

**Shoreham Village Senior Citizens Association  
Board of Directors Meeting Minutes  
June 26, 2018  
2:00 pm**

**Present:** Sue Neilson, Patsy Brown, Nancy Timbrell-Muckle, Liz Finney, John Frizzle, Reinhard Jerabek and Janet Simm  
**Regrets:** Alice Leverman  
**Guests:** Peter Wilde, Northwood Board Chair  
**Recorder:** Tammy Leopold

**1. Approval of Agenda**

The Chair added "April/May Financial Statements" to the agenda as Item number 5.1

**2. Approval of Minutes – June 5, 2018**

*Motion was made to approve the June 5, 2018 minutes. John Frizzle/Patsy Brown. Motion Carried.*

**3. Business Arising**

- Facility Rejuvenation Action Plan: The Chair had a letter from the Board included in the Community Report about Shoreham's facility replacement.

**4. Chairs Report**

- The Chair and Alice Leverman attended the Northwood AGM. The Chair will no longer be on the Northwood Board. Alice Leverman has agreed to accept her place on the Northwood Board.

**5. CEO Report (Attachment)**

- Slight changes have been made to the format of the CEO Report. Some headings have been changed to coincide with the new Accreditation Standards.
- The Shoreham Ladies Auxiliary will be ending on January 2019. The Auxiliary has a fund of approximately \$25,000 that they were overseeing. They will provide details of this fund and ask that Shoreham continue using funds as outlined until they are diminished.
- Re Wound care: Northwood sends out messages to its staff from the CEO or delegate. This helps to clear up any misunderstandings that might be in the media. This is something that might be beneficial to Shoreham staff as well.
- Working with NS Health Authority about establishing a common understanding of the level of care for C wing. If it is to remain as a locked unit and expected to manage responsive behaviours beyond just wandering as per the original intent of the locked unit, additional funding from DHW will be required. If they refuse the additional funding; then we will be considering having the doors removed and no longer having a locked unit as one option. A transition plan would be established for residents that would no longer be suitable for our facility.
- Positive and negative feedback has been provided about the new dining area on E wing. The biggest complaint is noise level. Josie Ryan is looking at purchasing a device that will track noise level, helping staff ensure that it doesn't get too noisy for residents. Focus groups will be held for residents and families.
- The CEO reviewed statistics of the Absenteeism Program with the Board. Major improvements have been made since the implementation of the program. WCB claims are way down – 85.4% higher than the national average in 2015 and 41.4% lower than the national average in 2018. The Return to Work Program is the biggest contributing factor to the decrease.

## 5.1 April/May Financial Statements – Reinhard Jerabek

- Cash down \$220,000. This is due to the Boiler Project and Elevator Project being paid for out of the operating account. Capital Assets are up to \$300,000 due to the completion of these projects.
- \$10,000 deficit was budgeted however actual results show a \$60,000 surplus
- \$40,000 favorable variance for CCAs. This was due in a small part to vacant CCA positions but also a reduction of sick time utilization thus requiring fewer replacement staff.
- \$7,000 expense for Contracted Services – This expense is due to using agency services to fill vacant CCA shifts.
- If anyone has any questions regarding the Financial Statements they are invited to contact Reinhard.

***Motion to receive April/May Statements. Nancy Timbrell-Muckle/John Frizzle. Motion Carried.***

## 6. Monitoring Executive Expectations (Attachment)

- 6.1 EE-4: Financial Condition - Compliant
- 6.2 EE-8 – Communication and Support for the Board - Compliant
- 6.3 EE-13 – Risk and Incident Reporting – Compliant

***Motion to accept monitoring reports. Liz Finney/Nancy Timbrell-Muckle. Motion Carried.***

## 7. Board Policy Review

- 7.1 EE-6: Interactions with Residents and the Public – No recommendations

***Motion to accept review of Board Policy EE-6. Patsy Brown/Liz Finney. Motion Carried.***

- 7.2 EE-12: Partnerships – No recommendations

***Motion to accept review of Board Policy EE-12. Patsy Brown/Nancy Timbrell-Muckle. Motion Carried.***

- 7.3 GP-4.2: Committee on CEO Performance – Non-Complaint

- Amendment Statement under Article 1.V to reflect the Agreement with Northwood re CEO performance. The Chair and CEO will include this within the policy.

***Motion to accept review of Board Policy GP-4.2. Patsy Brown/Nancy Timbrell-Muckle. Motion Carried.***

## **8. Self-Monitoring Governance Process**

### 8.1 GP-4: Board Committee Principles - Complaint

***Motion to accept Self-Monitoring of Board Policy GP-4. Patsy Brown/Nancy Timbrell-Muckle. Motion Carried.***

### 8.2 GP-4.1: Nominating Committee - Complaint

The term is up for the Chair Position. This will be added to the agenda for the September Board meeting.

***Motion to accept Self-Monitoring of Board Policy GP-4.1. Liz Finney/Nancy Timbrell-Muckle. Motion Carried.***

### 8.3 GP-4.2: Committee on CEO Performance – Non-Complaint

The evaluation on CEO Performance was not completed in the timeframe as outlined in the policy. However, this was due to unforeseen circumstances that could not be prevented. The evaluation of the CEO performance has since been completed.

***Motion to accept Self-Monitoring of Board Policy GP-4.2. Patsy Brown/John Frizzle. Motion Carried.***

## **9. Board Planning Cycle 2018-2019**

- Nominating committee needs to be added under September.
- Part of the September meeting will be a special meeting. In accordance with the by-laws the 2018-19 auditors will need to be appointed.
- No Board education has been included. If you have any suggestions, please inform the Chair.
- Due to some conflicting schedules of Board members it was discussed and decided that Board meetings will be held every 3<sup>rd</sup> Wednesday of the month at 3 pm.  
Patsy Brown will inform new Board member Joe Green of the date and time of the next Board meeting.
- The Chair will ensure this information is added and it will be brought forth to the next meeting for approval.

## **10. Next Meeting: September 19, 2018**

## **11. Adjournment**

***Motion to adjourn at 3:45 pm. John Frizzle***