

DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
Wednesday November 25, 2015
@ 4:30 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, November 25, 2015 – 4:30 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
Kara Gilliatt- Finance Manager

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

1.0 CALL TO ORDER

Danny Harvieux, called the meeting to order at 4:30 pm.

2.0 AGENDA

Moved that the agenda be accepted with the following additions, 5.3 DHW November budget and 6.1 Milestone #2.

Motion Carried

3.0 MINUTES

3.1 Moved that the minutes of October 28th, 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 told DHW that conditions shouldn't be attached to the transfer. DHW will contact Tom Ossinger at the Town of Digby. Debra called Tom to update him on the situation.

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 September 30, 2015 financial reports.

Bad debts totaling \$4,555 were removed from the books, dating back to 2010.

TVT received a Supreme Court order removing the POA and transferring finances to the public trustee for a resident that payments were not being made. Once the PT has information on the resident's financial situation TVT will determine the next steps in collecting the outstanding amount.

Motion to approve the report from the finance committee.

Motion Carried.

ii) Grant Thornton was the successful firm to put in a proposal for audit services.

Motion to accept Grant Thornton as auditors for March 31, 2016 – 2018 year ends.

Motion Carried.

5.3 DHW November 1, 2015 budget

Received a budget increase of 0.78% (CPI) effective August 1, 2015. Other facilities received no increase or decreases in funding.

6.0 Administrator's Report

Research – Tackling barriers to person-centred care

Following the Care and Construction research. Find out in June if funding was approved.

Research – Social Analysis SMU

Surveyed staff to see how we look as a network and how information flows throughout the building. Examine where the barriers to communication are.

6.1 Milestone #2

Passed milestone #2. The Vine quoted Alnoor and noted TVT's progress.

7.0 New Business

7.1 House of Assembly letter to LTC homes with budget cuts

Letter summarized facilities that received a budget cut and the amount. Letter requested facilities to respond and say how the cuts are affecting them. TVT was not affected because we have a service agreement stating that funding would receive CPI increase/decrease. All new buildings were required to sign the agreement.

8.0 Correspondence

8.1 Media Release – Art Show

8.2 Media Release – Milestone #2

8.3 Focus NSHA newsletter – emailed Nov 13, 2015

8.4 DHW CC newsletter – emailed Oct 29, 2015

8.5 HANS Newsletter – emailed Oct 22, 2015

9.0 In Camera Session – HR issue

In camera – 5:00

Out of camera – 5:13

10.0 Next Meeting – January 27, 2016 at 3:30

No meeting in December unless needed.

Danny noted that staff at TVT go above what they are asked to do. It is noticed by the board. Suggested that the board give the staff a Christmas letter to acknowledge their commitment.

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 5:20 pm.

Motion Carried

CHAIR

SECRETARY