

**DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
Wednesday February 25th, 2015
@ 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, February 25th, 2015 – 3:30 pm at Tideview Terrace (74 Pleasant Street) Conference room.

MEMBERS PRESENT: Danny Harvieux – Chair
Alnoor Kassam
Arnold Trask
Donald Robertson

ALSO PRESENT: Debra Boudreau, Administrator
Kara Gilliatt, Finance Manager
Meredith Alexander, Assistant Director of Care
Mariah Nelson, Neighborhood Manager
Geoff McCarney, Neighborhood Manager

REGRETS: Mason VanTassell
George Manzer
Darlene Cook, Director of Care
Judy Lowe, Director of Support Service

1.0 CALL TO ORDER

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

2.0 AGENDA

Moved that the agenda be accepted.

Motion Carried

3.0 MINUTES

3.1 Moved that the minutes of October 29, 2014 be accepted.

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

4.1 Old Site – sale of land

Debra has not received a reply to letter sent to Minister of Health regarding the vacant lot. Debra will send another letter requesting a reply.

Mariah and Alnoor joined the meeting.

Mariah and Geoff were introduced to the board as new neighbourhood managers for volunteers and environment.

4.2 Board Education / Planning Day

Board Development and Strategic Planning Session Summary Report: Debra provided a copy of the report. Alnoor suggested the following points in the SWOT Analysis under threats should be moved to opportunities:

-Immigrants acceptance

-Bursting at the seams to support immigrants to come to NS

Agreed to modify the report and move to opportunities.

Meredith joined the meeting.

Mission, Vision and Values:

Mission and Values have not changed.

**Moved that the new Vision Statement be accepted as stated below.
Tideview Terrace is a warm welcoming environment where open minds, collective wisdom and loving hearts create a place where people are proud to live, work and play!**

Motion Carried

Strategic Directions:

Debra explained the previous strategic direction focused on the environment given the move to the new building. The updated strategic direction focuses on the staff. It guides what management does in the future.

A motion was not made to approve the updated strategic direction and it will be added to the agenda for the next meeting.

4.3 Road Signage for Safety

Received a reply from DOT – they will review the shoulder on Pleasant Street and bring the issue forward again if needed. (Dec 2014)
Debra will send a letter as a reminder to DOT incase work needs to be done and included in their budgets.

The tree on the corner was cut down.

4.4 LEED Certification

Debra gave an overview of what LEED is. The plaque is on the wall.

5.0 Financial Report

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and signed.

5.2 Report from finance committee

Danny reported on behalf of the finance committee that they reviewed the November financial report and everything looked ok. Debra reported that the board will receive a quarterly financial report at the next meeting.

5.3 DHW Nov 1 Budget

- Nov 1 budget includes a 1.9% economic adjustment for CPI.
- increase in funding to cover wages increases to match that of acute care wages.
- Vitamin D supplement program - \$0.10 per bed per day
- Funding for new February holiday
- Increases to cover the NSNU contract settlement.

5.4 Protected envelop payable to DHW

Debra explained how protected vs unprotected budget worked. The first year in the new building, with the new budget, there was a surplus in the protected fund that needed to be paid back. TVT received a letter requesting payment and it was paid back.

6.0 Administrator's Report

CIHI Health Spending – Debra gave an overview of how resident rates are determined. Highlighted points in the report.

CIHI Inappropriate medication – Only four facilities are included in the data and TVT is not.

Ethical Framework – Debra explained the process and gave an example of when it was used.

CCC Fall Forum – Oct info is out of date. Debra will bring an update from the spring forum.

FOIPOP request – Debra explained the process. When a 3rd party request information from the government that includes information from TVT we must consent to the info being released. The request doesn't disclose who is asking or why they are asking.

7.0 New Business

7.1 Danny asked about the announcement from Leo Glavine concerning the changes to how people are admitted to LTC.

Debra gave an update stating that nothing substantial is happening March 1, 2015. The government is proposing that the waiting list change from when they apply to a needs-based approach. Only change at March 1 is that if they reject a bed they come off the list and can reapply in 12 weeks.

8.0 Correspondence

8.1 HANS Health Association Reports – emailed Dec 12, 2014

8.2 HANS Health Association Reports – emailed Dec 19, 2014

8.3 HANS Annual Report 2013-14

9.0 In Camera Session – none

10.0 Next Meeting – March 25th, 2015

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 5:00 pm.

Motion Carried

CHAIR

SECRETARY