

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

**Wednesday May 4, 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, May 4, 2016 – 3:30 pm at Tideview Terrace (74 Pleasant Street) Conference room.

**MEMBERS PRESENT:** George Manzer- Vice Chair  
Arnold Trask  
Donald Robertson  
Alnoor Kassam  
Mason VanTassell

**ALSO PRESENT:** Debra Boudreau- Administrator  
Mariah Nelson- Neighbourhood Manager  
Meredith Alexander - Assistant Director of Care  
Kara Gilliatt- Finance Manager

**REGRETS:** Danny Harvieux – Chair  
Darlene Cook- Director of Care  
Geoff McCarney- Neighbourhood Manager

**1.0 CALL TO ORDER**

George Manzer, called the meeting to order at 3:35 pm.

**2.0 AGENDA**

**Moved that the agenda be accepted with the following changes and additions:**

**5.2 February 2016**

**6.0 Eden Conference**

**6.0 Neighbourhood Guide training**

**6.0 LEAN training**

**Motion Carried**

**2.1 Board Meeting Evaluations**

George gave a verbal summary of the results. Mostly 6 and 7.  
Opportunity for the board to evaluate themselves. Will complete an annual evaluation at the AGM.

**3.0 MINUTES**

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

**4.0 BUSINESS ARISING FROM MINUTES**

None

**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. Auditors will be onsite next week.

**Motion to approve the report from the finance committee.**

**Motion Carried.**

Meredith joined the meeting.

**6.0 ADMINISTRATOR'S REPORT**

**Annual Report – Incident Rates**

Debra provided a handout and explained the results. The number of falls decreased.

Mariah joined the meeting.

Currently there is no comparative information from other facilities. As of April 1, 2016, LTC facilities are required to submit information on falls to the province however the format and what needs to be submitted is unknown.

Discussion was had regarding newspaper reports on 8 deaths in LTC and violence in workplace at LTC.

### **Semi Annual DHW Inspection**

Annual inspection was in August. The 6 month inspection is to check to see if we did what we said we would do.

- 1) Care plan – Partnering with PATH
- 2) RN coverage – hired FT RN
- 3) Pharmacy committee – met Nov 2015
- 4) Family/Resident survey – results were placed in all houses

### **DHW Budget 2016-17 LTC 1% cut**

DHW announced a 1% cut for LTC and a 13.2 million budget increase for home care. Debra read memo from DHW.

### **Eden Conference**

Four people from TVT attended the conference in Arkansas. Board asked if they could give a presentation to the board.

### **Neighbourhood Guide Training**

Nancy Fox was at TVT providing training to our staff as well as staff from other facilities. Guides will help neighborhoods work as a team by teaching the modules to the group. There are 29 modules, to be delivered over 3 years. Moving away from the traditional hierarchy to a place where the decision making is closer to the resident.

### **LEAN Training**

Process improvement using the principals of a self directed work team. Used in acute care at the Toronto SickKids hospital. TVT is one of the first LTC facilities to adopt.

## **7.0 NEW BUSINESS**

### **7.1 Upcoming AGM – Elections**

Audited financials will be presented. Election of board positions may be postponed following the Municipal elections in the Fall 2016.

### **7.2 Terms of Board members/ Fall Municipal Election**

Debra explained the bylaws and terms of each of the members. Debra will contact the Municipality of Digby to determine terms of members to request they will be staggered to ensure some continuity on the board. Debra will also contact Town of Digby to see if they want TVT to start the process of finding a replacement for the members whose terms end in July.

## **8.0 CORRESPONDENCE**

### **8.1 Thank you to our volunteers – celebration**

Volunteers had a great time.

**9.0 IN CAMERA SESSION –**

In session at 5:08

Out of session at 5:18

**10.0 NEXT MEETING – May 25th, 2016 at 3:30pm**

**11.0 ADJOURNMENT**

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

**Motion Carried**

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**CHAIR**

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**SECRETARY**