

LUMSDEN & DISTRICT HERITAGE HOME, INC.
Regular Board Meeting – Via ZOOM
Monday, February 27, 2023

Present: Byron Tumbach, Lesley Crossman, Linda Sullivan, Marral Meadows, Wynette Neighbours, Caroline Hoffart, Jim Selinger
Regrets: Krista Mansbridge, John Langford, Gail Russell
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:
 - a) Additions to the Agenda
 - b) Adoption of Agenda

Motion:

1-2023

The Agenda be adopted as presented.

**Moved by: Wynette Neighbours
ALL IN FAVOR**

**Seconded by: Jim Selinger
CARRIED**

4. REVIEW AND ADOPTION OF MINUTES

Motion:

2-2023

Adopt minutes of January 23, 2023 as presented.

**Moved by: Marral Meadows
ALL IN FAVOR**

**Seconded by: Lesley Crossman
CARRIED**

5. BUSINESS ARISING OUT OF THE MINUTES

6. ADMINISTRATOR'S REPORT:

- The week long outbreak was declared over on January 27th. There was an insignificant impact on residents and staff.
- The CUPE grievance meeting scheduled for January 25th was rescheduled to February 28th
- To date 9 family members and 7 residents have submitted the Resident/Family Experience survey. A volunteer from LHS continues to assist residents with survey completion. Deadline for the survey is March 31, 2023.
- Community Quilters have finished the raffle quilt. Ticket books are available at the Business Office and board members are asked to sell at least 2 books.
- Ice damming on the roof above Unit 3 caused water leakage and led to the discovery of mold. Repairs and remediation have begun and an insurance claim has been initiated. The resident in the impacted room was moved to a vacant room and admission to bring our census back to 30 is on hold until all repairs are completed.
- Following letter from all PARG members regarding COVID funding, Andrew Will has reached out the PARG Chair for more information. He has committed to attending the March meeting.
- Per Town of Lumsden Bylaw, we will be installing a grease trap in the kitchen and establishing device monitoring protocol

Motion:

3-2023

To adopt the Administrator's Report as presented.

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

**Seconded by: Linda Sullivan
CARRIED**

7. RCC REPORT:
- 1 vacancy – admission on hold
 - 2 COR's reported to Patient Safety
 - CNE presented education for staff on the use of psychotropic and antipsychotic use without a diagnosis.
 - 2 unqualified relief CCA's and an LPN have been hired.
 - RCC vacation period from February 15 to March 7, 2023

Motion:

4-2023 To adopt the RCC Report as presented.
Moved by: Wynette Neighbors Seconded by: Jim Selinger
ALL IN FAVOR CARRIED

8. COMMITTEE REPORTS:

- A) Governance Committee** – Committee met on February 9, 2023, Lesley Crossman reported. The Ad Hoc Committee presented a draft of the revised Board Evaluation document. Byron shared a copy of "Roberts Rules & Responsible Governance". This will be shared will all Board members for informational purposes.

Motion:

5-2023 To approve the revised Board Evaluation document as presented.
Moved by: Leslie Crossman Seconded by: Marral Meadows
ALL IN FAVOR CARRIED

- B) Finance Committee** – Committee did not meet
- C) Quality & Service Delivery** – Committee did not meet.
- D) Communications and Strategic Planning** – Committee met on February 13th and 23rd. Caroline Hoffart reported.

February 13th – Committee created a rating scale, screening matrix and interview guide in anticipation of the RFP closing on February 15th

February 23, 2023 – Committee met to review the 3 proposals submitted by consulting firms. Proposals were screened and scored and the committee will be setting up interviews for two of the bidders. (March 3 and March 8).

Caroline presented a timeline for the 16 week project (April 1 to July 24th).

The committee made three recommendations for Board Consideration:

- 1) A special meeting of the Board on March 13, 2023 is recommended to ensure we proceed in a timely fashion
- 2) The contracting of a project manager liaison to act as a "go-between" between the consulting company and the Committee
- 3) The approval of a budget plus 10% contingency to cover the costs of the consulting firm and the project manager. Funds to be drawn from the Expansion Reserve fund.

Motion:

6-2023 To approve the three recommendations of the C&SP Committee as presented.
Moved by: Caroline Hoffart Seconded by: Linda Sullivan
ALL IN FAVOR CARRIED

9. BOARD FORUM

10. NEW BUSINESS

a) Election of Officers

Motion:

7-2023

To appoint Byron Tumbach as the Chair of the Lumsden & District Heritage Home Board.

Moved by: Lesley Crossman

Seconded by: Wynette Neighbours

ALL IN FAVOR

CARRIED

Motion:

8-2023

To appoint Krista Mansbridge as the Vice-Chair of the Lumsden & District Heritage Home Board.

Moved by: Jim Selinger

Seconded by: Marral Meadows

ALL IN FAVOR

CARRIED

b) Appointment of Auditors

Motion:

9-2023

To appoint MWC Professional Chartered Accountants as the auditors for the 2022-2023 fiscal year.

Moved by: Wynette Neighbours

Seconded by: Caroline Hoffart

ALL IN FAVOR

CARRIED

11. IN-CAMERA SESSION:

Board move to in-camera at 8:01 pm (Jim Selinger/Marral Meadows)

Board move out of in-camera at 8:38 pm (Jim Selinger/Linda Sullivan)

12. ADJOURNMENT AND NEXT BOARD MEETING:

Special meeting of the Board will be Monday, March 13, 2023 at 7:00 via ZOOM.

The next Regular Board meeting will be Monday, March 27, 2023 @ 7:00 via ZOOM.

Meeting adjourned by Caroline Hoffart at 8:40 pm.

Date

CHAIRPERSON

SECRETARY TO THE BOARD – Sara Cox