

**Shoreham Village  
Board of Directors Meeting – Minutes  
January 12, 2022**

**Present (via Teams)** Alice Leverman, Patsy Brown, Andrew Snyder, Nancy Timbrell-Muckle, Joseph Green, Brian Webb, Janet Simm and Reinhard Jerabek

**Regrets:** Liz Finney

**1. Welcome and introductions**

- The meeting was called to order at 2:35 pm.

**2. Approval of Agenda**

*Motion to approve agenda. Brian Webb and seconded by Andrew Snyder. Motion Carried.*

**3. Approval of Minutes – November 17, 2021 (Attachment)**

*Motion to approve minutes from the November 17, 2021 meeting. Patsy Brown and seconded by Nancy Timbrell-Muckle. Motion carried.*

**4. Finance Report**

**4.1 Financial Statements to November 30, 2021 (Attachment)**

- Cash balance is healthy. \$250,000 will be paid back to DHW as we are not moving forward with the generator expansion project.
- Room renovations are moving forward.
- Commercial Services has a small surplus
- \$221,000 YTD surplus. Extra funding supplied by the DHW has contributed to a portion of this surplus.
- The invoice for the resident dressers has been received and the total cost is approximately \$55,000. The invoice will be forwarded to the Foundation for payment, as they have agreed to fund the dressers with proceeds from last years Golf Tournament.

**4.2 Department of Seniors and Long Term Care funding letter – changes in the funding model.**

- There will be an increase in salaries for Management/Non-Union employees.
- November 1, 2022 the Annual Budget will change to reflect the new funding model. DHW will provide us with envelopes of funding each November for food and resident care. Funds not spent in these areas throughout the year, will now need to be returned to DHW. This should not be an issue for us as we generally spend all that we are allocated in these areas. Changes happening within the sector will be monitored in the coming months.
- Financing for the Building renewal project: The project will be financed by Housing NS. In order to receive funding from Housing NS, we are required to have an environment assessment completed so that we can move forward with the Renovations. This has been forward to Housing Nova Scotia and we are waiting for direction on the next steps.

#### 4.3 Decision – Audit Fees

- Reinhard Jerabek received a letter from Chris Trenaman, Grant Thornton notifying us that they will be increasing their fees from \$12,750 to approximately \$18,000. We have an active agreement with Grant Thornton, so it was highly unusual for them to increase our fees. Reinhard responded to the email, but has not received a response. Our file was switched from the Bridgewater office to the Halifax office. We are not sure if this had something to do with the fee increase.
- Reinhard has approached Baker Tilly and secured a rate of \$15,500. They are highly experienced in dealing with not for profit organizations. Baker Tilly was formerly known as Collins Barrow. Collins Barrow was our second choice when we did the RFP process. Reinhard has no concerns if the Board should decide to switch to Baker Tilly and confirmed that there would be no penalties for discontinuing our agreement with Grant Thornton.

***Joseph Green made a motion that we switch Auditors from Grant Thornton to Baker Tilly for a one year term. Seconded by Patsy Brown. Motion Carried.***

#### 5. Business Arising

##### 5.1 Formal Partnership Evaluation – Project with Dalhousie University - Update

- The CEO has attempted to reach Tara Sampalli to find out the status on this project, but has had no success. Tara is usually easily reachable, so it is unusual that she is not responding. The CEO will inform the Chair of any information she finds out about the project. Information gathered during this project was going to be useful to NW and SV and to other organizations looking to form a similar partnership. Covid related issues has presented challenges for many, so hopefully it will move forward once things calm down some.

##### 5.2 Partnership Agreement Performance Indicators Update

This item will be discussed under section 7.2 & 7.3

##### 5.3 Garden Project – Insurance

- Reinhard contacted our insurance provider to determine if our policy would cover the area where the Garden will be located. He found out that our policy will not cover this area, as it is off property.
- The CEO received an email from Rick Casavant outlining the Apartment’s insurance coverage. This email will be emailed to the Board along with the minutes.
- Niki Rodenhizer continues to apply for grants.
- The Foundation was approached to see if they would consider contributing to the project. They had more interest in funding a particular item that may be needed, instead of contributing directly to the project. *For example: a wheel chair swing, etc.*

***Motion was made by Joseph Green to use \$25,000 of our anticipated surplus towards the Garden Project. Seconded by Brian Webb. Motion Carried.***

- This money will be used to connect pathways to the municipality walkways, and to start clearing around the pond.
- A few municipal grants were applied for, however we were not the successful recipient. Joseph Green mentioned that there a few municipal grants that have a February 14<sup>th</sup> deadline. He will forward the grant details to the CEO.

#### **5.4 Request from United Way**

- This request was taken to the communication/leadership meeting and it was felt that it should be brought forward at the next staff meeting, to see if staff had an interest in contributing to this. It will be brought up at the next staff meeting and the CEO will let the Chair know the outcome.

#### **5.5 Board Education Session: Is Health and Safety On your agenda? Health and Safety for Board members.**

- Certificates will be provided to members that have completed the education session.

### **6. New Business**

#### **6.1 LTC Capital Build Invitation**

- The CEO received a letter from Tracy Barbrick, DHW asking if we would like to attend sessions designed to help Boards with their governance.
- The Board did not think this training would be necessary. The CEO will send Tracy an email declining the invitation.

#### **6.2 Board member recruitment – skills and abilities inventory**

- Government is expecting more of Boards, and considering that we have three members resigning from the Board, it is a good time to have a look at what skills would be beneficial.
- It may be helpful to have someone do a training session on Board inclusion and diversity. We need to be more attentive of who we seek out as Board members.
- The Chair and CEO will discuss who might be appropriate for doing the diversity education. An education session will be arranged for the March meeting.
- A SV resident has expressed interest in joining the Board. He has written articles in the past about how fond he is of SV and the care provided. It was felt that it would be positive to have a resident on the Board, so that we can see things from their perspective. It would need to be explained to him that the Board is for governance and does not handle the operational affairs of SV. The CEO will ask Niki Rodenhizer to have a discussion with the resident to acknowledge his interest. He is also welcome to come to the Board room and join a Board meeting if he would like.
- In April, we plan to arrange a meeting to review the revised Board policies and to have discussion about potential Board members.

#### **6.3 Potential new Board member**

- Will discuss this further in the future.

#### **6.4 Debrief – discussion with MLA Danielle Barkhouse**

- Danielle Barkhouse is a strong advocate of our community and SV. The discussion with Danielle was positive and we are pleased to have her support.

## **7. Chairs Report**

### **7.1 Approved Strategic Plan (Vote/Motion via email December 4, 2021)**

- The Chair thanked members for participating in the email vote on the Strategic Plan. It is reassuring to know that a plan is in place to guide the Board.
- The Chair thanked Mary Jane for her help and noted that it was nice to see the CEO already reporting as per the new plan.

### **7.2 Board Policies**

- The Chair, CEO and Patsy have had meetings regarding Board related items. A package should be ready for the Board to review in April. The documents will guide and support the Board as it is important to have supports in place for future Board members.

### **7.3 Board Manual**

- Patsy provided an overview of what would be included in the new Board manual.
- The second draft of the policies will be sent out to the Board for review. It has been significantly simplified with only the practical policies in place.
- The CEO will be reviewing the Management Agreement between NW and SV to ensure that the policies align with the agreement. The document will then go to legal counsel for review. If any changes are required to the By Laws, then the Registry of Joint Stocks would need to be provided with a copy of the new By Laws.
- Once the package is distributed, please review the documents carefully and inform the Chair or CEO of any input or recommendations. Once feedback has been provided, the package will be reviewed against the management agreement, key indicators and policies to make sure they align.
- A separate meeting will be held to finalize the package.

### **7.4 Future Board education session Accreditation – Governance Standards (Survey date June 2023)**

- June 2023 is the date of our accreditation visit. This date may get changed by Accreditation Canada, as they have been consistently moving the date.
- The CEO contacted Accreditation Canada to make sure that the NW and SV accreditation process occurs at the same time.
- Barbara Hall, NW Board Chair is an active accreditation surveyor. It would be beneficial to have her provide an education session for the Board. She has done Mock surveys in the past and may be willing to do one for SV.

### **7.5 Letter from Gem Healthcare**

- The Chair received a letter from Gem Healthcare expressing their interest in exploring partnership opportunities or the potential sale of SV. Gem Healthcare is a for profit organization.
- The Board is pleased with the partnership with NW, and not interested in exploring partnership opportunities with other organizations at this time.
- The Chair will send Gem Healthcare a letter thanking them for their interest in SV and informing them that we are not interested.

## 8. CEO Report/Risk Report (Attachment)

### 8.1 Q 2 Scorecard (Attachment)

- The Board had a question surrounding medication errors. The CEO will ask Jennifer for clarification.
- Please let the CEO know if there are any questions or feedback on the report.
- The Board is pleased with the new format of the CEO report.
- Funding has been received from the Lunenburg County Community Health Board for cooking classes for residents. The program is called “Shoreham Chefs”
- Room renovations have been put on hold.
- The Department of Natural Resources will attempt to remove the beaver dam in the pond on Friday morning. They think it may be a multiple step process to remove.
- Gaye Ernst, Manager of Support Services has returned part time.
- A staff member tested positive for Covid. The team has been amazing, working together through many challenges that come their way.
- Three significant staff have resigned. The Nurse Practitioner, Aebin Paul; the Physician, Dr. Lesley Whynot; and the Manager of Nursing Services, Roberta Gates-Thompson.  
Dr. Whynot is actively recruiting a physician to take her place. She has agreed to provide virtual support until a physician is hired.
- We had a resident elopement incident. The resident subsequently passed away. .  
An investigation into the incident is underway. Security footage has been reviewed and an autopsy performed. The alarm company was contacted to find out if the doors were working properly, and it was determined that they are functioning. However, they noted that if the door was not completely closed, the alarm will go off but the door could have still been opened. This may have been the case in this incident.  
It is an extremely sad and unfortunate incident, but unfortunately it doesn't appear that the elopement could have been prevented.  
Recent conversations with family were positive.
- We have been supplementing CCA vacancies with additional Long Term Care Aides.

## 9. Meeting Evaluation

Overall feedback was that the meeting went well.

## 10. Next Regular Meeting: March 16, 2022

## 12. In Camera

Nil

## 13. Adjournment

Meeting ended at 4:55 pm.

***Recording Secretary,  
Tammy Conrad  
Business Office Assistant***