

**Shoreham Village Senior Citizens Association
Board of Directors Meeting Minutes
May 15, 2019
3:00 pm**

- Present:** Sue Neilson, Joseph Green, John Frizzle, Nancy Timbrell-Muckle, Alice Leverman, Liz Finney, Janet Simm, and Reinhard Jerabek (via Skype)
- Guests:** Kim Croft, Nursing Service Manager and Peter Wilde, Northwood Board Chair
- Regrets:** Patsy Brown

Board Education Session

The Board Chair welcomed Kim Croft, Nursing Manager

1. Specialty Teams Presentation: Presented by Kim Croft

- **Risk** - Risks are assessed on a daily basis. Staff are expected to fill out incident reports for all incidents or near misses that occur. Kim reviews incidents reports on a daily basis. Once per week Danyka Devost (Charge RN), Tracey Herridge (PT Assistant) and Kim review all incidents for the week and take necessary steps based on their review.

If it appears to be a critical incident, it is then submitted to the DHW and they will determine whether it meets criteria. If it does not meet criteria, then the DHW will provide direction on the next appropriate steps to be taken.

- **Responsive Behavior** - If incidents are occurring due to a resident's behavior, then the resident would be referred to the Behavior Support Team. The team meets once per month. If a resident is acting abnormally, then the first thing we test for is a delirium. If no delirium is present, then the team would then begin to focus on assessing/managing the resident's behavior.
- **Wound Care** – Wound Care Team meets once per month with Bernadette Mitchell-MacDonald to discuss and review resident wounds. As a new requirement from DHW effective April 1st, we are expected to report to the DHW once per month regarding wounds.

Every 2 weeks, Danyka and two LPNs go throughout the building reviewing resident wounds and taking pictures. Information is then entered in How to Track.

Meeting called to order at 3:27 pm.

1. Approval of Agenda

- Agenda item 3.1 was moved to the end of the agenda, In-Camera.

2. **Approval of Minutes and In-Camera Minutes – March 20, 2019**

- Under # 2 – Are the Auditors presenting the Audited Report at the AGM? No, the Board will be meeting with the Auditors on June 5th and the Audited Report will be approved at the AGM.
- Under # 4.3 – It was clarified that Council did not necessarily put the water project on hold, but rather it was mentioned that staff would be bringing back other options.
- On the March 20th CEO Report under #6.1 – It was asked what the refusal committee was? Josie Ryan sits on this committee. It is a committee that is reviewing the process refusals for admission to facilities in the province.

Motion was made to approve the March 20, 2019 minutes. Joseph Green/Nancy Timbrell-Muckle. Motion Carried.

Motion was made to approve the March 20, 2019 In-Camera minutes. Nancy Timbrell-Muckle/John Frizzle. Motion Carried.

3. **Business Arising**

3.1 Strategic Partnerships/Building Renewal Project – Moved to In-Camera session agenda.

3.2 Foundation Board Bylaws

- At the last meeting it was recommended that the NW Foundation Board and the NW Board Bylaws be reviewed to see if there was any reference to one another. Patsy Brown and the Chair reviewed. The NW Board has no reference to the NW Foundation Board. The NW Foundation Board only notes that it is a standing committee of the NW Board.
- Peter Wilde noted that the NW Board Chair attends all NW Foundation meetings. The Board and the Foundation work very closely to ensure that monies raised are in line with the Board's goals and vision. The NW Board presents the NW Foundation with a wish list to help them with funding initiatives.
The Chair noted that over the past few years, Shoreham has been following the same practice of submitting the priority projects to the Foundation.
- The Chair and CEO will request a meeting with the Foundation. Foundation members will begin being invited to all Board meetings; receive the approved Board minutes; and meeting agendas.

4. **Chairs Report**

4.1 Shoreham Village/Northwood Partnership Agreement Review

The Chair met with Peter Wilde to discuss the suggested changes requested by our Board. There has been a strong relationship developed and no longer feel it is necessary to have the requirement that a Shoreham Board member must represent on the NW Board.

Peter mentioned that SV Board members are welcome to attend NW Board meetings at any time. The Chair and Alice Leverman will be attending the NW Board AGM.

Peter also mentioned that the Livemore Awards would be happening on June 1st at the Cunard Centre in Halifax. He noted that this is always a wonderful event and invited the SV Board to attend.

Peter currently receives the Shoreham Newsletters by email. He suggested that the Newsletters could also be sent to Laura Morrison for circulation to the NW Board.

5. **Finance Report**

5.1 Financial Statements to March 31, 2019 (Attachment)

- Cash is down approximately \$120,000 from last year.
- Accounts Receivable went from \$80,000 to \$130,000. This was due to a billing issue with Veterans Affairs. Blue Cross was declining our billing for care. This issue was resolved as of May 2019.
- Note Receivable on Page 1 – Went from \$48,000 to \$0. This was a payout received from the Apartments.
- Surplus went from \$225,000 to a net surplus of \$124,000. This was due to \$100,000 being transferred to reserves to pay down our deficit.
- DHW funding has an YTD variance of \$148,000. This is over budget because we cannot factor in over cost billings and funding increases.
- Environmental Services has the largest variance of 3.2%.
- Cash Flow Statement – Started with \$628,000 and went down to \$510,000. This has to do with a \$160,000 project that was paid for out of cash. No borrowing occurred.

We are waiting to see what Capital Items will be funded by the DHW. We may have to borrow depending on what they cover. The mortgage is due in April of next year so any funds needed might have to be incorporated.

Note: The Board found Reinhard's microphone was cutting in and out throughout his report and that it was difficult to catch everything being said. Reinhard is going to get IT support to have a look and maybe install an external mic if necessary.

Alice Leverman moved acceptance of the Financial Statements. Liz Finney seconded. Motion Carried.

6. **CEO Report (Attachment)**

6.1 Main Entrance Project:

- The CEO received an email from Chad Haughn with the Municipality of Chester confirming their contribution. He outlined the amount granted by the Municipality for the main entrance project and that a letter would be arriving shortly. Originally, they supported the project in principle, but this was the first official communication acknowledging their contribution. The Board will consider updating the existing motion re the front entrance project once the Board has seen the actual letter received from the Municipality.

On March 21st the CEO emailed Board members requesting an email vote on the Main Entrance Project Budget. Motion was as follows:

Motion to approve, in principle, the Main Entrance Project Budget of \$220,000 comprised of the following funding sources:

- ***\$100,000 from the Municipality of the District of Chester (pending confirmation in writing).***
- ***\$30,000 from the Foundation Golf Tournament***
- ***\$25,000 Project donation.***
- ***\$65,000 from cash (Shoreham's Operations)***

The final vote was unanimous in support.

6.2 Other highlights:

- Long Service/Staff Recognition Event will be happening on May 23rd from 6:30-8:30 at the Chester Basin Legion. Seven Staff are being recognized for Long Service milestones and three are being recognized for Great Attendance. The Board is invited, so please let Tammy know if you plan to attend.
- OT – New partnership with the NW OT is going great.
- We are working with the OHC to complete Age Care Technology Surveys. NW had purchased licenses to complete these surveys and had some extra available, so students and volunteers will be doing assessments at the OHC and Shoreham.
- Language Line – Currently being used at NW and there has been some very positive feedback. The line is used to help assist residents with language barriers. This would be something helpful at Shoreham as well.
- Medical Director – NW Medical Director will oversee Shoreham residents. The NW Nurse Practitioner has also been coming to Shoreham. We will be proposing in the June budget that funding be provided for the NW Nurse Practitioner to come one day per week. We have been working with South Shore Health trying to obtain funding, but Nova Scotia Health Authority will not commit funding for an NP.

7. **Monitoring Executive Expectations (Attachment)**

- 7.1 EE-4: Financial Condition - Compliant
- 7.2 EE-8: Communication and Support to the Board - Compliant
- 7.3 EE-9: Emergency Executive Succession - Compliant
- 7.4 EE-13: Risk and Incident Reporting - Compliant

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

8. **Board Policy Review**

- 8.1 EE-12: Partnerships – No suggestions or recommendations.

Motion to accept Board Policy review of EE-12. Moved by Nancy Timbrell-Muckle; seconded by Alice Leverman. Motion Carried.

9. **Is there anything from our discussion today that we need to communicate with the Shoreham Foundation Board?**

The Chair and CEO will be contacting the Foundation Chair to arrange a meeting with the Foundation.

10. **Next meeting: June 5, 2019**

- June 5, 2019 - Draft Audited Financial Statements will be presented.
- June 19, 2019 – Annual General Meeting
- May 23, 2019 – Long Service/Staff Recognition Event. Please let Tammy know if you plan to attend.

11. **Adjournment**

Motion to adjourn at 4:45 pm. John Frizzle. Motion Carried.

12. **In-Camera Session**

3.1 Strategic Partnerships/Building Renewal Project