

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

**Thursday April 18, 2019 @ 10:00 am – 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 Thursday April 18, 2019 – 10:00 am at Tideview Terrace (74 Pleasant Street) Conference room.

MEMBERS PRESENT: Danny Harvieux, Chair
George Manzer, Vice Chair
Keith Comeau
Doug Woodman
Donald Robertson
Roberta Potter

ALSO PRESENT: Debra Boudreau, Administrator
Kara Gilliatt, Finance Manager
Ariel Rice, Neighbourhood Manager
Katie Booth, Neighbourhood Manager
Jessica Pulley, Neighbourhood Manager

REGRETS: Darlene Cook, Neighbourhood Manager, DOC
Meredith Alexander, Neighbourhood Manager, ADOC

1.0 CALL TO ORDER

Danny Harvieux, called the meeting to order at 10:00 am.

1.1 Conflict of Interest Disclosure – no conflicts

2.0 AGENDA

Moved that the agenda be accepted with the following additions:

**6.0 Sherbrooke Community Centre Palooza
Bed Turnover
Dr. Black Vacation**

Motion Carried

3.0 MINUTES

3.1 Moved that the minutes of January 23, 2019 be accepted.

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

4.1 Community ACCESS-ability Program – Automated Door Openers
Received \$50,000. Visited Villa St Joseph to see their door operation.
Working on Theory of Operation for the RFQ.

4.2 Daycare Planning

No responses were received for the RFQ. Digby Area Learning Association/Learning Grove Childcare Centre (LGCC) submitted a letter stating they are interested in partnering however with the current number of children it is not feasible. Digby County has a cap on the number of childcare spots eligible for grants. Without grants the program would be in a deficit. TVT has a draft lease agreement listing fixed and common costs. TVT is currently exempt from property tax. The childcare portion would not be. There is a possible grant to cover the cost.

5.0 FINANCIAL REPORT

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and initialed.

5.2 Report from the Finance Committee

Doug Woodman gave a verbal report from the finance committee. Surplus of \$350,000, however there will be March year end entries that will affect the surplus. Protected funds are spent.

**Moved that the report from the finance committee be accepted.
Motion Carried**

6.0 ADMINISTRATOR'S REPORT

Violence in the Workplace

Breaking Point: Violence Against LTC Staff

Debra to email. Article validates the concerns expressed as the population changes and is more complex. AWARENS has safety initiatives. The culture needs to change, violence is not ok, it is not part of the job.

PPCA Public Disclosure Website

Protection of Persons in Care Act is where an alleged abuse is reported. The reports are now publically reported quarterly.

Wound/Pressure Injury Monthly Reporting

For years the industry has lobbied government to update the protocol for pressure injuries. In June 2018, media around the death of someone in LTC due to a pressure injury pressured the government to react. Stage 3 and 4 pressure injuries are reported to DHW monthly. Pressure relief mattress are on site rather than requesting from Red Cross.

Sherbrooke Community Centre Palooza

Prior years TVT has attended Eden Conferences in US. This year TVT will attend the Sherbrooke Palooza. Sherbrooke is the first facility to reach milestone 4 in Canada. They've had a daycare for 20 years and are recognized as an international leader.

Bed Turnover

In past turnover was 12-15%. 2017 was 49%. 2018 was back down to 37%. In 2016 home first was promoted. Residents are moving in frailer and with complicated issues.

Dr. Black Vacation

While Dr. Black is on vacation it remains difficult to have physician coverage. TVT relies on physicians at hospital and clinic. Challenge as physicians don't know the residents and may not be comfortable prescribing over the phone. Residents must go to the ER. The VP of NSHA issued a memo to LTC facilities in the province stating LTC was inappropriately sending residents to ER causing a backup. TVT needs to develop a plan with NSHA when Dr. Black is on vacation.

7.0 NEW BUSINESS

7.1 Administrator Bi Annual Performance Appraisal

George and Danny will review the detail and give a summary to the board.

7.2 Board Strategic Planning 2019-20

Plan was done in 2014 for 2015-2020. Board to consider areas they want more information on and what the format of the session will be.

8.0 CORRESPONDENCE - none

9.0 IN CAMERA SESSION – none

10.0 NEXT MEETING – TBD for AGM

11.0 ADJOURNMENT

Moved that the meeting be adjourned.

Motion Carried

CHAIR

SECRETARY