electronically and didn’t perceive there being any complications.
- Some accounting changes were noted in the Appendix. Reinhard reassured that these changes wouldn’t have much affect on Shoreham’s audit.
- It was mentioned that Grant Thornton has been doing our audits for many years. They are thorough and have done a good job in past years.

***Audit Plan was approved as presented by Grant Thornton. Nancy Timbrell-Muckle and seconded by Patsy Brown. Motion Carried.***

#### **4.2 Financial Statement to January 31, 2020 (Attached)**

- Cash has increased approximately \$600,000. Increase was due to additional DHW funding (ie. Leap Year), retro payments from CUPE and reconciliation of revenue.
- Accounts Receivable went from \$38,000 to \$70,000. This was due to 24 hr 1-1 security being provided for a resident. DHW funding hasn't been received yet.
- YTD surplus is \$27,000 with the projected budget as a \$14,000 deficit.
- No significant variances in February
- Expense reports related to Covid-19 are being submitted to DHW every two weeks.
- The November 1<sup>st</sup> budget didn't include leap year funding. Approximately \$18,000 in expenses were incurred for this extra day of operation. DHW has resolved this in the budget and funding will be provided.

***Joseph Green moved acceptance of the Financial Statements. Wayne Arnold seconded. Motion Carried.***

#### **5. CEO Report (verbal update on Covid-19 response and planning)**

Josie Ryan has been leading Covid-19 planning and response. She provided the following updates:

- Shoreham has been doing an amazing job. Directives from DHW are being met or exceeded on a daily basis.
- Five nursing homes in NS have been affected. Some of those individuals affected reported having no symptoms. The virus is now community spread.
- An isolation unit has been created at the end of E wing. The unit will use the palliative care room, respite room, and a few private rooms. We are currently holding vacancies and have moved some residents in order to make these rooms available. The E wing fire doors will be closed and staff working on this unit will have to enter and exit the building through the E wing exit doors.  
If we get more than 6 cases, then we will have to use the additional rooms on E wing.  
If cases exceed the rooms available on E wing, then the whole building would have to be quarantined. Staff have been asked to sign up to work on the isolation unit. A few staff have volunteered, however if we don't have enough staff voluntarily sign up, then we will have to mandate staff to that unit.
- NW has been using their bus to transport some staff to Shoreham. These staff are designated for Shoreham.
- A large number of masks are required on a daily basis. Due to supply issues, we are finding it difficult to get the masks we require. DHW has emergency supplies available; however, they require that we have only 2 days of supplies remaining before we can access this supply.
- DNR/End of Life forms are filled out on admission. Many residents and families have opted for DNR. However, given the situation being sent to the hospital may not be an option. We are getting extra supplies and will have access to most of the same equipment as hospitals to help with comfort for residents.
- A number of residents have on their Care Directives to transfer to hospital. This is unusual for Long term care. Given the current situation, this most likely will not happen. We are able to provide most of the same comfort items as the hospitals if needed.  
A letter was posted on our website for families, outlining safety measures that have been taken and what would happen to their loved ones if they should become infected with Covid-19.  
A follow up conversation will take place with families. Linda Verlinden with NW has been coaching Shoreham staff on how to approach and support families.
- Staff have their own break areas and are not to be on the wings during break.
- All wings are currently closed and sign in sheets have been posted at the start of each wing. Anyone that goes on a wing, must sign the sign in sheet.

- Residents are eating on their wings. Residents that require help feeding are eating on the wing lounge and all other residents are using over bed tables and eating in the doorway of their room.
- Staff are practicing social distancing wherever possible.
- A Pandemic Response Team is being established. This team will consist of anyone, even people that work in other fields besides healthcare.
- Licensing visited in March. Any questions or concerns that arose were responded to immediately while they were on site at that time.
- Repairs to the pipe that burst on E wing are about half way done.
- DHW Capital request Funding was received for:
  - Exterior repairs
  - Upgrade to Resident Rooms
  - Nurse call system
  - A/D Wing Kitchenette Upgrades
- Regarding the Resident room upgrades: A recommendation to hold beds freeing up a full wing as opposed to renovating 5 bed at a time will be made to DHW. Renovating a wing at a time, will cut 2 months from the project timeline and cost will be significantly reduced.
- We were notified that we received the requested funding through the DHW Emergency Fund. For the D wing waste pipe repair (\$19,975)
- A request for volunteers to make masks was posted on our website. Anyone that would like to make masks for Shoreham, can contact Anita Wilwand.
- Staff recognition event being held on May 14 has been postponed until the fall.

Janet Creaser, Foundation Chair

- The Golf Tournament has been cancelled due to the pandemic.
- GN Plastics was the presenting sponsor and had decided to donate their \$5,000 payment. Nova Corp decided to do the same with their \$2,000 payment. We are hoping that other hole sponsors will decide to donate as well.  
Could potentially raise close to \$10,000 without the golf tournament, if donations are still made.
- Every Friday, the Foundation would like to provide treats for staff. They require the total number of staff and how treats would be distributed. Once they have this information they will begin, hopefully will be able to start this weekend with an Easter treat.
- The Chair will send out Janet’s email to the Board, in case anyone wants to help show support to the staff.

**6. AGM Planning**

- Due to these uncertain times, the AGM planning has been deferred until the May meeting.
- The Chair and Co-Chair will have a discussion about upcoming terms for Directors.

**7. Next Meeting – May 20, 2020 at 2:30 pm**

**8. Adjournment**

***Motion to adjourn at 3:45 pm. Nancy Timbrell-Muckle.***

***Recording Secretary,***

***Tammy Leopold  
Business Office Assistant***