

**LUMSDEN & DISTRICT HERITAGE HOME, INC.**  
**Regular Board Meeting – Via ZOOM**  
**Monday, December 12, 2022**

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

**Regrets:**

**Recorder:** Sara Cox

**Administrator:** Sara Cox

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

1. Meeting was called to order by Byron Tumbach @ 7:05 pm

2. Conflict of Interest Declaration – no conflicts identified

3. AGENDA:

a) Additions to the Agenda

A) 2023 Board meeting dates

B) Minister response to June 15<sup>th</sup> letter

b) Adoption of Agenda

**Motion:**

**104-2022 The Agenda be adopted as amended.**

**Moved by: John Langford**

**Seconded by: Caroline Hoffart**

**ALL IN FAVOR**

**CARRIED**

3. REVIEW AND ADOPTION OF MINUTES

Discussion re: motion to move forward with RFP process including advertisement on Sask Tenders to ensure transparency and accountability. Motion 102-2022 revised before Board approval.

**Motion:**

**105-2022 Adopt minutes of November 28, 2022 as amended.**

**Moved by: John Langford**

**Seconded by: Linda Sullivan**

**ALL IN FAVOR**

**CARRIED**

5. BUSINESS ARISING OUT OF THE MINUTES

6. ADMINISTRATOR'S REPORT:

- PARG members met to discuss alternatives to AIMS for payroll, benefits, scheduling and finance. As a small site, options in use at some other sites are cost prohibitive. LDHH will wait to see the second roll-out of AIMS.
- Staff responded very enthusiastically to the Fueltide Greetings message from the Board. 45 chose Esso gift cards and 13 chose cards from Lumsden Supermarket.
- After posting and awarding 7 CCA positions, the churn or spinoff has resulted in an additional 5 postings. We currently have only one eligible CCA staff member to accept a position so 4/5 will be vacant until additional staff can be recruited.
- We have received three grievances from the CUPE Union related to labor relations matters.
- We have received our WCB rate for 2023. The industry rate is \$1.83/\$100 of payroll (funded) plus an additional experience surcharge of \$.75/\$100 of payroll (unfunded).
- An account will be created with Sask Tenders to facilitate the RFP process for the Board Future Vision.

- The SHA administered Resident and Family LTC Experience Survey will be distributed the week of December 12<sup>th</sup>. A copy of the surveys will be sent to board members for information.
- The Lumsden Lions donated \$4,000 to the Home from Chase the Ace proceeds.
- The LDHH Resident Family Council Family Representative is Leanne Smith. Her contact information is posted in the Home. 306-530-4496 or email at [r.lsmith@myaccess.ca](mailto:r.lsmith@myaccess.ca)

**Motion:**

**106-2022 To adopt the Administrator's Report as presented.**

**Moved by: Jim Selinger**

**Seconded by: Krista Mansbridge**

**ALL IN FAVOR**

**CARRIED**

7. RCC REPORT:

- Since November report, we have had one discharge and expect a move-in on December 13<sup>th</sup>
- Care conferences will break from Dec 23<sup>rd</sup> until Jan 5<sup>th</sup> and will take place on Fridays moving forward
- Care Manager is training staff in Hand Hygiene and PPE Donning and Doffing. She will also rollout GPA education in the new year. TLR recertifications are done to ensure all employees remain current in that mandatory education.
- The Clinical Nurse Educator will be onsite December 20<sup>th</sup> to present education on antipsychotic and psychotropic medications. This is rescheduled education due to inclement weather on December 5<sup>th</sup>.
- Influenza vaccinations are available to all staff upon request

**Motion:**

**107-2022 To adopt the RCC Report as presented.**

**Moved by: Linda Sullivan**

**Seconded by: Gail Russell**

**ALL IN FAVOR**

**CARRIED**

8. COMMITTEE REPORTS:

- A) **Governance Committee** – Committee did not meet however the Ad Hoc Committee continues to work on redevelopment of the Board Evaluation process with the next meeting scheduled for December 19<sup>th</sup>.
- B) **Finance Committee** – Committee did not meet.
- C) **Quality & Service Delivery** – Committee did not meet. Wynette Neighbours has agreed to Chair this Committee.
- D) **Communications and Strategic Planning** – Committee did not meet since November report. Caroline and Byron have drafted an RFP statement and will share it with the entire committee.

Christmas letters to both staff and Board have been drafted. Robin will send out the Board message to staff with their gift card and Byron will send out the family letter via email.

9. BOARD FORUM

In the absence of Board Chair, Byron Tumbach, the January meeting of the Board will be chaired by Krista Mansbridge.

10. NEW BUSINESS

A) 2023 Board meeting dates

**Motion:**

**108-2022**

**To approve the 2023 Board Meeting dates as presented.**

**Moved by: Gail Russell**

**Seconded by: Marral Meadows**

**ALL IN FAVOR**

**CARRIED**

B) Minister response to June 15<sup>th</sup> LDHH letter

Byron has received response to the LDHH letter regarding the strategic direction of the Home and will share with the full Board.

11. IN-CAMERA SESSION:

Board move to in-camera at 7:50 pm (Lesley Crossman/Wynette Neighbours)

Board move out of in-camera at 8:20 pm (Jim Selinger/Krista Mansbridge)

12. ADJOURNMENT AND NEXT BOARD MEETING:

The next Regular Board meeting will be Monday, January 23, 2023 @ 7:00 via ZOOM.

**Meeting adjourned by Caroline Hoffart at 8:22 pm.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
CHAIRPERSON

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