

**Shoreham Village
Board of Directors Meeting – Minutes
November 20, 2024**

Present (via Teams) Joseph Green (*Chair*), Elizabeth Finney (*Vice-Chair*), Andrew Snyder, Alison Kelland, JoAnne Harris, Charbel Daniel, Reinhard Jerabek, and Jennifer Tucker.

Guests: Tasha Ross

Present (in person) Colleen Richardson and Tammy Conrad (*Recording Secretary*)

Regrets: Denise Peterson-Rafuse

1. Welcome and Introductions

The Chair called the meeting to order at 4:02 pm.

2. Approval of Agenda

The Chair recommended that the agenda be rearranged so that guests could present first. The order of presentation will be Tasha Ross, Jennifer Tucker and Reinhard Jerabek.

Motion to approve agenda as amended. Alison Kelland moved and seconded by Elizabeth Finney. Motion Carried.

3. Approval of Minutes – September 25, 2024

“RCF Construction” needs to be changed to *“RCS Construction”*.

Motion to approve September 25, 2024 minutes as amended. Andrew Snyder moved and seconded by Colleen Richardson. Motion Carried.

4. Board Education

4.1 Accreditation self-assessment (Attachment)

4.1.1 Governing LTC Home’s Strategies, Activities, and Outcomes Self-Assessment Survey (15 standards) – November/December

- The 15 standards within Chapter 1 of the assessment manual will be the Board’s main focus.
- Tasha will put the assessment into survey format and link will be sent to Board for completion. Deadline for completion will be the end of December, and results will be reviewed in January. Tasha encouraged the Board to include a comment when answering “unmet” or “unsure” to any of the questions. She noted that there is a “learn more” button beside the question that will provide further details.

4.1.2 Governing Body Assessment (previously Governance Functioning Tool) early 2025

- Assessment tool consists of 45 questions. Previously, the assessment was completed by the Board as a group with assistance from Barbara Hall. Accreditation Canada no longer allows assessments to be completed as a group. They must be completed individually. In January, Tasha will discuss further implementation of the assessment tool and timing for completion.

5. Business Arising

5.1 Provincial Board Governance Training Follow up

5.1.1 Draft Whistle Blower Policy Flow Chart Approval

- Tasha shared the flow chart with the Board at the last meeting and it was felt that it would be a helpful addition.
- NW communications team is working on communication that will be shared.
- Typically, policies are reviewed every 3 years or as needed. The Board would like the policy to have the same review timeline.

6. New Business

Nil

7. Chairs Report

- The CEO and Chair continue to meet regularly.
- The Chair and Vice-Chair attended the Staff Long Service Awards Ceremony.
- The Chair reviewed the Board Reference Manual. In the new year there will be a review of the manual, so the Chair has requested for the Board to re-familiarize themselves with the contents. Manual can be found on the Board portal.

8. Monitoring Performance

8.1 Q2 2024-25 Scorecard Review (Attachment)

- As of December 5th, provincial and organizational level information for all Long-Term Care facilities will be available to the public. Collection of data is part of the interRAI assessment. Having access to this information will provide an opportunity to see our areas of strength and areas we can improve.
- As discussed with the Board at previous meetings, SV has a different approach to capturing the use of resident restraints. SV includes all restraints in reporting, even if the restraint is intended for resident safety. As a result, SV has a restraint use of 42%. The team has been making adjustments to follow interRAI and CIHI guidelines for reporting. Seat belts that were not intended as a restraint were removed from the 2nd quarter data. Restraint use has decreased to 20%, which is more inline with standards.
- Due to our previous recording, our numbers on restraint usage will not look good. However, we have good explanation as to why the numbers are elevated and have supporting data available. Communication will be created to address the conflicting data.
- A session with Seniors and Long-Term Care (SLTC) was held yesterday. They are understanding that there will be varying stages of reporting and will work with homes to reach the same level of reporting. We were told not to focus on the national data as there are variances due to data being collected by two different systems. Once all provinces are on the same system then the national data will be more useful. We are asked to focus on the provincial data at this time.
- There is a trend in UTIs as we continue to see evaluated rates. We have been working with Public Health to help improve rates. We were asked to participate in a 12-month pilot project, along with 10 other homes within the province. We expressed interest and hope we are selected to participate.

- There has been an increase in resident behaviors, and a few that require security. There have been several new admissions and residents can develop behaviors especially in a new environment. We carefully review resident profiles prior to accepting an admission, but sometimes behaviours become more apparent after admission. We work closely with the Behavior Support Consultant and provide staff with GPA training (with funding support from AWARE NS).
- Niki, Manager of Recreation and Volunteer Services was nominated for an award through the **Long-Term Care Awards of Excellence – Better Together** and will be attending a gala on Monday, November 25th. Congratulations Niki and team for being nominated for this award.

8.2 New Indicators

9. Financial Monitoring

9.1 Financial Statements to September 30th, 2024 (Attachment)

- Cash continues to fluctuate due to construction costs related to the new build.
- Huge increase in Capital Assets due to Architect costs.
- Long Term Debt will continue to climb during the new build process.
- Small surplus in commercial services
- YTD Long term care costs is break even
- Slight deficit for month of September.
- Salaries and benefits – Should see contracted services replacing permanent vacant shifts. Reinhard will discuss with Jennifer to find out where the variance is. We do not budget for agency staff, so will always be higher due to contracted services.
- \$50,000 deficit budgeted for the year. Protected and unprotected envelope funding has been well managed.
- We are doing better than expected with the YTD budget. No concerns, with a predicted break even.

Reinhard presented the Board with a Resolution requesting approval to proceed with the new build construction for the full cost of the project, \$82 million. RCS was the successful tender and to proceed a signed resolution is required.

The \$82 million includes the \$7 million variance. The province has agreed to fund \$2.8 million of the variance, and we will cover the difference.

Andrew Snyder made a motion to approve the resolution as presented. Seconded by Elizabeth Finney. Motion Carried.

Reinhard will provide updates throughout the process.

10. Quality Improvement/Shoreham Accountability Report/Risk Report (Attachment)

10.1 Shoreham Accountability Report

- We planned to hold a celebration ceremony for the new build groundbreaking. SLTC has requested that we delay the ceremony until after the election is over.
- Parking will be an issue for contractors and trades, as there is limited parking available. The CEO attended a breakfast with council and make them aware of the parking concerns that may arise throughout construction.

- It was asked if our community neighbours were notified that construction would be starting (example: Apartments, OHC, Pharmasave, Tim Hortons, etc.).
- The CEO is unsure if they have been notified, since the press release was delayed due to the election. He will discuss with the team. It was suggested that neighbours be provided with contact information if they have any comments, questions or concerns.
The Board offered support if any assistance is needed in reaching out to our neighbours.
- Service Agreement review with the sector is complete. The agreement is in line with our expectations. The Lawyer has the agreement and once signed it will be finalized.

11. Meeting Evaluation

- Good agenda
- Exciting news about Niki.
- Exciting news about new build groundbreaking

12. Next Meeting

Regular Board Meeting – January 15, 2025

13. In Camera

Nil

14. Adjournment

Meeting adjourned at 5:25 pm. Moved by Andrew Snyder and seconded by Alison Kelland. Motion carried.

***Recording Secretary,
Tammy Conrad***