

LUMSDEN & DISTRICT HERITAGE HOME, INC.
Regular Board Meeting – Dew Drop In
Monday, August 27, 2022

Present: Byron Tumbach, Krista Mansbridge, Gail Russell, Linda Sullivan, Lesley Crossman, Marral Meadows, Jim Selinger, Wynette Neighbours, Caroline Hoffart, Lana Currie-Lingelbach, John Langford

Regrets:

Recorder: Sara Cox

Administrator: Sara Cox

Resident Care Coordinator: Brenda Chapman, RCC

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

Introduction and welcome to John Langford.

Motion:

67-2022

To accept the appointment of John Langford as a Board Representative for the RM of Lumsden.

Moved by: Gail Russell

Seconded by: Caroline Hoffart

ALL IN FAVOR

CARRIED

2. Conflict of Interest Declaration – no conflicts identified

3. AGENDA:

a) Additions to the Agenda

New Business:

A) Scarecrow Festival – Public Awareness and Assistance with Lumsden Historical Society Garage Sale

b) Adoption of Agenda

Motion:

68-2022

The Agenda be adopted as amended.

Moved by: Krista Mansbridge Seconded by: Lana Currie-Lingelbach

ALL IN FAVOR

CARRIED

4. REVIEW AND ADOPTION OF MINUTES

Motion:

69-2022

Adopt minutes of June 27, 2022 as circulated.

Moved by: Wynette Neighbours Seconded by: Leslie Crossman

ALL IN FAVOR

CARRIED

5. BUSINESS ARISING OUT OF THE MINUTES

- The “resident swap” for placement has not been used yet but remains an option in the right circumstance.

6. ADMINISTRATOR'S REPORT:

- Flooring replacement project is now complete with only a few minor issues remaining.
- The wooden fence in the Courtyard was replaced with chainlink. The actual courtyard space was expanded outward with installation of the new fence.
- The dishmachine was non-operational for just over a month due to delays in the installation of the leased equipment. Disposable dishes were used for the duration.
- With SHA assuming ownership of the Extendicare sites in Regina, CUPE and SEIU have reached an agreement allowing Extendicare employees to bring seniority into CUPE. This is expected to put extreme staffing pressures on affiliate homes in Regina as many staff worked more than full-time under two different CBA's.
- The AIMS rollout has been pushed back again to the end of October to allow for the programming of the standardized seniority calculation agreement reached between CUPE/SEIU-West and SGEU.

- The Strategic and Operational Oversight Committee met on August 16th. Two major points of discussion were the resumption of the weekly Pandemic Preparedness meetings in the fall and the lack of a cost of living increase in the funding for this fiscal year
- The Blue Lounge needed a new name after the removal of the old blue carpet. Staff entered their name suggestions for the chance to win a fabulous prize. The winning name was Nez's Nook, celebrating Inez Anderson one of the oldest and longest LDHH residents (2005 – 2022).
- On July 28th, 2 officers from Provincial OH&S arrived to inspect the Home following an employee complaint of the heat of the working environment and exposure to asbestos during the flooring replacement project. The inspection report has been received and no contraventions were identified regarding the heat and due to the age of construction of the building, asbestos is not present.
- RAASCH leadership has requested an in-person meeting with the ED and Director of Continuing Care to discuss frustrations with the lack of advocacy for funding, staffing support and increasing expectations and demands. Home Leaders and Board Chairs will be invited to attend if SHA accepts the request.
- Recruitment for a Care Manager has begun. This position will support not only the RCC but all Administration as well as the clinical and educational needs of all staff.
- We continue to actively recruit to bolster the relief staffing pools for Rec Worker, Cook, FSW, ESW and CCA.
- SHA funding documents for 2022-23 were received on August 5th. Other than the CBA wage increases for CUPE and the Ministry approved increase to the OOS paybands, funding remained unchanged from prior year.
- An anonymous Lumsden resident has arranged for an Ice Cream truck to come to the Home parking lot on August 29th. All residents and staff will get to choose a treat courtesy of this generous donor!

Motion:

70-2022

To adopt the Administrator's Report as presented.

Moved by: Caroline Hoffart

Seconded by: Marral Meadows

ALL IN FAVOR

CARRIED

7.

RCC REPORT:

- Over the summer we saw 6 discharges and 1 transfer. 2 admissions occurred leaving us with 4 empty beds.
- Professional nursing staffing continues to be challenging. Two PPT LPNs will be on leave throughout Sept – December but another LPN has now returned from a paternity leave and we were able to hire a PPT LPN as well as 2 other relief RN/RPN staff. CCA staffing will be stressed as the bulk of our casual pool will be returning to their full time studies in September.
- Karissa Hoffart, p/t RCC and Team Leader, resigned her positions. Her last day was July 26th.
- After a two year pandemic absence, the monthly CNE visits have restarted. The educator was on site July 27th and Aug 9th to provide education – Documentation, Your Best Defense.
- Public Health declared a COVID-19 outbreak on June 26th. 3 residents and 3 staff have tested positive. The outbreak was declared over on July 25th.
- Six Sask Polytech SCBScN students will be in the Home September to December 6th for their 1st year placement. We will also have an RPN completing a preceptorship with our licensed staff at the Home.

Motion:

71-2022

To adopt the RCC Report as presented.

Moved by: Gail Russell

Seconded by: John Langford

ALL IN FAVOR

CARRIED

8. COMMITTEE REPORTS:

A) **Governance Committee** – Leslie Crossman spoke on behalf of the committee. The Committee met on August 15th to review the Board Evaluation for 2022. Board orientation for John Langford has been completed.

B) **Finance Committee** – Gail Russell reported that the Committee met via email August 9th to review the revised Internal Operating Budget. 2022-23 Funding documents were received on August 5th with no inflationary increases in funding for the non-salary items for the 5th year in a row. The projected deficit for 2022-2023 of \$50,683 assumes typical expenditures and does not include overtime or unforeseen supply cost increases. The Committee made recommendation for the Board to approve the document as presented.

Motion:

**72-2022 To approve the 2022-2023 Internal Operating Budget as presented.
Moved by: Gail Russell Seconded by: Krista Mansbridge
ALL IN FAVOR CARRIED**

C) **Quality & Service Delivery** – Committee met on July 25th and August 16th. Lana Currie-Lingelbach reviewed reports for both meetings including recommendations for Board consideration. Discussion occurred around the volunteer services of Loretta Gerlach and the need to get clarity on timelines and expectations.

Motion:

**73-2022 To acknowledge the purchase and delivery of a gift basket for the
staff to show Board appreciation during the July outbreak.
Moved by: Lana Currie-Lingelbach Seconded by: Linda Sullivan
ALL IN FAVOR CARRIED**

Motion:

**74-2022 To approve the engagement of Loretta Gerlach to provide volunteer
services to assist Administration and the Board in HR matters
including exit interviews with LDHH staff members.
Moved by: Lana Currie-Lingelbach Seconded by: Linda Sullivan
ALL IN FAVOR CARRIED**

Motion:

**75-2022 To approve the creation of a Confidentiality Agreement between
LDHH and Loretta Gerlach.
Moved by: Wynette Neighbours Seconded by: Leslie Crossman
ALL IN FAVOR CARRIED**

D) **Communications and Strategic Planning** – Caroline Hoffart reported on the meeting held on August 17th. With the exception of the RM of Pense and the RM of Lumsden, all owners have approved the use of the funds set aside for expansion to develop a business plan for the LDHH future vision. The Committee has approached some external volunteers to assist in the business plan development. Loretta Gerlach (HR), Yolandi Burnett (Clinical), Verne Barber (Community) and Dave Collins (Engineer) have all expressed interest. Any Board members who have skilled volunteers they would like to recommend should pass the names along to Caroline Hoffart as soon as possible.

Motion:

**76-2022 To approve the recommendation to seek input from volunteers who
have expertise with project development and/or management to
assist the Committee in development of the business plan criteria.
Moved by: Caroline Hoffart Seconded by: Krista Mansbridge
ALL IN FAVOR CARRIED**

Under the Board Communications Strategy, the Committee recommends that LDHH take advantage of the Scarecrow Festival and the exposure it will give the Home and assist with staff and volunteer recruitment. Sara will book a table with the Town and provide a general handout. The Recreation Coordinator will also be at the table for the day and will promote the Home and the volunteer opportunities available. Caroline Hoffart will coordinate the Board member attendance throughout the day (Saturday, September 24th from 10:30 – 3:30).

Motion:

77-2022 To approve the presence of an LDHH table/booth at the 2022 Scarecrow Festival in alignment with the goals of the Communications Strategy.

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

**Seconded by: Krista Mansbridge
CARRIED**

9. BOARD FORUM

Caroline Hoffart is willing to host a Board Social event. Please consider and the topic will be discussed next meeting.

10. NEW BUSINESS

A) Scarecrow Festival – The Lumsden Historical Society took and stored all unsold items from the LDHH Garage Sale in May. Volunteers are needed to assist this group with setup and selling during their garage sale on Saturday, September 24th. Please advise Byron if you are able to carve out some time to repay a favor.

11. IN-CAMERA SESSION:

Moved to In-Camera at 8:22 pm (Lesley Crossman/Krista Mansbridge)
Moved out of In-Camera at 9:20 pm (Krista Mansbridge/Lana Currie-Lingelbach)

Motion:

78-2022 To move acceptance of the 2021-22 Board Evaluation.

**Moved by: Lana Currie-Lingelbach
ALL IN FAVOR**

**Seconded by: Jim Selinger
CARRIED**

Motion:

79-2022 To task the Governance with investigation of a new board evaluation format.

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

**Seconded by: Wynette Neighbours
CARRIED**

12. ADJOURNMENT AND NEXT BOARD MEETING:

The next Regular Board meeting will be Monday, September 26, 2022 @ 7:00 at Lumsden Dew Drop In

Meeting adjourned by Marral Meadows at 9:20 pm.

Date

CHAIRPERSON

SECRETARY TO THE BOARD – Sara Cox