

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

Wednesday November 29th, 2017

**@ 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 November 29th, 2017 – 3:30 pm at Tideview Terrace (74 Pleasant Street) Conference room.

MEMBERS PRESENT: Danny Harvieux, Chair
Donald Robertson
Arnold Trask
George Manzer, Vice Chair

ALSO PRESENT: Debra Boudreau, Administrator
Kara Gilliatt, Finance Manager
Jessica Pulley, Dietician
Mariah Brown, Neighbourhood Manager

REGRETS: Alnoor Kassam
Samuel Barnes
Darlene Cook, Director of Care
Meredith Alexander, Assistant 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 additions and changes:

- 5.2a Pharmacy Services**
- 8.4 Thank you recreation**
- 10.0 Board evaluations**
- 11.0 Next meeting**

Motion Carried

3.0 MINUTES

3.1 Moved that the minutes of October 25th, 2017 be accepted.

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

4.1 Salary Adjustment Memo from DHW

Received budget with a 1.07% CPI increase. 1% wage increase will be applied to non-union and management positions effective April 1, 2017.

4.2 Advocacy – Placement process – Letter to MOH

Item remains tabled until the new placement policy is released.

5.0 FINANCIAL REPORT

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and initialed.

5.2 Report from finance committee

Danny gave a verbal report. Reviewed the September 30, 2017 budget report.

Moved that the financial report be accepted.

Motion Carried

5.2a Pharmacy Services

Finance committee recommends to extend the Pharmacy contract for 2 years with Pharmachoice. SBAR was provided and discussed.

Motion to extend the current pharmacy contract with Pharmachoice for 2 years.

Motion Carried

6.0 Administrator's Report

Attendance Management Trends

Handout with a graph of sick time lost trends March 1, 2014 – September 1, 2017. Overall decrease. TVT's time lost is 8%, relative to the private sector it is high however it is comparable to other unionized healthcare environments.

CGO – WCB Update

Debra will present the full information when the full board is present. For 2018 TVT is in a merit position as TVT's rate is less than the industry average. DHW budget is funded at the industry rate. TVT will have a savings of \$9,600. These funds will be assigned to the JOHS committee to come up with a plan to make TVT safer.

7.0 NEW BUSINESS

7.1 None

8.0 CORRESPONDENCE

8.1 Atlantic Planned Giving Guide

8.2 Thanks – Clare Shopper

8.3 Thanks – Rafuse Family

9.0 IN CAMERA SESSION - none

10.0 BOARD EVALUATIONS

Complete and return

11.0 NEXT MEETING – January 31st, 2018

12.0 ADJOURNMENT

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

Motion Carried

CHAIR

SECRETARY