

LUMSDEN & DISTRICT HERITAGE HOME, INC.
Regular Board Meeting – Dew Drop In
Monday, August 28, 2023

Present: Byron Tumbach, Linda Sullivan, Marral Meadows, Wynette Neighbours, Jim Selinger, Gail Russell, Caroline Hoffart, Lesley Crossman, Tammy Knuttila
Regrets: Krista Mansbridge, Keenan Fahlman
Absent: John Langford
Recorder: Sara Cox
Administrator: Sara Cox
Resident Care Coordinator: Brenda Chapman, RCC

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:

Delegation – Kelly Elkin – Friends of the Heritage Home

New Business:

A) Board Third Party Insurance Coverage

Motion: The Agenda be adopted as amended.

47-2023

Moved by: Gail Russell

Seconded by: Jim Selinger

ALL IN FAVOR

CARRIED

Delegation:

Kelly Elkin spoke of the planning to date for the Carnival at the Home on September 23, 2023. Community support has been overwhelming. Seeking volunteer support for the day of the event.

Byron welcomed Tammy Knuttila, new board representative for the RM of Dufferin and introductions were done.

4. REVIEW AND ADOPTION OF MINUTES

Motion: Adopt minutes of June 26, 2023 as presented.

48-2023

Moved by: Caroline Hoffart

Seconded by: Jim Selinger

ALL IN FAVOR

CARRIED

5. BUSINESS ARISING OUT OF THE MINUTES

Board FB page has been very successful with 60 followers to date. New posts are done weekly. Encouraged to share within the ownership communities.

6. ADMINISTRATOR'S REPORT:

- Water damage repairs to various areas in the Home were completed in July.
- Resident/Family BBQ was held on August 24th. 51 guests attended the event to enjoy some great company, food and entertainment.
- By-election candidate Kaitlyn Stadnyk (NDP) attended at the Home on August 1st. She spoke with Administrator and many residents during her visit.
- 14 residents participated in the mobile poll at the Home for the provincial by-election.
- LDHH hosted RAASCH members for a dinner meeting on August 1st. This is the first time the group has met in person since 2019.
- Directed by the SHA, the Ministry of SaskBuilds and Procurement undertook a facility assessment to generate a list of the outstanding maintenance items at the Home. Throughout the morning of August 4th, I toured the consultants and highlighted areas of concern such as flooring, ventilation, window replacement and front entry access

- I have been working Chris Exner (Town of Lumsden) to plan a seating area for the residents within our courtyard. The area will be located in the shade of the trees next to the dog park fence and will feature a cement pad and wheelchair accessible seating. Thanks to the Town and the Legion, this project will be fully funded.

Motion:

49-2023 To adopt the Administrator's Report as presented.
Moved by: Linda Sullivan Seconded by: Marral Meadows
ALL IN FAVOR CARRIED

7. RCC REPORT:

- One discharge and one admission.
- Sask PolyTech School of Nursing RPN student placement planned for this fall has been cancelled due to program changes
- Six first year students will be in the Home to complete their CNUR 100 Community Partnerships
- Adult Day Program has 5 openings
- RCC completed education on Wound Hygiene and Intermittent Catheterization
- Preparation for fall influenza vaccinations is well underway

Motion:

50-2023 To adopt the RCC Report as presented.
Moved by: Jim Selinger Seconded by: Wynette Neighbours
ALL IN FAVOR CARRIED

8. COMMITTEE REPORTS:

- A) **Governance Committee** – Marral Meadows reported on committee activity. The Board evaluations have been completed and summarized. Summary will be discussed in the in-camera session. Gail Russell resigns from this committee.

Motion:

51-2023 To adopt the Governance Committee report as presented.
Moved by: Marral Meadows Seconded by: Jim Selinger
ALL IN FAVOR CARRIED

- B) **Finance Committee** – The Committee met on August 15/23 to review documents and make recommendations for Board consideration. Gail Russell reported.

Motion:

52-2023 To approve the revised 2023-24 Internal Operating Budget as presented.
Moved by: Gail Russell Seconded by: Caroline Hoffart
ALL IN FAVOR CARRIED

Motion:

53-2023 To approve the Statement of Operations as of June 30, 2023.
Moved by: Gail Russell Seconded by: Tammy Knuttila
ALL IN FAVOR CARRIED

Motion:

54-2023 To approve the Balance Sheet and Income Statement as of June 30, 2023 as presented.
Moved by: Gail Russell Seconded by: Lesley Crossman
ALL IN FAVOR CARRIED

The Home struggles with a lack of storage space for equipment and supplies. Quotes received for 20' foot storage building. Administrator recommends proceeding with the purchase from Morrow's Marine & Service. This was not the lowest quote but the aesthetic of the building and the fostering of local business relationships factored into the decision. Morrow's will be giving a donation of \$1,000 to help offset the cost of the building.

Motion:
55-2023 To approve the use of donated capital funds for the purchase of a storage building at a cost of \$13,974.90.
Moved by: Wynette Neighbours **Seconded by: Linda Sullivan**
ALL IN FAVOR **CARRIED**

C) **Quality & Service Delivery** – Committee did not meet.

D) **Communications and Strategic Planning** – Caroline reported on the Committees activities throughout July and August:

1. 1080 Progress Update
 - Received legal opinion on responsibility of municipal partners under our non-profit status
 - Preliminary draft report includes data that supports current need (consistent waitlist of 55) as well as increased need in the next 10 years
 - Do not anticipate asking municipal partners for funds – next step is to make government aware of current need, future demand and test interest
2. Municipality Engagement
 - Letters will be sent to all giving update
 - Meeting will be scheduled for October 11th at the Dew Drop, 1080, Pyvot, Linka all available to answer questions
3. Looking Forward Financial Report
 - Costs to date shared with Board
 - Additional costs associated with legal expertise expected
 - Pyvot contract about to end, need to extend to align with the work of 1080

Motion:
56-2023 To pursue application to the Saskatchewan Government for funding to support expansion of the facility including preparation of a business case.
Moved by: Caroline Hoffart **Seconded by: Lesley Crossman**

Recorded vote requested:

Caroline Hoffart – yes	Marral Meadows – yes	Linda Sullivan - yes
Lesley Crossman – yes	Gail Russell – no	Tammy Knuttila – yes
Jim Selinger – yes	Wynette Neighbours – yes	Byron Tumbach – yes

MOTION CARRIED

Motion:
57-2023 To approve an additional budget of \$5,000 to address legal costs submitted by Roger Linka associated with the Looking Forward Project.
Moved by: Caroline Hoffart **Seconded by: Lesley Crossman**
ALL IN FAVOR **CARRIED**

Motion:
58-2023 To approve the expansion of the contract with Pyvot Consulting Inc. in the amount of \$20,000.
Moved by: Caroline Hoffart **Seconded by: Marral Meadows**
ALL IN FAVOR **CARRIED**

Motion:
59-2023 Upon receipt of the finalized report from 1080, all Board members will be given the opportunity to review it before a Special Meeting of the Board is convened.

Moved by: Caroline Hoffart Seconded by: Jim Selinger
ALL IN FAVOR CARRIED

Motion:
60-2023 To accept the report of the Communications and Strategic Planning Committee as presented.

Moved by: Wynette Neighbours Seconded by: Keenan Fahlman
ALL IN FAVOR CARRIED

9. BOARD FORUM

10. NEW BUSINESS

- A) Board Third Party Insurance Coverage – Administrator to contact current policy holder (SGI) to request a presentation on Board Liability Coverage. Byron will contact municipal carriers (SARM and SUMA Assure) for information regarding coverage for appointed board members.

11. IN-CAMERA SESSION:

Board move to in-camera at 9:00 pm (Lesley Crossman/Marral Meadows)

Board move out of in-camera at 9:20 pm (Jim Selinger/Linda Sullivan)

Motion:
61-2023 To approve the 2023 Board Evaluation Summary as presented at the August 28, 2023 board meeting (in-camera).

Moved by: Marral Meadows Seconded by: Lesley Crossman
ALL IN FAVOR CARRIED

12. ADJOURNMENT AND NEXT BOARD MEETING:

The next Regular Board meeting will be Monday, September 25, 2023 @ 7:00 at the Lumsden Dew Drop In.

Meeting adjourned at 9:25 pm.

25-09-23

Date



CHAIRPERSON



SECRETARY TO THE BOARD – Sara Cox