

Shoreham Village
Board of Directors Meeting – Minutes
May 20, 2020

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

1. Welcome and Introductions

Meeting was called to order at 2:35 pm.

2. Approval of Agenda

Agenda was approved by Wayne Arnold and seconded by Patsy Brown. Motion Carried.

3. Approval of Minutes – April 7, 2020

Motion to approve the minutes from the April 7, 2020 meeting. Joseph Green/Patsy Brown. Motion carried.

4. Finance Report

4.1 Audit Update

- Audit is underway
- Kim Hopkins is no longer with Grant Thornton. Kristy Huntley will be overseeing the Audit. Reinhard doesn't foresee any issues that will come from this change.
- It was asked if having a Financial Board meeting in June would be manageable considering the current circumstances. Reinhard felt that a meeting with Grant Thornton would be possible. He will inform the CEO if anything should change.

4.2 Financial Statements to March 31, 2020 (Attachment)

- Cash position went from \$270,000 to 1.6 million. This is due to \$300,578 that was received from DHW for CUPE Retro payments; and \$926,000 received from DHW for capital projects. Any funds remaining from the capital projects, will be returned to DHW.
- Surplus was \$92,136. However, some revenue adjustments occurred since running the statements, so surplus is currently \$60,000, with a budget surplus of \$12,000.
- Salary and benefits are over budget in expenses by \$1,894, however, revenue is also over budget by this amount as DHW pays for salaries and benefits.
- Admissions are down. Only 2 vacant beds are related to Covid-19. The remaining vacant beds are due to beds being held for upcoming renovations. DHW continues to provide funding for vacant beds.
- Reinhard has been submitting invoices related to Covid-19 to DHW on a bi-weekly basis. These expenses are being reimbursed.

5. Business Arising

5.1 Agreement with the apartments – Water (attachment)

- After an investigation into the alarm that went off a few months ago causing significant repairs, it was discovered that the apartment's maintenance worker had received the alarm and dismissed it as a false alarm.

In a good will gesture, we paid the apartments for equipment damages, as information related to the alarm dismissal wasn't discovered until after payment was issued.

- It was decided that the Shared Well Water Agreement should be reviewed to ensure it is still relevant. The current agreement is not clear and a shared responsibility for both SV and the apartments should be included. The CEO had sent the current agreement to the Apartment's Board, outlining some recommendations. She will follow up with them.
- We are now on the list of responders and will also be alerted if there are any issues happening with the wells.

5.2 Board Planning Cycle

- We are off the planning cycle due to the pandemic.
- Niki Rodenhizer, Manager of Recreation and Volunteer Services; and the Medical Director was scheduled to attend the meeting in March. They will be rescheduled for the fall and will be included on the next Board Planning Cycle.

5.3 Revisions to Board Orientation Manual

- Some minor changes were made to the manual, outlining the relationship between the Board and the Foundation. The CEO will circulate.

5.4 Meeting with Bernadette Jordan

- The Chair and CEO have been trying to arrange a meeting with Bernadette Jordan, but it is not likely that we will be able to obtain a meeting with her.

5.5 Meeting with the Foundation

- The Chair and CEO had met with George Nemeskeri and Janet Creaser. George had expressed concern that SV was not on the radar of Business Leaders within the community. He was interested in having a meeting to discuss promotion of SV among these leaders. It was also mentioned that Colin MacDonald might be able to reach out on our behalf. He was away when the Chair tried contacting him and since then the pandemic has occurred. The Chair will try contacting him at a later date.

5.6 Meeting with Hugh MacKay

- Hugh MacKay has left the Liberal caucus and now sits as an independent. He had contacted the Chair and informed that he continues to have interest in SV and will continue to support us.

5.7 Follow up with the Apartment Board

- The apartments was hoping to have SV as a safe place for tenants to go during a power outage.
- A process and an agreement has been drafted and was emailed to the apartments Board on March 9th. Fred Buckler replied on March 10th acknowledging the email. The CEO will follow up.

5.8 Proposed changes to Board Policy GP-5 (Attachment)

- Liz had revised the wording to section 2.5 and 2.6, based on discussions from the last board meeting.

Motion was made to accept Policy GP-5 with the revised wording. Moved by Liz Finney, and seconded by Patsy Brown. Motion Carried.

5.9 Proposed changes to Board Policy GP-4.1

- It was previously noted that terms for the 2 directors sitting on the nominating committee should be 2 years that are staggered. That will ensure that one Director with knowledge and experience will remain on the committee at all times.

Joseph Green made a motion to have Policy GP-4.1 changed to reflect the changes noted above. Seconded by Andrew Snyder. Motion Carried.

6. Chairs Report (Attachment)

- The Chair offered a huge thank you to staff and management for the wonderful team work; to the community; and the Foundation.
- The Foundation has been providing Friday treats for all staff.
- The community support has been overwhelming. A big thank you to Subway for donating subs for staff working on all shifts on May 15th, and Jane Wilkins for writing cards for all staff. The Chair had sent a thank you note to subway and delivered chocolates and a thank you note to Jane Wilkins.
- Recognition will be published in our next newsletter. We are very fortunate to have such wonderful community support.

7. CEO Report (Attachment)

7.1 COVID-19 Update

- Items on the outstanding Priority list that have no funding attached has decreased significantly. The CEO will contact Janet Creaser to find out if the Foundation intends to fund the items that were being funded by the Golf Tournament, which has since been cancelled. If they are unable to fund the items, then they will return to our priority list with no funding attached.
- RN staffing has deteriorated. A long standing part-time night RN has resigned.
- SV has decided to give NW the 2 staff that were being transported by bus. We were in a good enough position, so it was felt that NW could use the extra support during these difficult times.
- Thankfully, there continues to be no sign of COVID-19 within the facility. It's critically important that everything possible is done to keep COVID-19 out of SV. Rooms and spaces are smaller, which would make it more difficult to contain. Resident's returning from hospital are immediately put on 2 week isolation.
- We have a good supply of PPE
- There are Daily check in's with DHW and we are looking at setting up delivery times for families to drop off items for resident's. Items will be quarantined for 72 hours.
- A notice was posted in the Municipal Insight under compliments and complaints, that SV was in need of PPE and there was also a notice indicating that the Municipality would be paying for some PPE for SV. There was some confusion surrounding these notices, as it appeared that the Municipality was purchasing PPE for SV due to us having a shortage. However, these were two separate notices. One was based from an anonymous report that we were low on PPE and the other was from someone that had contacted the Municipality looking to help SV with PPE. There was a small charge that we had to pay for the PPE, so the municipality decided to cover this charge. We have always maintained adequate PPE and was only looking to build a stock of supplies if needed. The CEO will make sure that an article gets put in the next newsletter thanking this person for the donation of PPE and the Municipality for covering the associated fee.
- Volunteer Appreciation and Staff Recognition events have been cancelled and will be rescheduled for a later date.

- It was suggested that it would be nice to have a pandemic performance award presented at the Staff Recognition Event. The Board was in agreement that this should be considered.
It was also suggested that we should consider presenting all staff with something from the Board to thank them for the great job that they are doing especially during these difficult times. The Board was in agreement that this should be considered.

7.2 Discussion with OHC re water

- On Friday, there was a unique pinkish discolouration in the water. A technician has been contacted.
- There have been some ongoing water capacity issues. Adjustments are being made to which wells we are using to prevent any further issues. Gaye and Brandon Meisner (Northwood's New Director of Infrastructure) met with an engineer and we suspect that there could be some significant costs related to the wells in the upcoming months. Treatment system might be the potential issue.
- Bottled water is provided when necessary.
- The CEO will check with Gaye Ernst about alerting the apartments of the capacity issues.

7.3 Radon Testing

- Test kits aren't being circulated at this time. Gaye followed up and they indicated that there is limited access to kits due to the pandemic.

7.4 Q 2 Scorecard Q & A

- The scorecard distributed was from March's meeting. Don't have Q 2/3 due to the pandemic. Should be working on Q 4 now. It was noted that even though Q 2/3 has passed, it would be nice to have it for record purposes.

7.5 Avanti scheduling system

- NW is moving forward with implementation of Avanti scheduling system
- SV could proceed with the current scheduling system; however, it improves efficiency and effectiveness having the integrated scheduling/payroll system. Multiple locations would have access to the system ensuring that a back up is always in place.
- The only potential negative to integrating the systems, is it may cause a bit of an issue if the SV/NW partnership was to terminate.

7.6 Water Testing Results (Jan 2020)

- All test results are within the provincial levels.

8. Monitoring Executive Expectations (Attachment)

8.1 EE-3: Budgeting/Forecasting

8.2 EE-4: Financial Condition

- Under section 2.2.6 – Question was asked if the Board needs to review signing authorities. Changes to signing authorities are done by motion of the Board, so no review is necessary.

8.3 EE-8: Communication and Support to the Board

8.4 EE-9: Emergency Executive Succession

8.5 EE-13: Risk and Incident Reporting

Motion to accept monitoring reports for Policies EE-3, EE-4, EE-8, EE-9, and EE-13. Moved by Nancy Timbrell-Muckle; seconded by Patsy Brown. Motion Carried.

9. Board Policy Review (see Board of Directors Manual)

9.1 EE-3: Budgeting, Forecasting – No comments or recommendations

9.2 EE-4: Financial Condition – No comments or recommendations

9.3 EE-12: Partnerships – No comments or recommendations

Motion to accept review of Policies EE-3, EE-4, and EE-12. Patsy Brown and seconded by Liz Finney. Motion Carried.

10. Self-Monitoring Governance Process (See Board of Directors Manual)

10.1 GP-6: Conflict of Interest - Compliant

- Liz Finney mentioned that if the Board should pursue anything in the future that requires publications, it might cause a potential conflict.

11. New Business

11.1 AGM Planning – Audited statements, Annual Community Report, Nominating Committee Report

- Draft Annual Community Report is underway
- According to by-laws, invitations to the AGM are done by membership and there is no requirement to invite the public. This year it was decided an invitation would not be sent to the public.
- NW has hired National to handle preparation for the AGM meeting. The CEO mentioned that she would include SV as well.
- Nominating Committee – Patsy outlined the following:
 - *Andrew Snyder will need to be approved as a Director*
 - *Directors are asked to confirm intentions as a current Director*
 - *Patsy is looking to step down from the position of Vice-Chair and as a member on the Nominating Committee, but would like to stay on the Board as a Director. Anyone that would like to step into one of these positions, please let the Chair know.*

Please submit any suggestions for a potential Board member to Joe or Patsy.
Patsy will make contact with Board members and put forth a nominating report.

12. Is there anything from our discussions today that we need to communicate with the Shoreham Foundation Board?

- The CEO and Chair will follow up with Janet Creaser regarding the priority list.

13. Round table discussion – evaluation of the meeting

Board felt the meeting was good, especially given the circumstances.

14. What is happening in the Community

- Some concerns were expressed in the community about whether SV and NW shared employees. Employees are not shared between SV and NW.
- Seeing the CEO handling interviews for NW, probably would have given some comfort in the partnership.
- If you hear any concerns within the community, please inform the Chair.

15. Date of Next Board Meeting

Financial Meeting - Wednesday, June 3, 2020 at 2:30 pm via teleconference.

16. In Camera

Nil

17. Adjournment

Motion to adjourn at 4:35 pm. Nancy Timbrell-Muckle

Recording Secretary,

*Tammy Leopold
Business Office Assistant*