

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

**Wednesday June 26, 2019 @ 11:00 am – Conference Room at Tideview Terrace
74 Pleasant Street**

A meeting of the Board of Directors of the Digby Town and Municipal Housing Corporation was held on Wednesday June 26, 2019 – 11:00 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
Darlene Cook, Neighbourhood Manager, DOC

REGRETS: Meredith Alexander, Neighbourhood Manager, ADOC

1.0 CALL TO ORDER

Danny Harvieux, called the meeting to order at 10:50 am.

1.1 Conflict of Interest Disclosure – no conflicts

2.0 AGENDA

Moved that the agenda be accepted with the following additions:

5.3 DHW April 2019 Budget

7.2 Responsibility Pay Licensed Nursing Group

Motion Carried

3.0 MINUTES

3.1 None to be approved

4.0 BUSINESS ARISING FROM MINUTES

4.1 Board Strategic Planning 2019-20

Debra Boudreau to contact Carla Anglehart to discuss options and available dates for a planning session.

5.0 FINANCIAL REPORT

5.1 Monthly Remittances

None

5.2 Report from the Finance Committee

Report to the Audit Committee was reviewed.

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

5.3 DHW April 2019 Budget

Status quo budget. Wage increases reflect union contract settlements. Benefit rate updated to reflect changes in WCB, CPP and EI rates.

6.0 ADMINISTRATOR'S REPORT

Nursing Homes of Nova Scotia Association (NHNSA)

NHNSA partnered with Danish Embassy to send a group to visit Denmark. Denmark is a leader in the sector for aging. Danish Embassy and NHNSA will host a free panel on September 17, 2019 to share findings.

DHW License Reports

Effective June 1, 2019 licensing reports are available online. The report will have redacted items to protect privacy. TVT is due for an inspection in June / July and the report will be posted publicly.

7.0 NEW BUSINESS

7.1 Capital Project Budget 2019-20

Summary worksheet was provided detailing estimated cost for items. RFP for automatic door openers is drafted and work should begin late summer or early fall. DHW policy regarding the Capital Replacement Fund was discussed. TVT receives \$286,000 per year to invest in the fund. Funding for projects listed will come from operations.

**Moved to approve \$100,400 for projects listed.
Motion Carried**

7.2 Responsibility Pay Licensed Nursing Group

NSNU agreement clause 8.07 allows for facility responsibility pay for the charge nurse when no manager is in the building. Nurse receives an

additional \$1/hr except Mon-Friday 8-4 when managers are working.
Amount is reimbursable from DHW.

LPN's are included in SIEU agreement and they receive \$5.60/ 8hrs when they assume responsibility. When an RN is not available to work a charge nurse shift there are certain LPN's that are asked to work charge shifts. LPNs asked for an increase of 25% above their current hourly rate when working a charge shift. The LPN charge rate will be just under an RN rate. An RN should be filing the shift therefore the additional LPN cost is covered in our budget. No reimbursement from DHW.

Moved to approve 25% rate increase for LPNs working charge nurse shift.

Motion Carried

Danny left meeting, George assumed roll as chair.

8.0 CORRESPONDENCE – none

Board member asked if the daycare would close if TVT was closed for the flu. It was explained because of the layout of the building TVT doesn't close the building for the flu. Individual houses are closed. The daycare would not close.

9.0 IN CAMERA SESSION

In camera 11:40

Danny return and assumed roll as chair.

Out of camera 11:50

10.0 NEXT MEETING – July 31, 2019

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 11:55am

Motion Carried

CHAIR

SECRETARY