

**LUMSDEN & DISTRICT HERITAGE HOME, INC.
Regular Board Meeting – ZOOM
Monday, May 27, 2024**

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

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

E) Resignation of Board representative

Motion: The Agenda be adopted as amended.

41-2024

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

**Seconded by: Marral Meadows
CARRIED**

4. REVIEW AND ADOPTION OF MINUTES

Motion: Adopt minutes of April 22, 2024 as presented.

42-2024

**Moved by: Lesley Crossman
ALL IN FAVOR**

**Seconded by: Krista Mansbridge
CARRIED**

Motion: Adopt minutes of May 23, 2024 as presented.

43-2024

**Moved by: Tammy Knuttila
ALL IN FAVOR**

**Seconded by: Marral Meadows
CARRIED**

5. BUSINESS ARISING OUT OF THE MINUTES

The memo to staff will be held until the process of governance change is confirmed (May 31st). Caroline will draft the correspondence.

The deadline to purchase LDHH t-shirts was April 30th. Sara to inquire with Social Club to see if orders can still be submitted.

6. ADMINISTRATOR'S REPORT:

- Draft financial statements were submitted to the Ministry by the required date of May 14th.
- Terra Olynick, ED for Continuing Care will be meeting with the Communications & Strategic Planning Committee on May 29th to inform her on the Looking Forward project and to get information on resubmission of the revised proposal.

- Effective May 5, 2024 all former employees of the Extencicare sites moved into the CUPE union creating significant challenges for Homes that relied on co-employed staff.
- I attended the PARG meeting on May 14th:
 - AIMS – Ministry will cover additional payroll charges to July 2026 after that the cost be borne by each user. Costs are still undefined. The rollout for June 30 is still the plan.
 - One affiliate has served notice to withdraw from AIMS and move to a private service provider.
 - P&SA – the first draft of the document was reviewed and the PARG bargaining committee was sent back with questions and issues that need clarity. A special meeting will be called to review the next draft. The SHA has set July 1st as the target to have new signed agreements in place.
- The Annual Quilt Raffle draw was held on May 12th and the winner was Marlene Hungle. The raffle raised \$1,985 for the Home.
- “Effective Interpersonal Communication” education will be offered to all staff and Board members on June 13th and 27th.

Motion:

44-2024

To adopt the Administrator’s Report as presented.

Moved by: Caroline Hoffart

Seconded by: Lesley Crossman

ALL IN FAVOR

CARRIED

7.

RCC REPORT:

- One discharge with one admission. Full occupancy.
- Two casual CCA’s hired to bolster relief pool.
- Adult Day Program has 5 clients with continued interest from Assessor Coordinators and community.
- Care Conferences continue on a weekly basis.
- Leland Sommer, NP with Geriatric Services was on site to support clinical needs. With the support of the Home’s physician, the NP will assist us to support resident needs and reduce acute care visits.
- COVID-19 boosters were administered to all eligible and consenting residents.

Motion:

45-2024

To adopt the RCC Report as presented.

Moved by: Tammy Knuttila

Seconded by: Marral Meadows

ALL IN FAVOR

CARRIED

8.

COMMITTEE REPORTS:

- A) **Governance Committee** – committee met to draft/review/edit the proposed bylaws that were presented at the Special Meeting of the Board on May 22nd
- B) **Finance Committee** – the committee did not meet.
- C) **Quality & Service Delivery** – the committee did not meet
- D) **Communications and Strategic Planning** – The committee met on May 8, 2024.

Caroline reviewed the report on the latest Committee activities.

1. Staffing Strategy

- Committee to draft email memo to staff re: governance changes in June
- Committee to draft letter of welcome/introduction to Director of EHN Willowview Recovery Centre

2. Communication Strategy

- Byron and Caroline presented to the Regina & District Kin Club on the Looking Forward Project. An invitation to host a dinner meeting at LDHH was extended to the group.
- Board members asked to provide service group, social or church organization contacts in their home communities to Caroline so future presentations can be arranged.
- Information regarding the upcoming AGM was shared with the 177 attendees of the Lions Senior Supper.
- The importance of developing a thorough and professional communication strategy to recruit new members was discussed. The cost of professional services will come from the approved LF budget.

**Motion:
46-2024**

Due to the time involved in recruiting and managing new members, the Board approves the contracting of professional services needed to assist in the establishment of the open membership governance model. The estimated cost of the service will be established and approved before a contract is signed.

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

**Seconded by: Lesley Crossman
CARRIED**

- 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

- Draft bylaws completed by the Governance Committee
- Meeting with Terra Olynick scheduled

**Motion:
47-2024**

To accept the Communications & Strategic Planning Committee Report as presented.

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

**Seconded by: Krista Mansbridge
CARRIED**

9. BOARD FORUM

10. NEW BUSINESS

- A) Reading of the Bylaws – the May 23, 2024 draft bylaws were introduced and read. A resolution to adopt the bylaws will be done at the June meeting of the Board.

**Motion:
48-2024**

To introduce and read the draft bylaws as presented.

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

**Seconded by: Marral Meadows
CARRIED**

- B) Contracting support staff – discussed in C&SP Committee Report
- C) Preparing for the AGM – The meeting will follow the same structure as last year. Byron will make small edits to the Power Point presentation. Focus on getting notice of the meeting out to a wide audience.
- D) Meeting with Terra Olynick – discussed in Administrators report

E) Resignation of Board Representative – Keenan Fahlman, Board member representing the Village of Holdfast has submitted his resignation effective immediately.

11. IN-CAMERA SESSION: not required


12. ADJOURNMENT AND NEXT BOARD MEETING:

The next Regular Board meeting will be Monday, June 17, 2024 @ 7:00 via Zoom.

Meeting adjourned at 8:30 pm.

17-06-24
Date


CHAIRPERSON


SECRETARY TO THE BOARD – Sara Cox