

**Shoreham Village  
Board of Directors Meeting – Minutes  
November 23, 2022**

**Present (via Teams)** Joseph Green, Liz Finney, Andrew Snyder, Brian Webb, Alison Kelland, Janet Simm and Reinhard Jerabek

**1. Welcome and Introductions**

- The meeting was called to order at 4:00 pm.

**2. Approval of Agenda**

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

**3. Finance Report**

**3.1 Financial Statements to August 31, 2022 (Attached)(Reinhard to join at 4:00 pm)**

- Current assets are \$164,000, was \$49,000 last year. The increase is due to \$60,000 of accrued funding received from the department for Ipac. This will clear in time.
- There is a large unfavorable variance in postage services. This is related to courier expenses. Blood tests and covid swabs are being couriered to Bridgewater. This expense should be built into our future budget.
- There has been significant advertising costs for postings to fill vacant positions.
- Unfavorable variance in Information Technology. Computer equipment was purchased and funding will be received from the department.
- Favorable variance in Resident Care. This is the result of having vacant positions.
- Audit fees – Last year the audit fees with Baker Tilly was \$15,500-\$17,000. This has increased to \$16,000-\$18,000. Wages and finance costs have increased and is a reflection of the market. Reinhard proposed that we continue using Baker Tilly for another year with the fee being in this new price range. Similar increases will be experienced market wide.  
Baker Tilly will be added to the agenda for the January meeting, to go over the audit summary sheet. They will inform us if there is anything new that will need to be prepared for this year's audit. Payroll reliance was used last year, and will most likely be used again this year.
- The CEO mentioned that in an effort to find staff to fill vacant positions, the management team was considering the possibility of having a vehicle purchased for a car share program for staff. NW has a relationship with the Steele Group, so we could approach them to find out costing. If we do not get a satisfactory cost from them, then we could turn it over to the NW purchasing team to see what they are able to do.  
The Board had some concerns surrounding our insurance liability coverage, and how the Board would be protected.  
Insurance, maintenance, staff licensing, etc. would all need to be investigated before proceeding with the purchase of a vehicle. Reinhard will investigate and provide an update when more information has been gathered.

#### **4. Accreditation: Guests, Barbara Hall, active Accreditation Surveyor/Board Chair Northwood; Tasha Ross, Northwood Quality and Research**

The Chair welcomed Barbara Hall and Tasha Ross to the meeting.

##### **4.1 Governance Standards Education Session**

- Barbara Hall introduced herself to the Board and provided a background of her involvement with the Accreditation process. She is a surveyor.
- Accreditation can be a confusing process, and it can be challenging to get staff on board with the Accreditation process.
- The Accreditation surveyor does not survey in their own province, so they will be coming from another province. The same guidelines are followed by all surveyors, but they may be able to offer different suggestions based on their individual experience.
- Barbara informed the Board that the department of Seniors and Long Term Care licensing process is a more painful process than Accreditation will be. It does require work and preparation to make sure that everything is ready for when the process starts.
- The process has changed slightly over the years. There are a lot of self assessment to be completed. In advance you will need to sign off and attest that something is in place.
- Feedback is taken very seriously. If they can improve the process, they are more than welcoming to consider input.
- Their goal is not to fail you, they are only looking to improve upon your current practices.
- Barbara has found that the governance board will always rate themselves and the organization higher than Management, and Management will rate themselves higher than staff.

##### **4.2 Governance Functioning Tool**

- For the Board, there are two important documents that need to be completed. The Governance Functioning Tool and the Self-Assessment Tool. This can be completed as a group or individually.
- The Board decided that they would like to complete these tools as a group.
- Barb went through the Governance Functioning Tool together with the Board, and Tasha captured the answers to the questions.

##### **4.3 Self-Assessments**

- The Self- Assessment Tool consist of 14 different standards that need to be reviewed and answered. This can be completed as a group or individually.  
The Board decided that they would like to complete this as a group. A special meeting will be held to complete the Self-Assessment Tool. Barbara and Tasha will be invited to support the discussion.

##### **4.4 Support for completing the 2 survey tools**

- A special meeting will be held to complete the Self-Assessment Tool as a group.

#### **4.5 Proposed Mock Survey spring 2023**

- Barbara is willing to do a mock survey prior to the survey visit in the fall, if the Board wishes.

The Chair thanked Barbara and Tasha for attending the meeting and noted that the session was very informative.

#### **5. Approval of Minutes – September 21, 2022**

- There were some typos throughout the minutes. Corrections will be made to the minutes.

***Motion to approve minutes from the September 21, 2022 meeting, as amended. Alison Kelland and seconded by Andrew Snyder. Motion carried.***

#### **6. Business Arising**

##### **6.1 Formal Partnership Evaluation Update (Dalhousie University)**

- NSH ethics has approved. This has been delayed since covid, and no real progress has been made.
- The CEO will continue to follow up, and provide updates as they become available.

#### **7. New Business**

##### **7.1 Shoreham Village Foundation**

- Janet Creaser approached the Chair about the future of the SV Foundation. The Board is tired and do not feel capable of handling the Swing For Shoreham Golf Tournament fundraiser any longer. They are finding it too much for them to handle, as they are only a small Board. The Chair offered to support the Foundation Board; however, it appeared that they are beyond the point of accepting help and are ready to step away from the Board completely. The NW Foundation Managing Director will reach out to Janet Creaser to see if they can offer any assistance; however, it does not look promising. The Foundation makes substantial contributions to SV. Their support improves the resident's quality of life, and they have supported staff as well. The Chair and CEO will keep in touch with Janet Creaser about this. The Foundation would like to see a renewal of the Foundation Board. Recruiting new members could be a possibility, but the current members no longer wish to remain on the Board. In an effort to protect the Foundation, they are committed to not walking away from the Board; however, they can no longer meet the commitments of fundraising for the tournament.
- It was asked if the Board could take on the fundraising portion of the Foundation. SV is a registered charity, so this may be a possibility.
- Discussions will continue and updates will be provided.

#### **8. Chairs Report**

##### **8.1 Board member resignation**

- Charlie Teal has submitted his resignation from the Board, and the Chair has had a conversation with Charlie about his resignation.
- In the new year there will need to be a discussion about what skill set is needed for new board members, and the total number of members needed for the Board.

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

### 9.1 New Building site selection

- A company is reviewing 10 possible sites for our new facility. Two of the sites were excluded as they are not necessarily for sale. The property would need to accommodate the size of our long term care facility. There is a list of criteria that must be met. We have loosen the criteria based on land availability. If government rejects our proposal, then we may have to look further from our current location.  
A list of viable sites will be presented to government in the next few weeks. Land owners will need to be approached.
- Three of the site options meets government criteria. Would like to find two more viable solutions.
- Minimum requirements is 5 acres of land. 5-8 acres is preferred.
- We will start reaching out to land owners this week.
- Our preferred option is to remain on the current site. Government is supportive of us remaining onsite, but they do not support the phased approach.
- Legal counsel is in the process of reviewing the MOU to be presented to the Shoreham Village Apartment Association.
- Syd was able to adjust the facility design to keep the facility on the site using the apartment's property. We did not need the land from the private land owner. Syd has included feedback provided by the Apartment's Board. They were concerned about the increased traffic on the service driveway.
- The new building will be built behind our current facility. Our current building would be torn down once the new one is built. Then the remaining land would be given to apartment with the possibility of a garden. The park is a shared space with the apartments. They do not want a community garden. The apartments is getting back less land, but after we are finished building the new facility, we are responsible for making the land ready for a park.
- The Chair is tracking down a lead on a potential house for SV staff. If any members have any suggestions for potential houses for rent that could be used by staff, please let the CEO know. Please copy the Chair as well, to ensure that the same properties are not being pursued.
- The Chair and CEO check in twice per month. If you have something that you would like to bring forth, please let the Chair know and he will pass along to the CEO.

### 9.2 Q2 Scorecard (Jennifer not available)

- Jennifer is away
- Please let the CEO know if you have any questions related to the scorecard, and she will find out the answer from Jennifer
- Trending is in the right direction. Improvement from the previous quarter.
- Decrease in medication errors as predicted
- It was noted that Provincial wound care program was on the scorecard, but there is no budget for wound care in the Financial Statements. The CEO noted that wound care would be included under supplies and equipment. This can be broken down into another category if the Board wishes.
- Risk Report – As previously discussed, the insurance industry issued a Pandemic exclusion during COVID. The CEO noted that the government has renewed the self-insurance to continue to provide coverage for Continuing Care Providers until a permanent solution can be identified. NS HOPA continues to explore this opportunity.

- No active resident covid cases.
- Staffing: A part time Palliative Care nurse was hired. Additional supplies was purchased to support this position.
- We have an operational surplus. A decision was made on Friday to invest in more ceiling lifts with a tentative budget of \$50,000. This will assist in reducing workload for staff.
- The car that we were hoping to purchase for the car share program for staff would be second hand. Would invest approximately \$30-35,000 for the purchase of the vehicle. The individual staff would need to meet criteria in order to be able to use the vehicle. We hope to be able to hire 4-5 staff that would work the same shift, so that way they use the vehicle to travel to work together. As noted above, the Board was supportive of the CEO exploring this further.

**10. Meeting Evaluation**

- The meeting was longer than usual
- Barbara’s presentation was very informative.
- Good discussion
- Barbara’s presentation should have been a stand alone meeting.
- Alison is a new member of the Board. Barbara asked if she would provide a document outlining what she found helpful during the onboarding process, and what she would like to see added to the process.

Tasha will provide a summary of the answers to the Governance Functioning Tool, along with scoring and a list of action items.

**11. Next Regular Meeting: January 18, 2023 at 4:00 pm**

- A special meeting to complete the Self-Assessment Tool will be held on January 11, 2023 at 4 pm. Barbara will facilitate the meeting.
- Barbara is also available to do a mock survey closer to the date of the Accreditation visit. This would be sometime in August.
- The March meeting is scheduled for over March break. This date may need to be changed, as some members will not be able to attend.

**12. In Camera**

**13. Adjournment**

Motion to adjourn at 6:55 pm. Andrew Snyder.

***Recording Secretary,  
Tammy Conrad***