



**DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS**

Wednesday October 29th, 2014

**@ 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 29, 2014 – 3:30 pm at Tideview Terrace (74 Pleasant Street) Conference room.

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

ALSO PRESENT: Debra Boudreau, Administrator
Kara Gilliatt, Finance Manager
Meredith Alexander, Assistant Director of Care
Joanne Llewellyn, Neighborhood Manager

REGRETS: Darlene Cook, Director of Care
Judy Lowe, Director of Support Service

1.0 CALL TO ORDER

Danny Harvieux, called the meeting to order at 3:35 pm.

1.1 Introduction of new board member

Danny informed the board that Alnoor Kassam is the new board member.

2.0 AGENDA

Moved that the agenda be accepted with the following additions:

- 6.0 CGO Material
- 8.7 Municipal Finance Corporation annual report
- 8.8 HANS report – emailed Oct 23, 2014
- 7.1 Eden training

Motion Carried

3.0 MINUTES

- 3.1 **Moved that the minutes of August 27, 2014 be accepted with the following amendment:**
4.5 **Danny Harvieux reported that the road signage work is in process.**

Motion Carried

Alnoor joined the meeting at 3:45.

4.0 BUSINESS ARISING FROM MINUTES

- 4.1 **Old Site – sale of land**
On the agenda to discuss at the board retreat however no time to discuss. Debra updated new board members on the situation. Property was on the market for 90 days with no offers. Property is off the market and Debra has contacted DHW for approval to transfer the land to Town of Digby.
Following options were discussed:
- 1) Keep the property
 - 2) Lobby DHW to transfer the property to Town of Digby
 - 3) Relist the property
 - 4) Develop the property for community use
 - 5) Other - lease to the medical center for parking

If TVT retains the property it should be mowed.

Conclusion: Keep lobbying DHW for an answer.

Moved that the Board write a letter to Leo Glavin stating that TVT would like to transfer the vacant property to the Town of Digby and is waiting for approval from DHW.

Motion Carried

- 4.2 **Board Education / Planning Day**
Debra received the report from Carla Anglehart and will bring the results to the next meeting.
- 4.3 **Road Signage for Safety**
Debra will write a letter to Transportation and Infrastructure Renewal regarding caution signs and removing the tree on the corner of Pleasant Street.
- 4.4 **LEED Certification**

Sign has arrived. Once a location has been determined a date will be set to do a media release.

5.0 Financial Report

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and signed.

5.2 Report from finance committee

Board reviewed the 2nd quarter financial report.

Service agreement states that TVT must have business interruption insurance. The minimum package was obtained.

6.0 Administrator's Report

DHA transition to PHA

Debra gave an overview of the DHA transition.

-Unions representing employees in LTC are currently not affected by the amalgamation of unions. Collective bargaining is halted until April 1, 2015.

-There is a potential impact on our services such as IT, labour management services and benefits. Consolidated services could mean increased costs for TVT.

-Debbie gave an overview of CGO- Community Governed Nursing Homes of NS. Debra has asked CGO to look into what a not for profit nursing home's governance structure will look like under the new PHA. Is DHW legally able to remove the board of directors?

Grant Thornton Education session

Debra and Kara attended. Good session.

If the board is interested in a specific topic Grant Thornton and Marsh Insurance will do presentation to the board.

Ethical Framework

Deferred to the next meeting.

DHW Annual Changes in LTC Rates and Charges

Debra gave an update of the new rates.

7.0 New Business

7.1 Eden Training

Danny said that he learned a lot and it was very good.

George suggested that the next strategic planning session should be during working hours, if possible, as it is taking away from staff personal time.

Alnoor asked if staff could be granted one professional development day. Debra explained TVT is a learning organization and examples of learning opportunities were given. He asked if staff received spiritual training and it was noted that the palliative care conference has a spiritual aspect.

8.0 Correspondence

- 8.1 CC Month provincial proclamation and TVT media releases**
- 8.2 Thanks to departing Board members and Family Council chair**
- 8.3 September Digby Courier photos of TVT at Wharf Rat Rally**
- 8.4 Changes at the HANS – Notice to Memebrs**
- 8.5 HANS Health Association Reports – emailed Sept 23, 2014**
- 8.6 CGO minutes June 21, 2014 and agenda for October 27th, 2014 – emailed October 23, 2014**
- 8.7 Municipal Finance Corporation annual report**
- 8.8 HANS report – emailed Oct 23, 2014**

9.0 In Camera Session – none

10.0 Next Meeting – to be determined. A meeting can be called if needed. Possible meeting before the candlelight dinner in December.

11.0 ADJOURNMENT

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

Motion Carried

CHAIR

SECRETARY