

DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
Wednesday May 27, 2020 @ 10:00 am

A meeting of the Board of Directors of the Digby Town and Municipal Housing Corporation was held on Wednesday May 27, 2020 – 10:00 am via Zoom

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

ALSO PRESENT: Debra Boudreau, Administrator
Kara Gilliatt, Finance Manager
Ariel Rice, Neighbourhood Manager
Katie Booth, Neighbourhood Manager
Tiffany Derby, Dietitian
Darlene Cook, Neighbourhood Manager, DOC
Jessica Pulley, Neighbourhood Manager

REGRETS: Keith Comeau

1.0 CALL TO ORDER

Danny 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 addition

7.3 Contract Update

Motion Carried

3.0 MINUTES

3.1 Moved that the minutes of January 29, 2020 be accepted.

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

4.1 Innovation Grant Funding - DHW

Received grant funds to support 3 projects. More details to come when government makes the formal announcement.

5.0 FINANCIAL REPORT

5.1 Monthly Remittances

Monthly remittances will be emailed to board members for review.

5.2 Report from the Finance Committee

No finance meeting. Board reviewed February 29, 2020 budget report. Kara provided a financial update.

**Moved to accept the financial report.
Motion Carried**

6.0 ADMINISTRATOR'S REPORT

Pandemic – COVID 19

Debra provided an overview of the precautions and changes implemented to reduce the risk of COVID 19 to the residents and staff.

Lazy Bear Brewing donated an iPad for the residents and DHW provided 9 iPads for residents to communicate with families.

7.0 NEW BUSINESS

7.1 Plan for AGM

Format of AGM and date to be determined

7.2 Member Terms

Keith's term expired May 1, 2020 with option to server another term. Debra to follow up with Municipality of Digby. Doug's term expires September 2020 with the option to serve another term. Municipal elections are scheduled for October 2020.

7.3 Contract Update

Photocopier lease expired and has been extended for 3 months as only essential vendors are allowed on site. New contract entered into with NSHA under provincial government pricing.

Pharmacy Contract

Pharmacy contract ends July 1, 2020. An RFP was to be issued in March however given COVID -19 it was not a good time to change pharmacy providers.

**Moved to accept motion to extend pharmacy contract with
Balsler's Pharmachoice for 3 years.
Motion Carried**

8.0 CORRESPONDENCE

8.1 Emailed to board members

9.0 IN CAMERA SESSION - none

10.0 NEXT MEETING – June 24, 2020

11.0 ADJOURNMENT

**Moved that the meeting be adjourned at 11:15 am
Motion Carried**

CHAIR

SECRETARY