

DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
Tuesday, February 4, 2014
@ 1:00 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 Tuesday, February 4, 2014 – 1:00 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
Kara Gilliatt – Finance Manager

REGRETS: Kendra Gidney – Board Member
Judy Lowe – Director of Support Services
Meredith Alexander, Assistant Director of Care
Darlene Cook – Director of Care
Yvonne Lombard – Director of Allied Health

1.0 CALL TO ORDER

Danny Harvieux, called the meeting to order at 1:00 pm

2.0 AGENDA

Moved that the agenda be accepted.

Motion Carried

3.0 MINUTES

3.1 Moved that the minutes of October 30, 2013 be accepted as read.

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

4.1 Old Site – sale of land

RFP advertised in the local paper – no responses. Debra Boudreau is to send a RFP to REMAX, Pier II Realty and HomeLife Atlantic Real Estate regarding the sale of the property. Per discussion with DHW the property must be on the market for 90 days and if there is no offer after 90 days DHW will determine the next step.

4.2 Board Education / Planning Day

Debra Boudreau to contact Carla Anglehart to arrange a board retreat focusing on updating the strategic plan. Dates discussed Sept 5&6 or Sept 19&20.

4.3 TVT Operational Redesign

Debra to schedule a meeting with Change Management on Feb 20 or 21 to review TVT reorganizational plan. Confirmation of meeting will be emailed to the group.

5.0 Financial Report

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and signed.

5.2 DHW Nov 2013 Budget Release

Summary of the Nov 1, 2013 budget received in Dec was presented. Summary of the Nov 1, 2013 budget received in Jan, reflecting retro wages from the SEIU contract settlement, was presented.

5.3 Quarterly - December Budget Statement

Jimmy MacAlpine reported that the finance committee reviewed the financial report as at Dec 31, 2013 and there were no issues noted.

6.0 Administrator's Report

Care and Construction Event – Invited everyone to attend an event on Feb 17 at 2:00 at TVT where the results of the study will be shared. Debra will obtain any materials and provide a presentation to the BOD if they are unable to attend.

Telecommunications Service Agreement – Eastlink – Signed a new 3 year contract.

Lend a Hand Program – info was provided to the board

Family Council – BOD was presented with a letter that Family Council sent to DHW. Discussion was had on the role of Family Council. Chair to send a letter to Family Council in response to the letter sent to DHW.

7.0 New Business

7.1 Capital Renewal Plan – enclosed

BOD to review the information and defer to next meeting to make a decision.

8.0 Correspondence

8.1 Nov 11, 2013 Tideview Remembers Article in The Courier

8.2 Bob Saulnier article in The Courier Dec 12, 2013

8.3 Crisis in LTC series in Chronicle Herald

8.4 CGO meeting minutes – Sept 20th, 2013 – emailed

8.5 Family Council letter to MOH, and minutes of Oct 16th meeting – enclosed

8.6 HANS Health Association reports – emailed Dec 16, 2013

8.7 HANS Board Highlights – emailed Dec 17, 2013

8.8 CCC Highlights Dec 2013 – emailed Jan 6, 2014

8.9 Canada Post Stamp

8.10 DHW CC Newsletter – emailed Jan 28, 2014

9.0 Board Meeting Evaluations

Only performed quarterly.

Mike Bartlett noted that during a fire department tour when they were on the roof the doors were not numbered making it difficult for the fire department. Debra Boudreau will follow up on this.

10.0 In Camera Session – staff left meeting

11.0 Next Meeting – February 26th, 2014

12.0 ADJOURNMENT

Moved that the meeting be adjourned after the in camera session

Motion Carried

CHAIR

SECRETARY