

DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
Wednesday May 20th, 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, May 20th, 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

REGRETS: George Manzer – Vice Chair
Mason VanTassell
Darlene Cook, Director of Care
Judy Lowe, Director of Support Services
Mariah Nelson, Neighborhood Manager
Geoff McCarney, Neighborhood Manager

1.0 CALL TO ORDER

Danny Harvieux, called the meeting to order at 3:40 pm.

1.1 Updated Board Directory – copies provided

2.0 AGENDA

Moved that the agenda be accepted.

Motion Carried

3.0 MINUTES

3.1 Moved that the minutes of April 29th be accepted.

Motion Carried

3.2 Moved that the revisions to the minutes of February 25th be accepted.

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

4.1 Old Site – sale of land

No update to report.

4.2 Board Education / Planning Day – proposed revision to document

Debra provided a copy of the updated strategic direction to be added to the original document.

Alnoor and Debra prepared a summary sheet, providing clarity on the HR Opportunities and Perceived Threats, to be inserted in the original document.

Donald joined the meeting.

5.0 Financial Report

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and signed.

5.2 Report from finance committee

March 2015 financial report was reviewed.

Debra gave an updated on the resident collection issue. The US POA is not paying board for his mother. There is a Supreme Court order stating that there is a bad debt. TVT is waiting for a hearing to have the POA revoked and the public trustee take over her finances.

Motion to approve the March 2015 financial report.

Motion Carried.

5.3 DHW letter - compensation

Debra gave an update on the DHW budget. Wages will be frozen for the next 3 years for management and non-union employees. Retirement allowances will be frozen April 1 and new employees will not eligible. Waiting for April 1 budget to see exactly how TVT will be affected.

6.0 Administrator's Report

There is an individual in the community who would like to come to TVT who has a medical marijuana prescription. TVT is one of the first nursing homes to address this situation. Debra updated the board on what TVT has been doing to determine what policies and procedures need to be in place to accommodate this situation.

7.0 New Business - none

8.0 Correspondence - none

9.0 In Camera Session – none

10.0 Next Meeting – June 24th, 2015 – pending the auditor's report

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 4:20 pm.

Motion Carried

CHAIR

SECRETARY