

Shoreham Village
Board of Directors Annual General Meeting – Minutes
June 16, 2021

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

Guests (via teams): Kim Croft, Josie Ryan, Syd Dumaresq, and Brian Webb

1. Call to Order and Welcome

Meeting was called to order at 2:36 pm.

Agenda was approved by Nancy Timbrell-Muckle and seconded by Patsy Brown. Motion Carried.

2. Approval of Minutes of Annual General Meeting – June 17, 2020

Motion to approve minutes of the June 17, 2020 Annual General Meeting. Nancy Timbrell-Muckle and seconded by Liz Finney. Motion carried.

3. Guest Syd Dumaresq and Josie Ryan – Shoreham Village Building Design

- There has been no official approval received from the DHW regarding the revised design to accommodate the additional beds and the requirement for all existing resident rooms to meet current level 2 care standards (requested by DHW), however we do have their support to move forward with developing the building design.
The renovation would address many of our concerns. With the upgrade, there would be an increase of CCA hours – an extra half an hour per resident per day.
- Syd thanked Josie and the team for all the help and input into the building design.
- The new design meets all DHW requirements. The following details were provided:
 - All residents would have a private room with a private washroom.
 - An additional six beds would be added, making it a 96 bed facility.
 - A bariatric room would be included in each neighbourhood. This room could be used as a couple room. An additional call system would be added in case a couple should occupy one of these rooms.
 - The renovation would be completed in three phases. The main building structure would be renovated with upgrades to all systems. All resident care living areas would be replaced and there would be two additional 2-story wings added. The wings would be connected to the main building and connected to each other for convenient access.
 - Laundry area would be moved from the basement to the upstairs main building. There would be an improved shipping area as well.
 - Emergency generator for the entire building.
 - The design follows the Eden Philosophy of Care. Providing more independence for residents by having smaller neighbourhoods.
- The estimate for the building renovations based on the new building design is \$30 million dollars. Estimate is based on post COVID prices, which has increased substantially. A surveyor did an evaluation, so there is confidence that this figure is accurate.
- A detailed process provided by the DHW is being followed (previously circulated to the Board). The design will be submitted to DHW for approval once complete. Approval of the renovation is contingent on the cost of the new building renovations and an assessment to be completed to determine if our current water system could sustain the new building.

- The Board was pleased with the design and thanked Syd for doing a wonderful job.
- The Board wished Josie Ryan all the best as she will be retiring soon. They have a gift they would like to give her for all her support over the years. Alice will make sure that Josie receives the gift.

4. Presentation of Annual Community Report and Scorecard

- It was fortunate that we were able to keep COVID out of Shoreham.
- There was a small typo in the Community Report, which will be edited before circulation.
- The Virtual Reality program had been slow to start for residents. The United Way provided a grant which has allowed us to reboot this program. It is gaining more interest among residents.
- The cyber incident occurred at NW, however it did affect SV. The affects from this incident are still being felt. Additional security controls were added to our systems to provide more protection. This was a major incident and numerous systems at NW had to be rebuilt as a result. The virus occurred when a staff member opened an email that contained the virus.
We are working with Cisco, which is a consulting company that provides education and support to companies on protecting their systems. They did a “mock attack” on our systems, which went very well. The eastern block of the country has been taken off line, making it harder for them to access our systems. A number of long term care facilities and hospitals were affected by cyber security incidents.

Kim provided an overview of the scorecard:

- Occupancy rate is down as a result of closures that occurred due to COVID. The rate is increasing now that admissions has resumed.
- All beds are full, except for the 3 beds that are on hold for COVID isolation.
- Resident incidents has decreased over the year. D wing has the least number of incidents as they have the least amount of residents.
- EMAR has significantly helped to decrease medication errors. There were a few missed doses and transcription errors. This is expected as it can take time for staff to get comfortable with a new system.
- Infections control has improved due to enhanced measures and practices implemented during COVID. Annual education is provided to staff as well as on spot education as required.
- Public Health Guidelines regarding restrictions in long term care: With the Phase 2 roll out we hope that volunteers will be allowed to re-join us. Volunteers have been added to the scorecard as a new item. Additional indicators will be included in the scorecard over the coming months.

A goal for September is to have a dashboard on the website that will highlight some items from the scorecard.

5. 2020-21 Annual Financial Report (3 pm)

- The audited financial statements were approved at the last meeting.
- This is the first deficit since the NW partnership. There has been staffing issues in resident care, which has contributed to the deficit.

Motion to accept the 2020-21 audited Financial Statements to March 31, 2021. Nancy Timbrell-Muckle and Patsy Brown. Motion Carried.

6. **2020-21 Auditors' Report**

Nil

7. **Appointment of the Auditors**

- The 3 year contract with Grant Thornton was going to expire at the end of the 2021 fiscal year. The contract was renewed at the June 2nd meeting for another 3 years.

8. **Nominating Committee Report**

- All Directors have agreed to remain on the Board for another year.
- Alice Leverman will continue as Board Chair for another year and Patsy Brown will remain as Vice-Chair.

Joseph Green and Andrew Snyder nominated Brian Webb as a potential Director on the Board.

Joseph Green made a motion to accept Brian Webb as a Director for a 3 year term. Patsy Brown seconded. Motion Carried.

- The Chair thanked everyone for their continued commitment to Shoreham and the Board.
- The Chair will contact Brian to discuss his orientation.
- The Board acknowledged efforts made by staff and the team to keep residents and staff safe during COVID. Great job done.

9. **Questions/Comments**

10. **Adjournment**

Motion to adjourn at 3:58 pm. Patsy Brown

Recording Secretary,

Tammy Leopold

Business Office Assistant