

**LUMSDEN & DISTRICT HERITAGE HOME, INC.**  
**Regular Board Meeting – ZOOM**  
**Monday, December 18, 2023**

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

**Regrets:**

**Absent:** Linda Sullivan

**Recorder:** Sara Cox

**Administrator:** Sara Cox

**Resident Care Coordinator:** Brenda Chapman, RCC (regrets)

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

2. Conflict of Interest Declaration – no conflicts identified

3. AGENDA:

Additions to agenda:

**New Business**

A) Contracting Roger Linka for Governance Restructure

B) Formal Invitation to Hon. Tim McLeod to tour LDHH

C) Ratification of Board Executive Positions in January

D) Friends of the Heritage Home

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

**87-2023**

**Moved by: Keenan Fahlman    Seconded by: Gail Russell**

**ALL IN FAVOR**

**CARRIED**

4. REVIEW AND ADOPTION OF MINUTES

**Motion:** Adopt minutes of November 27, 2023 as presented.

**88-2023**

**Moved by: Jim Selinger**

**Seconded by: Lesley Crossman**

**ALL IN FAVOR**

**CARRIED**

5. BUSINESS ARISING OUT OF THE MINUTES

Student from Regina Trades & Skills Center completed her practicum hours and has now been hired into Relief positions in both Resident Care and Dietary.

6. ADMINISTRATOR'S REPORT:

- LDHH experienced an Influenza A outbreak December 4 to 11 with only three residents impacted.
- LDHH was assigned a new reporting Director in October. An onsite meeting and tour with the former director and the new was held on December 6.
- The Home was approved clinical capital funding of \$14,400 to support the purchase of a new mechanical lift. The lift has been purchased and put into circulation.
- The Resident Family & Friends Holiday Celebration Dinner was held on Thursday, December 14th. 30 residents, 54 guests and 20 staff and volunteers were in attendance for this very successful event.
- The 2024 Quilt Raffle tickets went on sale to the public on December 14<sup>th</sup>. Books of tickets can be obtained from the Business Office.

**Motion:**

**89-2023**

**To adopt the Administrator's Report as presented.**

**Moved by: John Langford**

**Seconded by: Tammy Knuttila**

**ALL IN FAVOR**

**CARRIED**

7. RCC REPORT:

- No vacancies, admissions or discharges in the past month.
- We have one ADP client and four additional spaces available for new clients.
- Care Manager was on vacation from December 4 - 8.
- On December 15<sup>th</sup>, the Clinical Nurse Educator was on site for two sessions re: legal charting for all Resident Care and Recreation Staff.

**Motion:**

**90-2023**

**To adopt the RCC Report as presented.**

**Moved by: Marral Meadows**

**Seconded by: Tammy Knuttila**

**ALL IN FAVOR**

**CARRIED**

8. COMMITTEE REPORTS:

- A) **Governance Committee** – committee did not meet
- B) **Finance Committee** – committee did not meet
- C) **Quality & Service Delivery** – committee did not meet.
- D) **Communications and Strategic Planning** – Caroline reviewed the report on the latest Committee activities.
  - 1. Municipality Engagement
    - Update on advocacy letters to date.
  - 2. Decision Matrix
    - Committee considered priorities for capital funding and logical next steps to position LDHH for the future
    - The first action item is a governance review and revisit of the partnership agreements from 1986
    - Byron to make contact with Rodger Linka on scope and cost estimate to undertake the review
  - 3. Looking Forward Financial Report
    - Report circulated
    - Costs remain within expected/approved levels

The Lumsden Lions have expressed interest in a presentation on the Looking Forward Project. Caroline will coordinate with Byron and Marral.

**Motion:**

**91-2023**

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

**Moved by: Caroline Hoffart**

**Seconded by: Keenan Fahlman**

**ALL IN FAVOR**

**CARRIED**

9. BOARD FORUM

10. NEW BUSINESS

A) Contracting Rodger Linka for Governance Review - Byron and Caroline met with Rodger to discuss governance review. Document from Rodger was circulated to all Board but missing information. Byron will contact Rodger and get the full document to recirculate to the Board for January meeting. Preliminary cost estimates for this process are \$1,500 - \$2,000. Lengthy discussion followed.

**Motion:  
92-2023**

**To engage the services of Rodger Linka to advise on the scope of work and process required to commence a governance restructure. Costs to be capped at \$2,000.**

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

**Seconded by: Keenan Fahlman  
CARRIED**

B) Formal Invitation to Hon. Tim McLeod to tour LDHH – Administrator to pen invitation for Board Chair signature

C) Ratification of Board Executive Positions in January – Chair and Vice Chair will be elected at the January meeting of the Board.

D) Friends of the Heritage Home – groups activities acknowledged in newsletter, Facebook posts as well as in-house posters and events/gatherings. Group will be asked to attend an upcoming Board meeting to outline 2024 activities and expectations.

11. IN-CAMERA SESSION: not required

12. ADJOURNMENT AND NEXT BOARD MEETING:

The next Regular Board meeting will be Monday, January 22, 2024 @ 7:00 via ZOOM.

Meeting adjourned at 8:36 pm.

22-01-24  
Date

  
CHAIRPERSON

  
SECRETARY TO THE BOARD – Sara Cox