

DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
Wednesday April 29th, 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, April 29th, 2015 – 3:30 pm at Tideview Terrace (74 Pleasant Street) Conference room.

MEMBERS PRESENT: George Manzer – Vice Chair
Mason VanTassell
Alnoor Kassam
Arnold Trask
Donald Robertson

ALSO PRESENT: Debra Boudreau, Administrator
Kara Gilliatt, Finance Manager
Darlene Cook, Director of Care
Meredith Alexander, Assistant Director of Care

REGRETS: Danny Harvieux – Chair
Mariah Nelson, Neighborhood Manager
Geoff McCarney, Neighborhood Manager

1.0 CALL TO ORDER

George Manzer, called the meeting to order at 3:40 pm.

- 1.1 **Meeting Evaluation** – George stated the evaluation showed a good rating.
- 1.2 **Updated Board Directory** – Board members updated their contact information, including date of birth for the Revenue Canada Charitable Status filing.

2.0 AGENDA

Moved that the agenda be accepted.

Motion Carried

3.0 MINUTES

- 3.1 **Moved that the minutes of February 25th be accepted.**

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

4.1 Old Site – sale of land

Debra read a letter dated April 1, 2015 from DHW, they are reviewing the request to transfer the land back to the Town of Digby.

4.2 Board Education / Planning Day

Moved that the new Strategic Directions be accepted.

Motion Carried

Debra handed out an updated copy of the retreat summary.

4.3 Road Signage for Safety

Debra sent letter to Department of Transportation. No response to date.

5.0 Financial Report

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and signed.

5.2 Report from finance committee

January 2015 financial report was reviewed. There is a small surplus.

Motion to approve the January 2015 financial report.

Motion Carried.

5.3 January 2015 Budget Review

Approved in 5.2

5.4 Capital Investment

WIFI system is obsolete and will need to be replaced at an approximate cost of \$15,000. Current WIFI phones cannot be replaced and new phones will not work on our current system. There is a potential to partner with other LTC facilities to get better pricing through a joint RFP.

Motion to support the investment in a new WIFI system.

Motion Carried.

5.5 Provincial Budget DHW Statement of Mandate

DHW sent a memo providing more details on the provincial budget. LTC will receive a \$3.6 million decrease. Cut small equipment allowance by 50%, some facilities will not receive CPI increase and other reductions to come. TVT has a service agreement that states we will receive the CPI increase. Debra handed out the CGO press release that explains the effect the cuts will have.

6.0 Administrator's Report

Risk Management – Trends Reports

i) **Incident Reports** – Debra explained report

ii) **Employee Turnover** – Debra gave an overview of data

RBC Group – Board received a copy of the program. Staff are taking advantage of the program and it is available to the board as well.

Home Care Service RFP – DHW is moving towards an RFP process for home care. Service providers may change and TVT must be aware as there could be an impact on our staff as bonuses and other promises maybe made to attract staff.

DHW License inspection March 2015 – Debra gave a summary of results.

7.0 New Business

7.1 Insurance Proposal – Future RFP process

RFP is done each year. Marsh has been the successful candidate since moving into the new building, other candidates have not been able to offer comparative rates. Marsh has a competitive program for LTC, given the requirements set by DHW in service agreement. Some facilities are doing a RFP every 3 years. Insurance companies will not lock in rates for 3 years as there could be market changes.

Motion to enter into a 3 year contact with a clause stating we have the right to review the quote each year and RFP if needed.

Motion Carried.

7.2 CGO Briefing Note

Debra explained TVT is a member and provided an info sheet on their role.

8.0 Correspondence

8.1 HANS Board Highlights – emailed March 9, 2015

8.2 HANS Health Association Reports – emailed March 17, 2015

8.3 HANS Continuing Care Highlights – emailed April 2, 2015

9.0 In Camera Session – none

10.0 Next Meeting – May 20th, 2015

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 5:10 pm.

Motion Carried

CHAIR

SECRETARY