

**Shoreham Village
Board of Directors Meeting – Minutes
June 21, 2023**

Present Elizabeth Finney, Charlie Teal, and Janet Simm

Present (via Teams) Joseph Green, Andrew Snyder, Brian Webb, Alison Kelland, Colleen Richardson, Reinhard Jerabek, and Jennifer Tucker

1. Approval of Agenda

Motion to approve the agenda. Moved by Brian Webb, and seconded by Colleen Richardson. Motion Carried.

2. Approval of Minutes – May 17, 2023

Motion to approve the May 17, 2023 minutes as circulated. Moved by Andrew Snyder and seconded by Alison Kelland. Motion Carried.

3. Business Arising

Nil

4. Chairs Report

- The CEO and Chair have been working on finalizing the Board’s evaluation tool. The document will be circulated via email for Board feedback.
- The tool is copyrighted. We are able to use the evaluation tool if we seek formal permission from The Ontario Organizational Development Program. They have requested that we recognize that the form we are using is theirs. Once we have agreement on the tool, the CEO will reach out to seek permission

5. CEO Report – Verbal Updates

The CEO provided the following updates:

New Building project Update:

1. We need the Apartment Association to obtain a partial release of the encumbrance their lender has registered on the property that will be subdivided and exchanged with Shoreham LTC. An appraisal was required by the Apartment Association lender for their review to determine the impact the land swap might have on the land they have a mortgage on. We have obtained the appraisal of the Apartment Association’s two apartment buildings that are on the land parcel affected by the land swap and this has been forwarded to the Apartment Association, their lawyers, and their lender’s lawyer.
2. We have retained Servant Dunbrack to prepare the survey documents necessary for the subdivision of the lands and legal description for the road right of way(s) that will cross the Apartment Association lands. These right of ways are required for access to the proposed LTC facility. We anticipate these documents shortly.
3. We have engaged legal counsel to update the Shared Well Water Agreement, which also includes updating any related easements. We are undertaking a monitoring of the wells to determine flows and peak time usage

Staff Housing: Our architect has been unable to devise a viable staff housing solution of the Risley land adjacent to our land. We have meet with Tim Moore to determine if there potential partnership related to the provision of staff housing through Moore Suites. We will begin an evaluation process to determine if this is a potential solution. Moore Suites has a small number of units in Chester and surrounding area.

Grant- We have met with our funder to provide a progress report. Our Rec team met with our core group in May with the, Chester Playhouse, Executive Director. He provided an overview of the shows being offered throughout the summer discussing what might be of interest to our seniors. The program is being met with great enthusiasm. We hope to go to our first show on Saturday July 15th- Gypsy- Fleetwood Mac Tribute Concert

International Recruitment- Our first Refugee has arrived and has started his orientation/ training.

Long Service Award Ceremony- Our first ceremony in 3 years has been scheduled for October 19, 2023. We intend to invite recipients from the ceremonies that were cancelled.

Licensing- We had an unannounced visit by The Department of Seniors in Long Term Care, Monitoring and evaluation team on June 15.

Risk report

1. We reported a critical Incident to SLTC regarding a resident who has developed aspiration Pneumonia. The residents dentures were not taken out at bedtime and no note documented. The resident was choking on the dentures in the morning (back her throat) and has developed aspiration pneumonia. The Family is aware and a critical incident was submitted. As a result of the incident, we have implemented a new process. . New process includes documenting if dentures were unable to be taken out on evenings and nights doing a double check of denture cups to ensure they are being soaked and not missed. Our internal investigation continues to determine the details of this incident. All Registered staff have been notified in writing and will be reiterated at Report and upcoming care staff meetings.
2. Potential Resident Financial Abuse- A friend of a resident took the resident to the bank and withdrew a significant amount of money. We notified The Protection of Persons in Care Act (PPCA) re the situation. At the last assessment, the resident was deemed to have independent decision making capacity. A new capacity assessment is underway. A POA has been identified in the event the resident is deemed to not have capacity to make financial decisions. RCMP has been notified. PPCA have closed the file because they don't have jurisdiction to investigate individuals that are not under the jurisdiction of a care provider but we shared with them the actions we are taking as a result of the situation. RCMP have been notified. The bank has a temporary freeze on the resident's bank account while the investigation is underway.
3. Missing medication investigation- We have another situation involving the same staff member where medications audits identified missing medication. Clonazepam isn't counted and isn't required to be but there are discussions happening about this possibly being required in the future. Video surveillance was used to observe med staff on the shift/wing when the med went missing. We did identify a blind spot in the camera direction which will be rectified. After reviewing the videos and speaking with staff we do not have conclusive evidence to indicate if it was intentionally diverted or accidentally discarded. Our plan is to discontinue the Travel Nurse contract for this individual.
4. PPCA Report-Wound (*update post June 21 meeting*) – A wound at Shoreham which had deteriorated and a family reported the issue to PPC. It has been closed at inquiry. It was deemed that our wound protocols met or exceeded standards. We have been in contact with the Substitute Decision Maker who has been regularly involved in the residents care. The individual who reported the issue is not the SDM.

6. Confirmation of Officers

- The current officers have agreed to remain in their positions. Joseph Green as Chair, Liz Finney as Vice-Chair, and Andrew Snyder as Chair of the Nominating Committee.
- No new nominations were put forth by the Board

Alison Kelland moved that all officers remain in their current positions: Joseph Green as Chair, Liz Finney as Vice-Chair, and Andrew Snyder as Chair of the Nominating Committee. Seconded by Brian Webb. Motion Carried

7. Next meeting

- Special Meeting – Mock Accreditation Survey September 13, 4:00 pm
- September 20, 2023
- October 2/3, 2023 – Meeting with Accreditation Surveyors 2:30 to 3:30 pm
- The Chair will be attending the Accreditation Surveyor visit in person. Arrangements can be made for anyone that wishes to attend virtually.
- Government education training will be scheduled for after the Accreditation Surveyor visit.

8. Meeting Evaluation

- It was nice to see 3 family members join the Annual General Meeting as guests.
- Staff did a wonderful job with reporting.
- Meeting was informative
- Good job staying on task
- Liz made the Board aware that her intentions are not to move into the Chair position, as you would normally see with a Vice-Chair position. She is happy to stay in this role, but if anyone on the Board has intentions to become the Chair of the Board in the future, then she would be happy to step down as Vice-Chair.

9. Adjournment

Motion to adjourn at 5:57 pm. Brian Webb

***Recording Secretary,
Tammy Conrad***