

DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
Wednesday, February 26, 2014
@ 5:00 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, February 26, 2014 – 5:00 pm at Tideview Terrace (74 Pleasant Street) Conference room.

MEMERS PRESENT: Danny Harvieux – Chair
Jimmy MacAlpine
Mike Bartlett – Vice Chair
George Manzer
Ben Cleveland

ALSO PRESENT: Debra Boudreau – Administrator
Judy Lowe – Director of Support Services
Darlene Cook – Director of Care
Yvonne Lombard – Director of Allied Health
Kara Gilliatt – Finance Manager

REGRETS: Meredith Alexander - Assistant Director of Care

1.0 CALL TO ORDER

Danny Harvieux, called the meeting to order at 4:55 pm.

It was noted that since our last meeting, the CAO of the Municipality of Digby has received a written notice of resignation from public member, Kendra Gidney.

2.0 AGENDA

Moved that the agenda be accepted with the following additions

7.2 Welcoming Residents

7.3 Governance

Motion Carried

3.0 MINUTES

3.1 Moved that the minutes of February 4, 2014 be accepted as read.

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

4.1 Old Site – sale of land

Received a response from 2 of 3 of the realtors. They both proposed the same commission rate. One suggested a list price of \$45,000 and the other \$115,000. The original assessed value was \$86,000 and the tax assessment is \$153,000. Decided to go with Pier II (\$115,000) and reduce the list price to around \$100,000.

4.2 Board Education / Planning Day

E-mail was sent to the board confirming Sept 19&20. Debra will work out the details with Carla Anglehart.

4.3 TVT Operational Redesign

Debra gave a presentation on the operational redesign to the board on Feb 20, 2014. Change Management was available through conference call to answer any questions.

Debra has a package ready to submit to DHW.

Sessions have been scheduled with staff to inform them of the redesign.

4.4 Capital Renewal Plan

SBAR on the capital renewal plan was reviewed and discussed.

Moved to accept the proposal from MHPM Project Management Inc. to prepare a capital renewal plan for TVT.

Motion Carried

4.5 Reply from DHW Minister of Health to Family Council Letter

Examined letter – generic response

Board sent a letter to family council in response to the letter sent to DHW.

5.0 Financial Report

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and signed.

5.2 Report from finance committee

Jimmy MacAlpine reported that the finance committee reviewed the financial report as at January 31, 2014 and there were no issues noted.

6.0 Administrator's Report

Care and Construction Presentation – postponed until next meeting

7.0 New Business

7.1 Administrator Performance Appraisal

Jimmy suggested the next appraisal should have some aspect of the strategic plan involved to ensure the plan is being followed.

Debra will email the appraisal to the board members; the board is to return the appraisal to the Chair by March 7, 2014.

7.2 Welcome residents

Debra will invite all board members to the monthly meet and greet so they will have a change to meet new and existing residents.

7.3 Governance

Discussion on who should make up the board- citizens vs council. New bylaws have yet to be approved by government. However the board has agreed to operate under the new unapproved bylaws. The bylaws state that the board be made up of 3 members appointed by the Town of Digby and 3 members appointed by the Municipality of the District of Digby. The Town has approved TVT board to advertise for a citizen rep on their behalf. The Municipality will advertise for their own rep. Both the Town and Municipality will have to approve their own reps. It was noted that the new reps should be appointed prior to the strategic planning sessions to be held in Sept.

Resignation of board member Kendra Gidney was received by Linda Fraser and accepted.

8.0 Correspondence

8.1 HANS Health Association reports – emailed Feb 3, 2014

8.2 HANS Board Highlights – emailed Feb 17, 2014

9.0 In Camera Session – none

10.0 Next Meeting – March 26th, 2014

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 6:55pm.

Motion Carried

CHAIR

SECRETARY