

LUMSDEN & DISTRICT HERITAGE HOME, INC.
Regular Board Meeting – ZOOM
Wednesday, October 23, 2024

Present: Byron Tumbach, Marral Meadows, Caroline Hoffart, Krista Mansbridge, Tammy Knuttila, Gail Russell, Lesley Crossman
Regrets: Jim Selinger
Absent: John Langford
Recorder: Sara Cox
Administrator: Sara Cox
Resident Care Coordinator: Brenda Chapman, RCC

1. Meeting was called to order by Byron Tumbach @ 7:03 pm

We would like to begin by acknowledging that LDHH is located on the traditional lands, referred to as Treaty 4 territory, and the original lands of the Cree, Ojibwe, Saulteaux, Dakota, Nakota, Lakota, and on the homeland of the Métis Nation.

2. Conflict of Interest Declaration – no conflicts identified

3. AGENDA:

Additions to the Agenda:

- A) Recreation Services Review
- B) Staff Christmas Appreciation

Motion: The Agenda be adopted as amended.
91-2024 **Moved by: Gail Russell** **Seconded by: Tammy Knuttila**
ALL IN FAVOR **CARRIED**

4. REVIEW AND ADOPTION OF MINUTES

Motion: Adopt minutes of September 23, 2024 as presented.
92-2024 **Moved by: Marral Meadows** **Seconded by: Krista Mansbridge**
ALL IN FAVOR **CARRIED**

5. BUSINESS ARISING OUT OF THE MINUTES

- AIMS has caused no pay issues at LDHH, posting online has seen increased interest in the Home
- Willowview will open to clients on October 28th, to date we have not seen any negative impacts on our staffing
- Dietary staffing issues necessitated the cancellation of the Fall Supper planned for October 23, issues related to sick time coverage, retirement and relief position resignations

6. ADMINISTRATOR'S REPORT:

- The Home received a \$5,000 donation from the Lumsden Lions
- The LDHH Board will be sharing a table with our residents and a Rec staff member at the Snowflake Bazaar. Residents will be selling plants they have grown throughout the summer to generate revenue for the Recreation Department
- Staff, their family members and resident family members received their flu vaccinations and covid boosters on October 21st
- As part of the 2025-26 Major Capital Intake process, LDHH resubmitted the Looking Forward project request by the October 15th deadline
- Residents will have the opportunity to participate in the Provincial election with a mobile poll at the Home on October 24th
- COVID 19 outbreak was declared on October 15th impacting both residents and staff
- LDHH Social Club is holding a bingo at the Craven Hall on October 25th. Doors open at 6:00 and program starts at 6:30

Motion:
93-2024

To adopt the Administrator’s Report as presented.

Moved by: Caroline Hoffart
ALL IN FAVOR

Seconded by: Krista Mansbridge
CARRIED

7. RCC REPORT:

- 1 discharge in October, new admission on hold due to outbreak.
- Care Conferences are occurring monthly.
- 1 discharge from Adult Day Program, now have 3 active clients (ADP does not occur during outbreak per PH)
- Dr. Fowora attended in house Rounds on October 4th
- LDHH will fulfill a preceptor request for an RPN student. Her 307 hours will commence soon.
- The SHA Clean Hands Audit launched on October 1st. LTC homes are to submit 100 audits each quarter.
- 2 groups of 1st year nursing students will be joining the team January – March 2025. 8 students (16 total) will be completing a clinical placement on each Tuesday and Thursday.
- Two LPN interviews resulted in the filling of a PPT position as well as a relief.
- RCC and Care Manager will administer all flu vaccinations and covid 19 boosters to consenting residents on October 29th

Motion:
94-2024

To adopt the RCC Report as presented.

Moved by: Marral Meadows
ALL IN FAVOR

Seconded by: Tammy Knuttila
CARRIED

8. COMMITTEE REPORTS:

- A) **Membership & Nominating Committee** – committee met via email on October 22nd to review membership applications received in October. Consideration was also given to two memberships where fees received but awaiting completed forms.

Motion:
95-2024

To approve the four (4) membership applications received in October.

Moved by: Marral Meadows
ALL IN FAVOR

Seconded by: Gail Russell
CARRIED

Motion:
96-2024

To approve membership for the Village of Bethune and the RM of Dufferin pending receipt of completed application forms.

Moved by: Marral Meadows
ALL IN FAVOR

Seconded by: Leslie Crossman
CARRIED

- B) **Governance Committee** – Marral Meadows reported on the committee meeting held on October 14th. The membership forms are part of the bylaws. Small “housekeeping” changes have been made with the rollout. Question raised re: correct procedure to make changes as more edits may be needed in the first years of the new governance structure.

Motion:
97-2024

To approve the removal of all forms from the body of the bylaws to facilitate required edits. All changes to the forms must be endorsed by and recorded in Governance Committee minutes and reported to the full board at the first available meeting.

Moved by: Marral Meadows
ALL IN FAVOR
BYLAW CHANGE

Seconded by: Gail Russell
CARRIED

The committee reviewed Sections 1 through 4 of the Governance manual and noted required edits due to the change in governance structure. The edits will be incorporated into the document and recirculated to committee. The balance of the manual will be reviewed in the next month with a goal to present the final document to the Board in January 2025.

The Administrator Evaluation was discussed. The most recent process appears in the appendices of the Governance Manual. First step in the process for 2025 will be the Administrator Self-Evaluation in January 2025.

Communication from the RM of Dufferin was received regarding the council appointment of a new board member. Byron has followed up with administration to advise of nominating process under the new governance structure.

Motion:

98-2024

To adopt the Governance Committee report as presented.

Moved by: Marral Meadows

Seconded by: Leslie Crossman

ALL IN FAVOR

CARRIED

- C) **Finance Committee** – Gail Russell reported - the committee met via email to review the Internal Operating Statement (\$110,106 surplus), Balance Sheet and Income Statement at September 30, 2024..

Motion:

99-2024

To approve the Internal Operating Statement at September 30, 2024.

Moved by: Gail Russell

Seconded by: Krista Mansbridge

ALL IN FAVOR

CARRIED

Motion:

100-2024

To approve the Income Statement and Balance Sheet at September 30, 2024.

Moved by: Gail Russell

Seconded by: Caroline Hoffart

ALL IN FAVOR

CARRIED

Motion:

101-2024

To adopt the Audit & Finance Committee report as presented.

Moved by: Gail Russell

Seconded by: Tammy Knuttila

ALL IN FAVOR

CARRIED

- D) **Quality & Service Delivery** – the committee did not meet
- E) **Communications and Strategic Planning** – The committee met with the Membership Coordinator on October 3, 2024.

Caroline reviewed the report on the latest Committee activities.

1. Staffing Strategy (Volunteer Recruitment)
 - Friends of the Heritage Home raised \$3,000 at the pancake breakfast
 - One membership was sold and MLA Blaine McLeod attended the event
2. Communication Strategy
 - Board member web portal is now available, all board members to create username/password to access the portal
 - FB postings continue and there has been an increase in followers since September.
 - Former board members and current family members were contacted with membership information
 - Kat will monitor the new member site and advise Chair of new members for consideration

- Looking for board members to volunteer to man the table at the Snowflake Bazaar on November 2nd

3. Fundraising Strategy

- Kat will create donor packages for sponsorship of FFE for expansion project

4. Visioning Strategy

- Committee met with Terra Olynick on October 1st to discuss the submission of the Looking Forward proposal. Very positive response, she expressed full support of our project.
- The proposal has once again been submitted to the SHA as well as cc'd to government contacts.

Motion:

102-2024 To approve the Communications & Strategic Planning report as presented.

**Moved by: Caroline Hoffart
ALL IN FAVOR**

**Seconded by: Leslie Crossman
CARRIED**

9. BOARD FORUM

10. NEW BUSINESS

A) Recreation Services Review

The Quality & Service Delivery Committee will work with Administrator to prepare a briefing document on the sources and uses of funds for the Recreation Department at the Home. Tammy Knuttila will share this information with the Friends of the Heritage Home to ensure transparency re: allocated internal funding and designated donations.

B) Staff Christmas Appreciation

Motion:

103-2024 To offer all active employees of the Home the choice of a \$50 gift card from either Lumsden Supermarket, Bulyea Co-op or Lumsden Esso as a Christmas acknowledgment from the Board.

**Moved by: Krista Mansbridge
ALL IN FAVOR**

**Seconded by: Leslie Crossman
CARRIED**

11. IN-CAMERA SESSION: not required

12. ADJOURNMENT AND NEXT BOARD MEETING:

The next Regular Board meeting will be Monday, November 25, 2024 @ 7:00 via Zoom.

Meeting adjourned at 8:50 pm.

25-11-24

Date



CHAIRPERSON



SECRETARY TO THE BOARD – Sara Cox