

**Shoreham Village
Board of Directors Meeting – Minutes
May 21st, 2025**

Present (via Teams) Joseph Green (*Chair*), Elizabeth Finney (*Vice-Chair*), Andrew Snyder, Colleen Richardson, JoAnne Harris, Denise Peterson-Rafuse, and Tasha Ross.

Guests: Brian MacLean, Information Technology

Present (in person) Alison Kelland, Jennifer Tucker and Tammy Conrad (*Recording Secretary*)

Regrets: Charbel Daniel

1. Welcome

The Chair called the meeting to order at 4:04 pm.

1.1 Approval of Agenda

- Additions to agenda – Andrew added “***Nominating Committee***” and Denise added “***budget related discussion***”

Motion to approve agenda. Elizabeth Finney moved and seconded by Andrew Snyder. Motion Carried.

1.2 Approval of Minutes – March 26th, 2025

Motion to approve March 26th, 2025 minutes. Andrew Snyder moved and seconded by JoAnne Harris. Motion Carried.

2. Board Education

2.1 IT Update (Brian MacLean)

- Brian provided an Information Technology and Cybersecurity and Infrastructure presentation.
- Cybersecurity features in effect:
 - Beauceron (user education) – Teaches user to identify spam
 - Pen Test – Tests for any major vulnerabilities
 - Field Effect – 24/7 monitoring. Checks for unauthorized access
 - Windows 10 end of life – As of October 2025, Windows 10 will no longer be supported. Plans to upgrade windows 10 and cyber incident playbook. Working with a company to identify course of action.
 - Data is stored in an offsite Eastlink data center.
- User education is the best defence in preventing a cyber attack.
- There was an upgrade to the Wi-Fi structure.
- Automatic data backups are scheduled weekly to be used in the event of a breach.
- Software updates were completed for Dynamics (Accounting Software) Avanti (payroll), and CBOR (new system for menu standardization).

3. New Business

3.1 Accreditation Governing Body Assessment Follow Up (Tasha Ross)

3.1.1 Board Evaluations

- Tasha had previously shared NW’s evaluation tools with the Chair for review.
- The Governing body assessment was used to create the evaluation tools which consist of: **Board Evaluation, Annual Evaluation, and Peer Evaluation.**
- The Board was unsure if peer evaluation would provide valuable feedback.
- Tasha will circulate the evaluation tools to the Board for review and feedback.

4. Financial Monitoring (Updates deferred to June 11, 2025 meeting)

Budget Related Discussion:

- Denise was looking for clarification on the Board’s involvement in budget related decisions. Concern was expressed about a drink option no longer being stocked in the resident wing kitchenettes.
- It was noted that the Department allocates funding for certain areas outlined within the annual budget. Operationally the SV Leadership Team would use the available funding to ensure resident needs are met.
- Family Council and Resident Council meetings provide opportunities to bring forward concerns. Families and residents are always encouraged to attend these meetings so that they can provide feedback and discuss any concerns. Families are always welcome to bring in items for their loved ones, if it is not being offered.

5. Monitoring Performance

5.1 Scorecard Q3 24-25 (Jennifer Tucker)

- New reporting for “use of restraints” has been successful in providing accurate data and trends. We are now in line with the CIHI definition.
- Good occupancy rate
- Behavior responses have improved significantly. A resident that showed physical aggression is no longer at SV.
- 1 facility acquired wound, and the remaining is related to a resident that is refusing wound care treatment.
- Great Annual Licensing Inspection. 3 areas of improvement, which have all been addressed.
- Staffing - CCA vacancies stabilized. Continue to use some agency staff.
Few LPN vacancies but have over hired in RNs to reduce impact.
Social Worker position has been filled.

6. Business Arising

6.1 New Build Update

- Construction team meetings occur bi-weekly. Steel is onsite and should start being installed within the next couple of weeks.
- Project is 6 months ahead of schedule
- Team is starting to pick out fixtures, furniture, and researching products.
- It was noted that a good safe pathway was re-established joining SV property with the community.

6.2 National Study

- UTI surveillance is underway. Exciting to see this study moving forward.

7. Quality Improvement/Shoreham Accountability Report/Risk Report

7.1 Shoreham Accountability Report

- 7-day admission process – We have not had a weekend admission since 7-day admission was announced. It can be difficult as many of the supports needed for a successful admission are not available on the weekend. No OT/PT staff, dietitian, or finance staff to complete financial documents.

We are working with Continuing Care and the DSLTC to address concerns. In the meantime we are willing to accept any financial penalties as a result of declining a weekend admission.

7.2 New Strategic Plan

- Beneficial feedback was received from the Board's Strategic Plan review, which will be used in the operation portion of the Strategic Plan alignment.
- SV and NW have separate Strategic Plans. Tasha asked the Board if they would want to adopt the NW values so that both organizations would share the same Strategic Plan.

The Board was not comfortable with SV adopting NWs Strategic Plan without a thorough review for consideration and comparison. A document outlining the current Strategic Plan with the proposed changes and explanations would be beneficial in helping the Board make a decision. Tasha will prepare a document for the Board to review.

The Chair will have a discussion with the CEO next week to discuss further.

7.3 Risk Report

- Stage 2 and 3 pressure injury was reported to DSLTC. Injury was acquired in hospital but we reported.

Nominating Committee – Colleen Richardson is stepping down after the AGM. We would like to have a few more members join the Board. If there is anyone that you feel may be suitable for the Board, please reach out to Andrew.

Andrew has reached out to someone that has a legal background.

Golf Tournament – Being held on May 29th 2025. Over 20 sponsorships from local businesses. RCS is our platinum sponsor.

Lots of prizes. A local fisherman donated 20lbs of lobster, and tickets will be for sale on a signed Brad Marchand Jersey.

Board members are welcome to attend the tournament and lend a hand if able.

8. Meeting Evaluation

- Good meeting with engagement and thoughtfulness.

9. Next Meeting

Regular Board Meeting – June 11th, 2025

Chair will send a cheat sheet of questions to ask the auditors based on the KPMG evaluation.

10. In Camera

Nil

11. Adjournment

Meeting adjourned at 5:55 pm.

**Recording Secretary,
Tammy Conrad**