

**Shoreham Village Senior Citizens Association
Board of Directors Meeting Minutes
September 19, 2018
3:00 pm**

Present: Sue Neilson, Patsy Brown, Alice Leverman, Liz Finney, John Frizzle, Joseph Green and Janet Simm
Regrets: Nancy Timbrell-Muckle
Phone: Reinhard Jerabek
Guests: MJ Hampton
Recorder: Tammy Leopold

1. Appointment of Auditors

- Reinhard provided Board members with time to review the RFP proposals, for audit firm, before offering his recommendation.
- The Board felt that all three proposals were quite similar in price and content. However, Deloitte was the most expensive and Collins Barrow seemed to lack detail.
- Reinhard noted that both Collins Barrow and Deloitte have significant partner value. Deloitte has knowledge of Shoreham's operational systems, as it's the same as Northwood's system.
- Reinhard's recommendation is to continue using Grant Thornton for auditing services for the next 3 years.

Motion was made by Alice Leverman that we award the RFP to Grant Thornton for a three year term commencing in the 2018/19 fiscal year. Seconded by Patsy Brown. Motion Carried.

2. Strategic Priority: Facility Rejuvenation Planning Guest: MJ Hampton

- MJ Hampton offered advice and support to the Board regarding Shoreham's Facility Rejuvenation Planning.
- Discussions ensued and suggestions were presented on how to proceed.
- The Board will be developing a business plan on how to move forward with facility rejuvenation. MJ informed the Board that she is available for any support that may be needed.
- A special meeting will be held at Liz Finney's house on September 25th at 3:30 pm. Board Chair, Alice Leverman, and Liz Finney agreed to attend this meeting with the CEO to discuss a business plan for facility rejuvenation.

3. Approval of Agenda

Motion to approve agenda. Alice Leverman/Patsy Brown. Motion Carried.

4. Approval of Minutes – June 26, 2018

- A few corrections were noted in the June 26, 2018 Board Meeting minutes.

Agenda Item 7.3 – Should read “non-compliant”
Agenda Item 8.1 and 8.2 - Should read “compliant”
Agenda Item 8.3 – Should read “non-compliant”

Motion was made to approve the June 26, 2018 Annual General Meeting minutes. John Frizzle/Liz Finney. Motion Carried.

Motion was made to approve the June 26, 2018 minutes as amended. Liz Finney/John Frizzle. Motion Carried.

5. Business Arising

Nil

6. Chairs Report

- The Board has continued to pursue the Minister for a meeting with no success.
- The Foundation's Golf Tournament was a success and a wonderful time for all that participated.

6.1 Shoreham Board/Northwood Board Communication

- Shoreham and Northwood are looking for opportunities for collaboration. Peter Wilde, Northwood Board Chair, was invited by the Board to attend the AGM in June. This was a wonderful opportunity and the Northwood Board Chair will continue to be invited to the AGMs. In past years, the Board was invited to the Northwood Strategic Planning session.
- Accreditation would provide an opportunity for Shoreham/Northwood Board collaboration.
- The CEO will present potential opportunities for collaboration to the Board as they arise.
- If there are any suggestions on how the two Boards can work together, please inform the Chair.

6.2 November Retreat – Strategic Partnerships

- The Chair has asked MJ Hampton to attend the Strategic Planning Retreat in November.

7. Nominating Committee Report

7.1 Chair

- Patsy Brown was nominated for a one year term as Chair of the Nominating Committee and Joe Green was nominated as a Director for a two year term. Both Patsy and Joe agreed.

Motion was made by Alice Leverman to accept Patsy Brown for a one year term as Chair of the Nominating Committee and Joe Green as a Director for a two year term. Seconded by Liz Finney. Motion Carried.

7.2 Other

Nil

8. Finance Report

8.1 Department of Health and Wellness Budget

- \$20,000 increase in benefits. This is to cover WCB premium rate increases.
- 1% increase in operating budget, which is approximately \$20,000.
- Additional \$40,000 for ceiling lifts
- Approximately \$40,000 increase overall.

8.2 Financial Statements to August 31, 2018 (Attached)

- August statements were not approved in time to present at the meeting. July 31st statements were presented.
- Cash is holding steady at \$378,000
- Boiler and Elevator Project and CHMC refinancing were paid out of operating and not allocated yet.
- Revenue is up approximately \$16,000.
- \$40,000 saving in expenses. The majority of savings has to do with Resident Care staffing shortages.
- Expenses are up for facility services – This is due to sprinkler work and a potential mold situation that had to be addressed.
- A modest surplus of \$63,000
- The Board was wondering why there was a major difference in Reserves from 2017 to 2018. 2017 was \$44,623 and 2018 was \$138,623. Reinhard believes it is due to allocation of capital assets. He will review and let the Board know at the next meeting.

Motion to receive July Statements. John Frizzle/Liz Finney. Motion Carried.

9 CEO Report (Attachment)

- The last Family Council meeting had its largest attendance yet. There was some great discussions that took place during that meeting.
- We are now experiencing significant CCA deficiencies. Applications are being received and interviews will be taking place. Shoreham and Northwood are using Future Works to help recruit CCA's. Ten CCAs are required in order to proceed with the program – currently we have four enrolled.
- Lorraine Burch of the Our Health Centre was speaking with the CEO regarding potential opportunities to work together. This will be explored.
- There are two resident vacancies. Respite admissions were down this summer.

Motion to accept the CEO report moved by John Frizzle and seconded by Liz Finney. Motion Carried.

Scorecard

- Respite admissions are down
- There are a few typos in the report and several areas that require clarification as a result.
- The Board expressed congratulations regarding hand hygiene results.
- With respect to the Incident rate, there was concern regarding the growth in the volume of incidents in the other category – perhaps it is too large and needs to be broken down further.
- A concern was expressed about the disruption being caused by one resident who is negatively impacting the quality of life of others. A Board member has been approached by both staff and other residents and family members. The CEO will discuss this issue with clarification at the next Board Meeting.

10 Monitoring Executive Expectations (Attachment)

10.1 EE-4: Financial Condition - Compliant

10.2 EE-10 – Public Image - Compliant

10.3 EE-13 – Risk and Incident Reporting – Compliant

Motion to accept monitoring reports. Liz Finney/Alice Leverman Motion Carried.

11 Board Policy Review

11.1 EE-1: General Executive Constraint – No recommendations

Motion to accept review of Board Policy EE-1. Liz Finney/Alice Leverman. Motion Carried.

11.2 EE-2: Treatment of Employees – No recommendations

Motion to accept review of Board Policy EE-2. Patsy Brown/Liz Finney. Motion Carried.

11.3 EE-11: Information Management – No recommendations

Motion to accept review of Board Policy EE-11. Alice Leverman/Patsy Brown. Motion Carried.

11.4 EE-13: Risk and Incident Reporting – No recommendations

Motion to accept review of Board Policy EE-13. John Frizzle/Alice Leverman. Motion Carried.

11.5 GP-4.1: Nominating Committee

Revise policy to reflect that one of the directors on the nominating committee must have prior knowledge of Shoreham Village and that term lengths will be varied for each member.

Motion made by Liz Finney to accept review of Board Policy GP-4.1 with proposed revision. Seconded by Alice Leverman. Motion Carried.

11.6 GP-4.2: CEO Performance

Proposed amendment to align the policy with the parameters outlined in the Shoreham/Northwood Partnership Agreement. The rest of the policy remains as is.

Motion to accept review of Board Policy GP-4.2 with proposed revision. John Frizzle/Patsy Brown. Motion Carried.

12 Self-Monitoring Governance Process

12.1 GP-1: Role of the Board

Discussion surrounding the amount of materials for review before Board meetings and the time frame they are being received. The initial Board package was circulated in compliance with the policy; however, the finance reports and the Audit RFP package was not in compliance. Reviewing all the RFP information without adequate time was a challenge.

Discussion regarding a medical cannabis policy. The CEO shared the direction Northwood was taking in finalizing a policy as it is a current issue in that environment.

Motion to accept Self-Monitoring of Board Policy GP-1 with adjustments being made to the package distribution timing. Patsy Brown/Liz Finney. Motion Carried.

13 Board Planning Cycle 2018-2019

- Add the November Strategic Partnerships session
- Education Sessions:

Accreditation – Focused education sessions will be added once a starting date has been established.

- Board should be knowledgeable on hot topic issues in the community. Education sessions should not only be in terms of governance but also those critical policy issues within long term care.
- This will be reviewed again in November and an opportunity will be given to add any other beneficial education sessions.
- Specialty Team Topics – What do they do and what is their focus in January and March 2019.

14 **Next Meeting:** November 21, 2018

15 Adjournment

Motion to adjourn at 5:36 pm. John Frizzle