

DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
Wednesday September 28, 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, September 28, 2016 – 3:30 pm at Tideview Terrace (74 Pleasant Street) Conference room.

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

ALSO PRESENT: Debra Boudreau- Administrator
Kara Gilliatt- Finance Manager
Mariah Brown (Nelson)- Neighbourhood Manager

REGRETS: Geoff McCarney- Neighbourhood Manager
Meredith Alexander - Assistant Director of Care
Darlene Cook- Director of Care

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 addition:

8.2 Ethical Feeding

Motion Carried

Debra reminded the board members to return their annual board evaluations.

3.0 MINUTES

Moved that the minutes of May 25, 2016 be accepted.

Motion Carried

**Moved that the minutes of June 29, 2016 be accepted.
Motion Carried**

Minutes of the June 29, 2016 AGM were reviewed.

4.0 BUSINESS ARISING FROM MINUTES

4.1 Terms of Board members – Town Response / Municipal Seat
Arnold, Don and Alnoor were all reappointed.

5.0 FINANCIAL REPORT

5.1 Monthly Remittances
Monthly remittances were made available. Board reviewed and initialed.

5.2 Report from finance committee
June 30, 2016 quarterly budget report was reviewed. Finance committee reported that the snow removal contract for 2016/17 will be renewed, under the same terms.

Motion to approve the report from the finance committee.

Motion Carried.

6.0 ADMINISTRATOR'S REPORT

DHW Spring Forum presentation

Debra gave a summary of the information DHW presented at the spring forum.

DHW License inspection

New program requirements were issued in March 2016. Inspector stated if TVT was under the old regulations there would be no findings. There were 13 requirements noted and all have been addressed. TVT's findings were relatively minor compared to other facilities. TVT was granted an annual license.

7.0 NEW BUSINESS

7.1 Admission Process

At the last meeting there was an in camera session. There is no longer an issue as the family signed the contract.

A letter was originally drafted by our lawyer stating if the contract was not signed the resident would be discharged. Board had some hesitation about sending the letter as it was absolute and if sent would have to be followed. Lawyer understood and suggested that the wording be changed to “may result in legal action including discharge”. Board agreed this has the same affect and gives TVT some flexibility.

Important for the board to understand that TVT is at risk if procedures are not followed, including HR, admissions, etc. TVT needs to be ready to act when procedures are not being followed.

7.2 Wedding at TVT

On Oct 15, 2016, two residents, will be getting married at the curling club.

8.0 CORRESPONDENCE

8.1 Media Advisory – Continuing care month and tour Sept 13

9.0 IN CAMERA SESSION – none

10.0 NEXT MEETING – October 26, 2016

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 4:55 pm.

Motion Carried

CHAIR

SECRETARY