

LUMSDEN & DISTRICT HERITAGE HOME, INC.
Regular Board Meeting – Via ZOOM
Monday, October 24, 2022

Present: Byron Tumbach, Krista Mansbridge, Gail Russell, Linda Sullivan, Lesley Crossman, Marral Meadows, Jim Selinger, Wynette Neighbours, Caroline Hoffart, John Langford
Regrets: Lana Currie-Lingelbach
Recorder: Sara Cox
Administrator: Sara Cox
Resident Care Coordinator: Brenda Chapman, RCC

1. Meeting was called to order by Byron Tumbach @ 6:45 pm

Discussion re: protocol for guest attendance
New Business Agenda item a) SHA Continuing Care moved to the start of the agenda

7:00 – Welcome and Introduction of Debbie Sinnett, Executive Director, Continuing Care, Saskatchewan Health Authority.

Debbie addressed various questions posed by the Board prior to the meeting. She did express that the SHA does value the affiliate relationship it has with LDHH. No definitive answers were given on any questions regarding funding or the placement process. She did agree that quantitative information regarding the waitlist for LDHH could be shared. Debbie did indicate that she would be willing to attend future Board meetings if requested.

Debbie will coordinate with the Administrator for a date/time for a Communications and Strategic Planning Committee meeting to continue discussions on the Board's future vision. Administrator will ensure the data related to the Home's waitlist is obtained.

Debbie Sinnett left the meeting at 7:50 pm and the agenda for the October 24, 2022 Regular Board Meeting resumed with a debrief of the exchange that just occurred.

2. Conflict of Interest Declaration – no conflicts identified

3. AGENDA:

a) Additions to the Agenda - none

b) Adoption of Agenda

Motion:

84-2022 The Agenda be adopted as presented.

Moved by: Gail Russell

Seconded by: Caroline Hoffart

ALL IN FAVOR

CARRIED

4. REVIEW AND ADOPTION OF MINUTES

Motion:

85-2022 Adopt minutes of September 26, 2022 as circulated.

Moved by: Marral Meadows

Seconded by: John Langford

ALL IN FAVOR

CARRIED

5. BUSINESS ARISING OUT OF THE MINUTES

- The next meeting of PARG is scheduled for November 8th. Sara will send out the Webex invitation to the Chair and Vice Chair.
- Accreditation – the Home was not actually surveyed but findings will be included in the official report from Accreditation Canada which is expected in December.

6. ADMINISTRATOR'S REPORT:

- On-site Accreditation did not occur due the outbreak. Accreditation Canada and the SHA reviewed the work done following the Ministry audit in May and determined that Accreditation expectations at LDHH would be met.
- In February 2020 the SHA and Ministry commenced a 2 year pilot to access LTC beds from the personal care homes of Emmanuel Villa and Brightwater. On September 28th they announced the pilot would end at Emmanuel Villa due to lack of interest in rural placements. The 40 beds at Emmanuel will added to the 60 already accessed at Brightwater.
- Staffing in the CCA classification continues to challenge the workforce and budget. Vacant temporary positions, a very small relief pool and outbreak cohorting protocols have led to significant use of overtime.
- Regina Trades and Skills have contacted me regarding student placement for the Personal Support Worker and Line Cook students. I will be doing a student presentation at RTSC on October 26th.
- The 18 week rotational schedule for the CCA classification that has been in place for over a decade has to be changed to meet the requirements of AIMS. The new 6 week rosters have been approved by CUPE and will be implemented on January 15, 2023. Individual meetings with staff are ongoing.
- The Continuing Care Strategic and Operational Oversight meeting for October was cancelled.

Motion:

86-2022 To adopt the Administrator's Report as presented.

**Moved by: Jim Selinger
ALL IN FAVOR**

**Seconded by: Krista Mansbridge
CARRIED**

7. RCC REPORT:

- In the month we had one discharge, one transfer and one admission. A 2nd planned admission was put on hold by PAC and is expected to occur on October 26th.
- One qualified CCA has been hired into a TPT position and a permanent Relief position. Additional interviews are scheduled.
- The CNE provided Education on Purposeful Hourly Rounding on October 18/22. Planning for future education sessions is ongoing.
- COVID outbreak was declared on September 19th and ended on October 4th.
- Bivalent Booster was given to all consenting residents on October 4th and the influenza vaccine was administered on October 11th.
- The Adult Day Program at LDHH will recommence the week of October 24th. At this time we have four clients approved to attend.

Motion:

87-2022 To adopt the RCC Report as presented.

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

**Seconded by: Wynette Neighbours
CARRIED**

8. COMMITTEE REPORTS:

- A) **Governance Committee** – Committee met on October 13th to discuss additions to and wording changes for the Bylaws and Governance Manual. Lesley Crossman reported.

Motion:

88-2022 To approve the proposed changes to Section 11 of the Bylaws.

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

**Seconded by: Marral Meadows
CARRIED**

Motion:

89-2022 To approve the proposed addition to Section 10 of the Governance Manual.

**Moved by: Linda Sullivan
ALL IN FAVOR**

**Seconded by: Gail Russell
CARRIED**

Governance Committee Members Lesley Crossman, Krista Mansbridge and Marral Meadows will prepare and present a new Full Board Evaluation document to the Governance Committee in February 2023.

Motion:

90-2022 **To approve the report of the Governance Committee as presented.**
Moved by: Caroline Hoffart **Seconded by: Wynette Neighbours**
ALL IN FAVOR **CARRIED**

B) **Finance Committee** – Committee met on October 17/22 to review the 2nd Quarter Operating Statements and Balance Sheet. Committee discussed options to addressing the current funding levels. Gail Russell reported.

Motion:

91-2022 **To approve the Internal Operating Statement ending September 30, 2022.**
Moved by: Gail Russell **Seconded by: John Langford**
ALL IN FAVOR **CARRIED**

Motion:

92-2022 **To approve the September 30/22 Balance Sheet as presented. Manual.**
Moved by: Linda Sullivan **Seconded by: Gail Russell**
ALL IN FAVOR **CARRIED**

Motion:

93-2022 **To direct the Administrator to draft a letter to Minister Hindley regarding funding for review by the Communications & Strategic Planning Committee. Letter to be sent to Health Minister and local MLA's.**
Moved by: Jim Selinger **Seconded by: Krista Mansbridge**
ALL IN FAVOR **CARRIED**

Motion:

94-2022 **To approve the report of the Audit & Finance Committee as presented.**
Moved by: Linda Sullivan **Seconded by: Wynette Neighbours**
ALL IN FAVOR **CARRIED**

C) **Quality & Service Delivery** – Committee met on October 18th to review the document submitted by Loretta Gerlach (HR consultant). There is a desire to obtain additional information so Lana Currie-Lingelbach will invite Loretta to attend the November 15th meeting of the Committee. Linda Sullivan presented on behalf of Committee Chair.

Motion:

95-2022 **To approve the report of the Quality & Service Delivery Committee as presented.**
Moved by: Lesley Crossman **Seconded by: Gail Russell**
ALL IN FAVOR **CARRIED**

D) **Communications and Strategic Planning** – Committee did not meet. Sara to follow up with Debbie Sinnett to schedule a meeting with the Committee in the next two weeks.

9. BOARD FORUM

10. NEW BUSINESS

A) SHA Continuing Care – guest moved to first agenda item

B) Staff Appreciation

Pandemic protocols will once again limit the options for a Staff Christmas Celebration. Gift cards for all active staff were very well received last year.

Motion:

96-2022 To offer all active employees of the Home the choice of a \$25 gift card from either Lumsden Supermarket or Lumsden Esso as Christmas acknowledgment from the Board.

**Moved by: Krista Mansbridge Seconded by: Wynette Neighbours
ALL IN FAVOR CARRIED**

11. IN-CAMERA SESSION: not required

12. ADJOURNMENT AND NEXT BOARD MEETING:

The next Regular Board meeting will be Monday, November 28, 2022 @ 7:00 via ZOOM.

Meeting adjourned by Linda Sullivan at 9:05 pm.

Date

CHAIRPERSON

SECRETARY TO THE BOARD – Sara Cox