

**DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS**

Wednesday April 25, 2018

**@ 3:30 pm – Conference Room at Tideview Terrace
74 Pleasant Street**

A regular meeting of the Board of Directors of the Digby Town and Municipal Housing Corporation was held on Wednesday April 25, 2018 – 3:30 pm at Tideview Terrace (74 Pleasant Street) Conference room.

MEMBERS PRESENT: Danny Harvieux, Chair
Donald Robertson
Arnold Trask
Alnoor Kassam
George Manzer, Vice Chair

ALSO PRESENT: Debra Boudreau, Administrator
Kara Gilliatt, Finance Manager
Jessica Pulley, Neighbourhood Manager

REGRETS: Ariel Rice, Neighbourhood Manager
Mariah Brown, Neighbourhood Manager
Meredith Alexander, Neighbourhood Manager, ADOC
Darlene Cook, Neighbourhood Manager, DOC

1.0 CALL TO ORDER

Danny Harvieux, called the meeting to order at 3:30 pm.

1.1 Conflict of Interest Disclosure – no conflicts

1.2 Meeting Evaluations – good results, all 6-7.

1.3 Board Member Vacancy

1.3.1 Posting by Municipality of Digby

Keith Comeau was appointed by the Municipality for a 2 year term.

2.0 AGENDA

Moved that the agenda be accepted.

Motion Carried

3.0 MINUTES

3.1 Moved that the minutes of March 28, 2018 be accepted.

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

4.1 Advocacy – Placement process – Letter to MOH

Item remains tabled until the new placement policy is released in the fall.

Vacant bed from Feb 14, 2018 was filled on April 25, 2018. Dr. Black accepted the new resident as a patient.

The Regional Director of Continuing Care placement process visited TVT. Discussed the challenges with the placement process and the last vacancy. He didn't comment and said policies had to be followed.

5.0 FINANCIAL REPORT

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and initialed.

5.2 Report from Finance Committee

Auditor will be onsite May 7, 2018. Draft financial statements will be provided at the next meeting. March 31, 2018 is the final year end of a 3 year contract with Grant Thornton. Debra will contact Grant Thornton for a quote and if it is not reasonable an RFQ will be issued.

6.0 ADMINISTRATOR'S REPORT

Completion of Eden Alternative Path to Mastery Milestone #3

Debra gave a handout of the press release celebrating the major achievement of completing Milestone #3. Board members offered to BBQ hotdogs for staff to celebrate. The idea will be discussed at the next neighbourhood guide meeting.

7.0 NEW BUSINESS

7.1 None

8.0 CORRESPONDENCE

8.1 Letter to Town of Digby on Citizen Appointments

Letter was sent to the Town of Digby regarding extending Arnold and Don's terms.

9.0 IN CAMERA SESSION – none

10.0 NEXT MEETING – May 30, 2018. Debra to contact Keith to determine the time.

June – no meeting

July 10, 2018 – AGM and regular meeting

August – no meeting

September 26, 2018 – regular meeting

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 3:50 pm.

Motion Carried

CHAIR

SECRETARY