

DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
Wednesday March 2, 2016
@ 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, March 2, 2016 – 3:30 pm at Tideview Terrace (74 Pleasant Street) Conference room.

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

ALSO PRESENT: Debra Boudreau- Administrator
Mariah Nelson- Neighbourhood Manager
Geoff McCarney- Neighbourhood Manager
Kara Gilliatt- Finance Manager

REGRETS: Meredith Alexander - Assistant Director of Care
Darlene Cook- Director of Care
George Manzer- Vice Chair

1.0 CALL TO ORDER

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

2.0 AGENDA

Moved that the agenda be accepted with the following changes:

4.2 Insurance

6.0 PATH and LTC waiting list

6.0 Annual Report – Incidents, to be discussed at the next meeting.

Motion Carried

3.0 MINUTES

Moved that the minutes of January 27, 2016 be accepted.

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

4.1 Old Site – sale of land

Documents were signed. Lawyers have received the documents however the land has not been migrated yet. DHW are aware the documents were signed and they will review and advise TVT if the criteria was met. The Town of Digby has not decided what will be done with the land.

4.2 Insurance

Discussed in detail at the finance committee. April 1, 2016 renewal. Last year there were two responses to the RFP. There are only a few companies that are able to bid on a large policy. The RFP included an option to renew. Marsh provided a renewal quote with a 3% savings. There are possible increased savings if the deductible is increased. Finance committee is in favor of renewing with Marsh.

**Motion to renew insurance policy with Marsh Insurance.
Motion Carried**

5.0 Financial Report

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and initialed.

5.2 Report from finance committee

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

Motion to approve the report from the finance committee.

Motion Carried.

6.0 Administrator's Report

LTC Waitlist

DHW has a website publishing wait times for various wait times. As of April 1, 2016 LTC wait times will be added to the website. Debra was able to access the website prior to its release. Wait time is based on how long 50% of the people have to wait to get a bed. It does not include category 1 and 2, adult protection, family in the facility, community variance and hospital. From Oct-Dec 2015 the wait time for TVT was

425 days. There were 45 people waiting in Digby County for a bed, at either TVT or the Villa.

PATH – Palliative and Therapeutic Harmonization

Pharmacy contract is covering the cost of the project. PATH is a model of care that TVT will adopt. The model supports frail and elderly residents in the dying process by discussing their wishes before they reach the palliative stage. TVT partnered with Deloitte and 2 geriatricians at the QE11. They came on site for 4 days observing and interviewing management and staff to see what life is like at TVT. Debra provided a report summarizing their findings and areas that TVT needs to work on so PATH can naturally happen. TVT is the only LTC facility adopting the model and it is our role to education other facilities of the benefits.

7.0 New Business

7.1 No new business

8.0 Correspondence

8.1 With sincere appreciation – card from family

Debra’s goal for 2016 is to decrease the amount of paper used. The board is ok with not listing all the e-mails that Debra sends to the board members. She will no longer be printing a hard copy to include with the minutes.

9.0 In Camera Session – no in camera session

10.0 Next Meeting – April 27th, 2016 at 3:30pm

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 4:15 pm.

Motion Carried

CHAIR

SECRETARY

