

Shoreham Village

Board of Directors Meeting – Minutes

March 24, 2021

Present (via Teams): Alice Leverman, Patsy Brown, Nancy Timbrell-Muckle, Liz Finney (joined 3 pm by Phone), Joseph Green, Andrew Snyder, Janet Simm, Reinhard Jerabek, and Jennifer Tucker.

1. Welcome and introductions

- The meeting was called to order at 2:35 pm. The Chair noted that Wayne Arnold has resigned from the Board. She noted that his contribution to the Board will be missed.
- It was noted that Liz Finney will be late joining the meeting.

2. Approval of Agenda

- The CEO added “Local Housing Options” under the “CEO Report”.
- Correction to agenda: Approval of minutes should note “January 20th”, not “January 26th”

Motion to approve agenda with the noted correction and addition. Nancy Timbrell-Muckle and seconded by Patsy Brown. Motion Carried.

3. Approval of Minutes – January 20, 2021

Motion to approve minutes from the January 20, 2021 meeting. Patsy Brown and seconded by Andrew Snyder. Motion carried.

4. Finance Report

4.1 Financial Statements to January 31, 2021 (Attachment)

- Increase in cash balance due to DHW funding received for exterior/interior renovations. Exterior renovations are on hold until weather improves enough to complete the work. Interior renovations to go to tender.
- Significant change in revenue under Long Term Care. DHW funding is over budget due to expenses incurred related to COVID-19. DHW are funding COVID related expenses and LTCA (Long Term Care Assistant) positions.
- The variance in “Corporate Services expenses” is due to implementation of the EMAR system.
- “Environmental services expenses” is slightly over budget due to COVID related infection control measures.
- “Facility services expenses” is over budget due to an outstanding insurance claim. This is a result of an outstanding mediation issue related to a flood in the basement.
- A few negative variances under year to date “Salaries and Benefits”. This is related to the CUPE retro and Essential Worker Benefit paid to staff.
- “CCA expenses” under “Salaries and Benefits” shows as under budget. This is a result of having vacant CCA positions. Agency staff and LTCA’s are being used to fill this gap in staffing, so the expenses should offset, but agency use is very high and comes with travel expenses. Monthly expense reports get submitted to DHW to cover these LTCA expenses included with CCA information.

4.2 Audit

- The CEO asked if the Board would like for this year’s audit process to remain the same.

The Board was in agreement to keep the process the same.

The CEO will notify Reinhard Jerabek, so he can inform the auditors of the Board’s decision.

4.3 Budget

- CEO noted that the budget presentation will be presented at the May meeting.
- This year’s budget will be challenging, as there are unique variables related to COVID-19. COVID related funding will need to be considered when reviewing the budget.

5. Business Arising

5.1 Formal partnership Evaluation – Project with Dalhousie University

- Further information is being collected to fill in any gaps of information. Cassie Hill is assisting the researchers in collecting this information.
- The researchers are preparing to start the interview process.

5.2 Partnership Agreement Performance Indicators Update

- The CEO and Management Team reviewed the potential list of measures that MJ Hampton had developed for the Board’s consideration. The CEO did not circulate the list to the Board, as there were some items she wanted to discuss with the Board first. She outlined which areas needed further Board input and discussion.
- The Board requested time to review the document before providing feedback. The CEO will email the document to the Board for review.

5.3 Strategic Planning session in the Spring

- The Chair asked the Board if they wanted to proceed with the Strategic Planning session in the spring or if they would prefer to put it on hold until we have a decision from government about whether Shoreham is getting a full facility replacement or renovation.
- It was felt that having a decision from government would be beneficial when reviewing the plan. The session will be booked once the CEO receives a decision from government.

6. New Business

6.1 AGM June 16, 2021

– The CEO will ask Reinhard Jerabek to inform the Auditors of the AGM date. It will be a standard AGM this year, with no presentations.

– Nominating Committee – Joe Green is the Chair and Andrew Snyder is a member. Joe will be sending an email in the next week asking Board members to confirm if they plan to renew their membership with the existing terms.

– If there are any suggestions for potential Board members, please contact the Chair.

Gerri Allen was interested in joining last year, but due to circumstances was unable to join.

The Chair will ask Gerri if she has an interest in joining this year.

6.2 Foundation Golf Tournament

– Janet Creaser informed the Chair that things are moving forward with the golf tournament planning.

– GN Thermoforming has agreed to be Presenting Sponsor again this year.

– Registration and Hole Sponsor registration has been going very well.

– The project for resident room upgrades went to tender; however, the cost was significantly higher than expected. To help reduce costs, it was decided that the built in cabinets will be removed from resident rooms and replaced with a bureau. Funding will cover the cost of renovations and half of the bureaus required. Janet Creaser asked the Foundation if they would consider funding the remaining 40 bureaus with the proceeds raised from this year's tournament. Also, if they would consider funding a recliner chair for the respite room.

The Foundation felt that these items would resonate well with donors and decided funds raised from this year's tournament will be used to purchase these items.

– The Chair and CEO will be at a hole on the day of the tournament, thanking donors and players.

7. Chairs Report

– The March Newsletter will be posted on the Board Section of the Shoreham website.

– Instead of doing the Accreditation Primer, the Management Team has decided to proceed with the full Accreditation process, at the same time as NW goes through their accreditation process.

– There will be some budget pressures related to Accreditation.

– A Good Friday service will be streamed for the SV residents.

– We are exploring the possibility of having a garden surrounding the pond beside the apartments. The CEO met with the Apartment Chair regarding this initiative. She was informed that since this doesn't involve land sale, they are not required to notify members. We are able to move forward with this initiative.

A drawing was created and is waiting for DHW approval. Shoreham maintenance staff will be responsible for maintaining the garden. Funding will need to be determined.

8. CEO Report (Attachment)

8.1 Q 3 Scorecard Q & A (Attached)

Jennifer Tucker reviewed the Scorecard:

- 92.5% occupancy. This is a significant change related to beds being held for the COVID unit. DHW supports the bed holds.
- Respite was closed until November 2020 which resulted in a 0% occupancy rate. The bed is now open so the occupancy rate will increase.
- Incidents are slightly up. Data was reviewed and it was discovered that most of the incidents were “Other” (elopement, choking, near misses, etc.).
- There is an increase in falls. Resident’s are getting off the unit more and being more mobile. The Falls team meets regularly to review.

– Med errors – In October/November there were missed dosages. November 17th EMAR was implemented and in December there was only one missed dosage. Improvements will be reflected in the next quarter.

Some transcription errors do occur. This is normal until staff get familiar with the system. The errors are being caught on second checks before medication reaches the resident.

– 14 infections for reporting. Dr. Whynot, pharmacy, and the infection control team consulted. They discovered that any resident skin irritations were being reported as an infection. This was causing the numbers of infections to be inaccurate. Skin irritations are no longer being reported in the scorecard.

– 88.2 hand hygiene opportunity observed. 80% is our target.

– 43% of med errors are on B wing as well as 48 incidents. It was asked if there was any correlation to staffing shortages.

Jennifer doesn’t believe the data supports this. LTCAs and agency staff are filling gaps in staffing and staffing levels are being met. It is believed that the incidents are related to resident’s coming off the wings and being more mobile.

– Jennifer provided an update on the Waste Pipe that broke on A wing:

- The team handled the situation wonderfully.
- Gaye Ernst had the scoping company onsite to check the pipes. The preliminary report discovered that there are two holes in the pipe. They are going to investigate if the holes can be fixed rather than being dug up.
- Power Vac was onsite to disinfect areas that may have become contaminated
- All water was turned off on A Wing and the residents were relocated to E Wing (beds on hold for COVID). Some residents had to be doubled up in private rooms in order to accommodate.
- Any resident’s that don’t have call bells are able to use their personal alarm.
- Kim Croft contacted families to inform them of the situation and the relocation of their loved one. The scheduled respite admission has been cancelled. They were able to find a respite bed at another location.
- Second round of resident vaccinations were done today.
- Licensing is here tomorrow.

The Chair thanked Jennifer and the team for doing a great job resolving the issue.

The CEO gave her report:

– Shoreham is looking for rental housing options for new staff. When doing international recruitment it is hard for staff to find housing in rural communities. It would be beneficial if we had some units that we could rent to these staff for a short period of time.

If anyone has any suggestions, please contact the CEO.

– The CEO has a meeting with DHW in early April. Documentation is being gathered in preparation.

They are looking for the requirements of the Architect and the Project Manager for the facility replacement/renovation.

We hope that a decision will be made at this meeting, as to whether our facility will be replaced or renovated.

DHW has no recommendations. It appears they are looking for us to come up with the best solution to present to them.

– A preliminary scan was done on vacant land within the area. Not much buildable land available that would be suitable for our facility.

– The current location is ideal as it is in a good location and is part of a campus for living. There is not much land remaining on site that we can use to build on.

The CEO met with the Apartments Board on March 17 to discuss their flexibility if we should extend our build closer to their land. The Board said that they can make a recommendation, however it is the tenants and members that have to vote on land sale or changes. Board suggested that it might be easier to look at other options.

– Syd has created a facility design to include a full renovation. This would cost 19.6 million. There is another meeting this Friday, so hopefully it will result in a final design. This a full system/infrastructure overhaul.

– If we renovate we may need to consider adding multiple levels to our facility to accommodate the renovations. One level is ideal as it allows residents to access the outdoors from ground level, however all options will need to be considered. Non resident space could potentially be placed on the upper level.

Patsy Brown made a motion that the Board support the decision to choose a full facility renovation onsite over a facility replacement, if government provides us with a choice. This is support of a full facility renovation of infrastructure in accordance with a plan that will be developed and approved by the Board. Seconded by Joseph Green.

If government provides us with a choice, then Janet will present the Board's recommendation to proceed with a full facility renovation based on this motion.

9. **Next Meeting: May 19, 2021**

10. **In Camera**

11. **Adjournment**

Motion to adjourn at 4:35 pm. Patsy Brown

Recording Secretary,

Tammy Leopold

