

**LUMSDEN & DISTRICT HERITAGE HOME, INC.**  
**Regular Board Meeting – ZOOM**  
**Monday, June 17, 2024**

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

**Regrets:**

**Absent:**

**Recorder:** Sara Cox

**Administrator:** Sara Cox

**Resident Care Coordinator:** Brenda Chapman, RCC

1. Meeting was called to order by Byron Tumbach @ 7:00 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 Agenda:**

- A) Final Bylaw Reading
- B) AGM – virtual option
- C) Donation in memory of Louise Holloway
- D) Mower replacement

**Motion:** The Agenda be adopted as amended.

**49-2024**

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

**Seconded by: Jim Selinger**  
**CARRIED**

4. REVIEW AND ADOPTION OF MINUTES

**Motion:** Adopt minutes of May 27, 2024 as presented.

**50-2024**

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

**Seconded by: Krista Mansbridge**  
**CARRIED**

5. BUSINESS ARISING OUT OF THE MINUTES

6. ADMINISTRATOR'S REPORT:

- MWC presented the 2023-2024 draft audited financial statements on June 6th.
- Terra Olynick, ED for Continuing Care met with the Communications & Strategic Planning Committee on May 29<sup>th</sup> to inform her on the Looking Forward project and to get information on resubmission of the revised proposal.
- JoAnn Gelowitz has agreed to serve as the Family Representative on the Resident Family Council. Next meeting of Council is scheduled for June 25<sup>th</sup> at 6:30 pm.
- Special PARG meetings were held on June 11 and 14 to review the revised P&SA. As of June 17, 2024, funding documents have not been received yet the Ministry goal of signed agreements in place by June 30<sup>th</sup> remains unchanged.
- SHA undertook a process to assess all owned and affiliate sites throughout the province. The Facility Condition Index (FCI) was released in May. Affiliates have been asked to align capital submission requests with the FCI.
- A meeting of all affiliates with SHA scheduled for June 24 to discuss the prioritization of capital funding.

- Loretta Gerlach will be providing a 2<sup>nd</sup> staff education day entitled “Effective Interpersonal Communication” on June 27. Board members are welcome to attend either of the 2 sessions that day.
- Administrator will be on vacation from June 27 to July 26 but will continue to support the rollout of AIMS in the first weeks of July.

**Motion:**

**51-2024 To adopt the Administrator’s Report as presented.**  
**Moved by: John Langford                      Seconded by: Caroline Hoffart**  
**ALL IN FAVOR    CARRIED**

7. RCC REPORT:

- Full occupancy for the reporting month.
- Team Leader staffing is stable but continue to recruit for CCA's hired to bolster relief pool.
- Adult Day Program has 5 clients
- Care Conferences conclude in June and then resume again in late August.
- RCC and Administrator attending LTCF/Convergence training at Santa Maria to gain knowledge on accessing RUGS data as it pertains to the new funding model.
- Resident Care Coordinator will be on vacation from July 2-19.

**Motion:**

**52-2024 To adopt the RCC Report as presented.**  
**Moved by: Lesley Crossman                      Seconded by: Gail Russell**  
**ALL IN FAVOR    CARRIED**

8. COMMITTEE REPORTS:

- A) **Governance Committee** – committee did not meet. Two new forms (Member Register and Bylaw Register) added to the bylaw document. Board Evaluation is overdue, document to be circulated by June 21.
- B) **Finance Committee** – Gail Russell reported - the committee met on June 6, 2024 for the presentation of the 2023-2024 Draft Audited Financial Statements. For clarity and transparency, the committee requested that all costs related to the Looking Forward Project be disclosed separately in the Statement of Operations and Schedule 13. Administration presented a response to the Audit Findings letter. This response will be circulated to the full board for information.

**Motion:**

**53-2024 To approve the 2023-2024 Draft Financial Statements as amended.**  
**Moved by: Gail Russell                              Seconded by: Tammy Knuttila**  
**ALL IN FAVOR    CARRIED**

**Motion:**

**54-2024 To adopt the Audit & Finance Committee report as presented.**  
**Moved by: Gail Russell                              Seconded by: John Langford**  
**ALL IN FAVOR    CARRIED**

C) **Quality & Service Delivery** – the committee did not meet

Page 3 – LDHH – June 17, 2024 Regular Board Meeting

D) **Communications and Strategic Planning** – The committee met on May 29, 2024.

Caroline reviewed the report on the latest Committee activities.

1. Staffing Strategy
  - LDHH Chair invited to ribbon cutting ceremony for June 13<sup>th</sup> but the event was cancelled
  - Staff education session held on June 13, another scheduled June 27
2. Communication Strategy
  - A letter will be sent to the municipalities on June 18<sup>th</sup> to acknowledge their approval of the open membership governance structure and constitution.
  - Byron and Caroline met with two interested parties regarding a contract for a membership coordinator.

**Motion:  
55-2024**

**Due to the time involved in recruiting and managing new members, the committee recommends the Board contract the services of Kat Atkinings with Pure Purpose Marketing from July 1, 2024 to June 30, 2025 to assist in the establishment and maintenance of the open membership governance at a cost not to exceed \$10,000 plus or minus 10%.**

**Moved by: Caroline Hoffart      Seconded by: Lesley Crossman**

Discussion re: motion –reference checks need to be conducted before awarding a contract. The contract should be a month-to-month contract not annual.

**Motion 55-2024 tabled**

**Gail Russell/John Langford  
ALL IN FAVOR**

- Display boards showing visual diagrams of the proposed expansion will be created and used at the AGM and any other LF presentations.

3. Fundraising Strategy

4. Visioning Strategy

- Bylaws revised and awaiting board approval
- Meeting with Terra Olynick held on May 29<sup>th</sup>. The Looking Forward Project was reviewed and the committee sought confirmation of the SHA capital submission process. Terra did commit to providing that information and did give an update June 17<sup>th</sup>. Intake for Major Capital Projects occurs in the fall and she will continue to follow-up with the committee re: process. Terra was pleased thought has already gone into FF&E. She encouraged the committee to continue garnering support of the government as a project like this will need traction from both sides to succeed.
- The cover letter for the proposal will be updated before resubmission of the proposal.

**Motion:  
56-2024**

**To resubmit the Current State Assessment and Business Plan proposal with a cover letter stating the change to the cost estimate to Minister McLeod (copied to the Minister of Health and MLA McLeod and Skoropad) by July 1, 2024 and to the SHA once we have clarity on the submission process.**

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

**Seconded by: Krista Mansbridge  
CARRIED**

9. BOARD FORUM

Page 4 – LDHH – June 17, 2024 Regular Board Meeting

10. NEW BUSINESS

A) Final Reading of the Bylaws

**Motion:**

**57-2024**

**To approve the bylaws as presented.**

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

**Seconded by: Marral Meadows  
CARRIED**

B) AGM – virtual attendance option will not be considered for this meeting.

C) Donation in memory of Louise Holloway – Louise was one of the founders of the Home in 1980's and the Board would like to acknowledge her contribution and commitment.

**Motion:**

**58-2024**

**To approve a \$250 donation to the Allan Blair Cancer Center in memory of Louise Holloway.**

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

**Seconded by: Tammy Knuttila  
CARRIED**

D) Mower Replacement – Sara shared that the Home will be purchasing a new mower. The current equipment is over 20 years old and poses significant OH&S risks. Mower replacement has been included in capital equipment submissions for the past 5 years but funding has never been approved and is not likely to be approved.

11. IN-CAMERA SESSION: not required

12. ADJOURNMENT AND NEXT BOARD MEETING:

The Annual General Meeting will be Monday, June 24, 2024 at 7:00 pm at the Lumsden Dew Drop In.

The next Regular Board meeting will be Monday, August 26, 2024 @ 7:00 via Zoom.

**Meeting adjourned at 8:45 pm.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SECRETARY TO THE BOARD – Sara Cox