

DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
Wednesday October 28, 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, October 28, 2015 – 3:30 pm at Tideview Terrace (74 Pleasant Street) Conference room.

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

ALSO PRESENT: Debra Boudreau, Administrator
Mariah Nelson- Neighbourhood Manager
Darlene Cook, Director of Care
Kara Gilliatt, Finance Manager

REGRETS: Meredith Alexander, Assistant Director of Care
Geoff McCarney- Neighbourhood Manager

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 with the following addition, under 6.0 Administrators Report, Adult Day Program.

Motion Carried

3.0 MINUTES

3.1 Moved that the minutes of July 29, 2015 be accepted.

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

4.1 Old Site – sale of land

Debra received a call from DHW stating that they support TVT deeding the land back to the Town of Digby. DHW would like assurances that the Town will use the land for health and wellness/ green space and not sell it for a profit. Debra will determine what DHW needs and will contact the Town when more information is received.

5.0 Financial Report

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and initialed.

5.2 Report from finance committee

i) Mason gave a verbal report from the finance committee. Examined the August 31, 2015 financial reports.

ii) Grant Thornton was the successful firm to put in a proposal for audit services. Proposed fees are \$4,000 less (24% savings) than the prior year. Need to discuss the proposal with the Meadows before giving GT a response.

Motion to approve the report from the finance committee.

Motion Carried.

5.3 November 1, 2015 DHW rates

Debra gave an update on the DHW rates and explained the process.

6.0 Administrator's Report

CGO October 23rd meeting

Presentation by Cox and Palmer discussing bad debts in nursing homes. Discussed best practices and our practices are beyond best practices.

TVT bad debt is ongoing. Waiting for a court date to contest the POA.

AwareNS Annual Report

Debra gave an update on the violence in the workplace group. Highlighted an article in the Aware NS Annual Report featuring TVT team.

September CC Month Highlights

WRR parade of bikes

Family picnic

Staff appreciation

NS Center on Aging Newsletter Fall 2015

Debra is a board member on the Advisory Committee. Working on a research project to determine what types of networks exist within the Director of Nursing group. Purpose is to see information can be shared through a network. Preliminary results suggest that there is not a strong network in NS and there are pockets that are not attached to a network at all. Final results will be released next year.

Adult Day Program

2 employees took the lead and started the program again. Starting on a small scale as TVT doesn't have funding to bring in extra staff and we don't want to burden the current staff or residents. Recreation therapist and RN will evaluate the participants as they must meet narrow criteria and have a certain level of independence.

7.0 New Business

7.1 Pharmacy Contract – Extension

Extended for 2 years with Pharmachoice, expires 2018. Mr. Balsler agreed to advance the education money to be used for the PATH program. Upcoming teleconference to discuss the audit for the readiness assessment.

7.2 Eden Alternative – Milestone #2

TVT submitted a document that measures how we've met the indicators in milestone 2. The teleconference is a way to prove that we are really doing what we say we are. Invited staff, residents, family members and the board.

8.0 Correspondence

8.1 Office of the Ombudsman Annual Report and Presentation to Resident and Family Councils – September 10, 2015- reviewed

8.2 PHA Focus Continuing Care News – emailed Sept 26, 2015

8.3 NS Municipal Finance Corporation – Accountability Report – reviewed

8.4 HANS Newsletter – emailed Sept 23, 2015

8.5 HANS Newsletter – emailed Oct 22, 2015

9.0 In Camera Session – HR issue

10.0 Next Meeting – Nov 25, 2015 at 4:30 (note new time)

Finance committee – Nov 25, 2015 at 4:00

Christmas tree lighting ceremony – Nov 25, 2015 at 6:00

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 4:30 pm.

Motion Carried

CHAIR

SECRETARY