

LUMSDEN & DISTRICT HERITAGE HOME, INC.
Regular Board Meeting – ZOOM
Monday, September 23, 2024

Present: Byron Tumbach, Marral Meadows, Caroline Hoffart, Krista Mansbridge, Tammy Knuttila, Gail Russell, John Langford, Jim Selinger
Regrets: Lesley Crossman
Absent:
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.

Introduction of Kat Aitkins, Membership Coordinator, to the full board. Kat walked the Board through the updated website. New sections for board log-in to access confidential documents and online membership form completion and payment. Still to come is the addition of the bylaws, testimonials and LF Project updates. Kat is also responsible for membership tracking. She has prepared a timeline for future communication/marketing ideas.

2. Conflict of Interest Declaration – no conflicts identified

3. AGENDA:

Motion:	The Agenda be adopted as presented.	
80-2024	Moved by: John Langford	Seconded by: Tammy Knuttila
	ALL IN FAVOR	CARRIED

4. REVIEW AND ADOPTION OF MINUTES

Motion:	Adopt minutes of August 26, 2024 as presented.	
81-2024	Moved by: John Langford	Seconded by: Marral Meadows
	ALL IN FAVOR	CARRIED

5. BUSINESS ARISING OUT OF THE MINUTES

- Potential to fundraise for beds however we need to wait for information on the bed audits and capital allocations for bed replacement
- All costs associated with LDHH membership are tracked and recorded separately and reported to the C&SP Committee

6. ADMINISTRATOR'S REPORT:

- The LHS Bridges program will once again partner with the Home to provide students with work experience in the Laundry, Housekeeping and Recreation departments
- The ability to post LDHH jobs online has seen increased interest from external candidates
- LDHH is now able to accept payment by debit/credit card
- The Annual Charity Return has been filed with CRA
- We have received information on the resubmission of the Looking Forward proposal and the C&SP with meet with the SHA ED on October 1st
- Residents will have the opportunity to participate in the Provincial election with a mobile poll at the Home on October 24th

- I attended the PARG meeting on September 10th
 - The bulk of the meeting focused on AIMS. Wave 1 rollout is experiencing significant challenges and has required the reallocation of resources to address outstanding issues in payroll, supply chain and finance. Homes shared the challenges they have experienced since July. LDHH has not had any negative outcomes with the Wave 1 rollout.
 - One affiliate has announced the intention to withdraw from AIMS and move to a private provider (ADP). There may be option for other affiliates to come on board as “partners” should they choose that option in the future.
 - With the recent signing of the P&SA, PARG members discussed the need for continued advocacy on funding, shared services, infrastructure and equipment and changing business practices.
- As a Board member for the Lumsden/Craven Seniors Program I identified an opportunity to forge a relationship between LDHH and the Program. With PH discontinuing use of the space in the Home, LDHH is able to offer this space to a foot-care professional to provide services to Lumsden and area citizens. The clinics will be held one day every 4-5 weeks and will bring people into the Home under positive circumstances

Motion:

82-2024

To adopt the Administrator’s Report as presented.

**Moved by: John Langford
ALL IN FAVOR**

**Seconded by: Krista Mansbridge
CARRIED**

7. RCC REPORT:

- Full occupancy for the reporting month.
- Staff education through WCB – 4 D’s (Dumb, Dangerous, Difficult and Different). Intent is to ask questions to reduce risk of harm.
- Adult Day Program remains at 4 clients
- With the guidance of SASWH, LDHH staff will complete a Violence Risk Assessment inspection on September 26th.
- Four year 1 SCBsN students will be joining us this fall to complete 45 hour of community service learning.
- 1 non-qualified CCA staff member has been added to our relief pool.
- The CNE will be providing staff education on two dates on the topics of PPE and Hand Hygiene.
- 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.

Motion:

83-2024

To adopt the RCC Report as presented.

**Moved by: Gail Russell
ALL IN FAVOR**

**Seconded by: Caroline Hoffart
CARRIED**

8. COMMITTEE REPORTS:

- A) **Governance Committee** – the committee did not meet but Lesley has initiated exit interviews with all former board members and has completed ¾ of a review of the Board orientation manual and the Governance Manual. The committee will meet in October to begin revisions of documents to reflect the new governance structure.

4 member applications were reviewed.

Motion:

84-2024

To approve the four proposed members as recommended by the Committee.

**Moved by: Marral Meadows
ALL IN FAVOR**

**Seconded by: Gail Russell
CARRIED**

Motion:
85-2024 **To adopt the Governance Committee report as presented.**
Moved by: Gail Russell **Seconded by: John Langford**
ALL IN FAVOR **CARRIED**

- B) **Finance Committee** – Gail Russell reported - the committee met via email to review discussion document regarding outgoing fund transfers from LDHH accounts and make a recommendation to the Board.

Motion:
86-2024 **To direct the Administrator to pursue the outgoing, dual authorization e-transfer option with Conexus and paying vendors through Credit Union CAFT payment services.**
Moved by: Gail Russell **Seconded by: John Langford**
ALL IN FAVOR **CARRIED**

Motion:
87-2024 **To adopt the Audit & Finance Committee report as presented.**
Moved by: Gail Russell **Seconded by: Tammy Knuttila**
ALL IN FAVOR **CARRIED**

- C) **Quality & Service Delivery** – the committee met on September 17th. Tammy Knuttila reviewed the circulated report from the meeting.

Motion:
88-2024 **To adopt the Quality & Service Delivery Committee report as presented.**
Moved by: Tammy Knuttila **Seconded by: Krista Mansbridge**
ALL IN FAVOR **CARRIED**

- D) **Communications and Strategic Planning** – The committee met with the Membership Coordinator on September 16, 2024.

Caroline reviewed the report on the latest Committee activities.

1. Staffing Strategy

- Willowview Recovery Center is now slated to open in September
- Board members have signed up to man the membership booth at the Pancake Breakfast on September 28th.

2. Communication Strategy

- Website walk thru with Kat.
- Forms, pamphlets and poster have all been finalized. 500 pamphlets ordered to have on hand for membership recruitment.
- Kat is exploring three Ontario based LTC homes with similar governance structure
- Kat will attend future C&SP meetings as her work aligns with the Committee
- Discussed a Fall Supper at the Home to encourage community outreach and engagement. Assess success and look at repeat events targeting different groups.
 - Set for October 23
 - Cap at 40
 - Charge of \$15
 - Marra Meadows to present on LDHH membership
 - Target faith groups

- o Have Kat assist in design of poster for Sara to email to pastoral care contacts

Motion:
89-2024

To proceed with a Fall Supper as discussed to engage community and promote membership.

Moved by: Caroline Hoffart
ALL IN FAVOR

Seconded by: Tammy Knuttila
CARRIED

3. Fundraising Strategy

- Donor package tabled for future meeting

4. Visioning Strategy

- Current State Assessment and Business Plan proposal will be submitted to the SHA by the October 15. Meeting planned with Terra Olynick, ED on October 1st. Penny will assist in the redraft of the submission.

Motion:
90-2024

To approve the Communications & Strategic Planning report as presented.

Moved by: Caroline Hoffart
ALL IN FAVOR

Seconded by: Tammy Knuttila
CARRIED

9. BOARD FORUM

10. NEW BUSINESS

A) Fall Supper

Discussed under C&SP Committee Report.

11. IN-CAMERA SESSION: not required

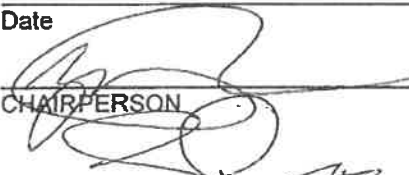
12. ADJOURNMENT AND NEXT BOARD MEETING:

The next Regular Board meeting will be Monday, October 28, 2024 @ 7:00 via Zoom.

Meeting adjourned at 8:36 pm.

28-10-24

Date


CHAIRPERSON


SECRETARY TO THE BOARD – Sara Cox