

Shoreham Village
Board of Directors Meeting – Minutes
November 17, 2021

Present: Alice Leverman, Patsy Brown, Liz Finney, Andrew Snyder, and Janet Simm.
Present (via Teams): Nancy Timbrell-Muckle, Brian Webb, and Reinhard Jerabek
Guests: Tina Williams, CEO Executive Assistant
Regrets: Joseph Green

1. Welcome and introductions

- The meeting was called to order at 2:30 pm.
- Tina Williams, CEO’s Executive Assistant was introduced and welcomed to the meeting. This is part of Tina’s orientation to Northwood. Understanding the relationship with Shoreham is important.

2. Board Education Session:

Is Health and Safety On your agenda? Health and Safety for Board members
(AWARE NS on line education session-50 mins)

- Watched a brief introduction of the AWARE NS education video on Health and Safety. Video was stopped at 17:30 minutes.
The Board is asked to finish watching the video before the next Board meeting. In order to view the link, members will need to create an account on the AWARE NS website. Creating an account is an easy process.
The CEO will send out the link and instructions on how to create an account on the AWARE NS website. Please notify the CEO and Chair once you have finished watching the video, so that a certificate of completion can be issued.

3. Approval of Agenda

Motion to approve agenda. Patsy Brown and seconded by Liz Finney. Motion Carried.

4. Approval of Minutes – September 15, 2021 (Attachment)

Motion to approve minutes from the September 15, 2021 meeting. Andrew Snyder and seconded by Brian Webb. Motion carried.

5. Finance Report

5.1 Financial Statements to September 30, 2021 (Attachment)

- Cash balance is up 500,000 from last year. This is due to a deferred revenue of \$600,000. This funding is for COVID related expenses, which will be spent over the next 6 months; \$273,000 is for Capital Projects; and \$250,000 is for the Generator Project. We have voluntarily offered to return the funding for the Generator Project, as the facility renovations will rectify the generator concerns.
- Modest surplus in Commercial Services.
- Overages in supplies for Resident Care, Dietary, and Environmental. These expenses are covered in our additional DHW funding.
- There is a healthy surplus for the year. Resident Care vacancies has contributed to our surplus. This is not how we want to obtain a surplus and our goal would be to have a fully staffed facility.
- We received correspondence from DHW, notifying us that we will be given \$100,000 of additional funding to staff LPNs, RNs, CCAs and LTCAs. This money will need to be accounted for.
The additional funding is appreciated, but considering our challenges in meeting our current staffing levels, it might prove difficult to use this money. We have some creative ideas on how to use the funding to support the team.

The funding is part of the provinces commitment to improving Long Term Care staffing.

- Following approval from government, an application was made to Housing NS for financing to cover costs related to the planning of the facility renovation. This request is for interim funding until DHW funding is provided. The Generator Project funding is being used until financing has been secured. We were told that Housing NS would not be involved, however we are now being told that they will be.
- Property premiums are increasing by 50%, and there is a 33% increase in general liability. The Insurance Policy is not up for review for a few months.

6. Business Arising

6.1 Formal Partnership Evaluation – Project with Dalhousie University – Update

- This project was put on hold, as staff were deployed to other areas of work during the pandemic. There has been no contact since being put on hold.
- The CEO will contact Tara Sampalli for an update. Hope to soon resume with this project. Hope this project can soon be resumed.

6.2 Partnership Agreement Performance Indicators Update

- **Evaluation Tool**
 - **Evaluation Frequency**
 - **Revised Agreement**
 - **Policy Review**
- The Chair and Patsy Brown reviewed the Board policies. They have the training room at SV booked for November 26th and 30th for further policy review.
 - The evaluation tool and partnership agreement has been reviewed.
 - The plan is to present to the Board at the next Board meeting.
 - We will need to review the bylaws to ensure alignment.
 - The frequency of the evaluation of the partnership agreement will need to be determined.
 - Any suggestions/comments on this process, please contact the CEO, Chair or Patsy Brown.

7. New Business

7.1 Request from United Way

- The United Way contacted the CEO asking if SV would be interested in participating in their Payroll Deduction Campaign. The United Way has been very supportive of SV, but the CEO wanted to get Board input first. There is sensitivity particularly as it relates to the role of the Shoreham Village Foundation.
- After some discussion, the Board felt that it might be helpful to discuss it at a staff meeting to find out if there would be interest from staff.
- The CEO will take it to the next communication meeting and then to the staff meeting if that is decided.

7.2 Nominations – What qualities and experience are we looking for in new board members? Are there people in our community that aren't represented on our Board?

- Three Board members will be resigning at the end of the fiscal year – Alice Leverman (Chair) Patsy Brown (Co-Chair) and Nancy Timbrell-Muckle. It is a good time to consider what qualities we are looking for in the new Board members.
- This discussion has been deferred as Joseph Green was not able to attend today's meeting. It will be added to the January agenda.

8. Chairs Report

8.1 Board Planning Session Report

- The Strategic Plan is in the third draft. Mary Jane Hampton had made some changes to the Strategic Plan as requested by the Board.
- The plan is very ambitious. The Board asked the CEO if she felt there was anything in the plan that was in her opinion, not obtainable.
The CEO noted that there are some initiatives within the Strategic Plan that are broader than the current partnership agreement. If we were to proceed, then a different set of resources would be needed, beyond the current partnership. Clear goals and objectives would be needed if those items were to be pursued.
- The Chair will ask Mary Jane to adjust some of the wording. Hope to have those changes finalized in a few weeks, so that the Board can review and finalize at the next meeting.

8.2 Board Policies

Previously discussed

8.3 Future Board education sessions:

- Accreditation – Governance Standards (Survey date June 2023)

- The release of accreditation standards has been delayed. An education session on Accreditation will be held once the standards are received. The accreditation date was February 2023 and is now June 2023. The date could be postponed further.
- If you have any education session ideas, please speak with the Chair.

9. CEO Report/Risk Report (Attachment)

An overview and updates to the pre-circulated report:

- OT/PT – Since we have been unable to hire a PT, we have given the OT, Katherine Porter-Dolimount, the PT hours temporarily until the position is filled. She is a wonderful addition to the team and we would love to keep her full time. If the PT position gets filled, we should consider some ways to keep her on full time.
- Vaccine Fridge – This is a shared fridge between the OHC and SV, in which the OHC can use it in case the power should go out at the OHC. This is a great partnership initiative.
- Oct. 6 was the family meeting. This was the best turn out yet, and had very good feedback.
- There have been some challenges with the waste pipe project. This project was funded federally, so we were expected to take the lowest quote received. Unfortunately, we are feeling the effects of this decision. The finished result should be good, however it is a challenge getting the project finished. It was suggested that feedback should be provided to government, about the challenges with this project.
- Gaye Ernst, Manager of Environmental and Support Services has been off, so Melissa Houghton, Dietitian has stepped in to help with her department.
- Temporary rooms have been setup as part of the resident room project. A renovated room should be ready to view in 2 weeks.
- Staffing – 9.4 vacancies. We are looking to promote SV within the community. There has been discussion on attending a job fair. A CCA in the NSCC program will be doing a speech at the college about what it was like working at SV. She liked working at SV and wants to encourage others to come work here.
- The government has announced that 6 recruiters for Long Term Care will be hired. Unfortunately, one of our top recruiters will be going to work for the government. We are requesting that she works with SV as she has significant knowledge of the organization.

- Signing bonus and a referral program are in effect.
- We should keep the Foundation in mind, as they may be able to provide some funding for initiative efforts.
- Robyn Bentley was holding sessions with staff today as part of our retention efforts to keep staff. This is an opportunity for staff to discuss in private, what they enjoy about working at SV and what they feel we can improve upon.
- Final cleaning and treatment for lice has been completed.
- Government provided feedback on the new facility design. We don't like some of their suggestions, so Josie Ryan is advocating on our behalf.
Government has provided us with a letter for financing. We can begin to arrange funding for the planning of the new facility renovations. Step 3 will be complete once we have the approved plan, and then we will be moving onto Step 4.

9.1 Garden Project – Decision Item

- Since we were not the successful applicant for the Garden Project grant, we would like to move forward with the project in phases.
- We reached out to a landscaping company to get a quote on where to start with this project. They gave a quote of \$10-20,000. This would involve clearing of the area surrounding the pond and walkways.
- No financial support will be provided by the Apartments. They have donated the land for this project.

The CEO requested that the Board consider approving up to \$20,000 in surplus (if available) toward the garden project.

- The Board would like for the insurance policy to be reviewed first, as inviting residents/tenants/public to visit this area could present some liability concerns. The CEO will have Reinhard Jerabek review the insurance policy.
- The Board is in agreement in principle, but further clarification is required.
- This item has been deferred for the next meeting.

10. Questions/Comments

Nil

11. Next Regular Meeting: January 12, 2022

12. In Camera

Nil

13. Adjournment

Meeting ended at 4:45 pm.

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