

Board of Management for the District of Parry Sound West
Minutes of Regular Board Meeting
Wednesday, November 22, 2017
Administration Meeting Room

Present: Ms. Debbie Zulak, Chair
Mr. Mario Buszynski (joined by teleconference)
Mr. Ted Knight
Mr. Doug McCann
Ms. Lynne Gregory
Mr. Paul Borneman
Ms. Marsha Rivers, Chief Executive Officer ("CEO")
Ms. Billie Torbett, Recording Secretary

Regrets: Ms. Karen Insley Stewart

1.0 CALL TO ORDER: The Board Chair called the meeting to order at 9:00 a.m.

2.0 ITEMS TO BE ADDED TO THE AGENDA: There were no items added to the agenda. Three items were moved to Business Arising.

3.0 CONFLICT OF INTEREST: None

4.0 APPROVAL OF MINUTES:

83/17 "That the minutes of the Regular Meeting held October 25, 2017 be accepted as presented."

Moved by Lynne Gregory; Seconded by Ted Knight; Carried.

5.0 COMMITTEES: No reports

6.0 BUSINESS ARISING:

6.1 Maintenance of fitness trail, stairs, zoning by-laws, parking lot – Paul Borneman reported that there is a written agreement with the Town of Parry Sound that states that the Town will maintain the stairs leading to the fitness trail. No maintenance is done by the Town in the winter months.

6.2 Generator repair/extended warranty – CAT / Toromont CAT has agreed to complete the repair to the cylinder head gasket at no charge. Belvedere Heights would be required to purchase an extended warranty and cover the cost of the rental generator.

84/17 "That the Board of Management authorize the CEO to purchase an extended warranty from CAT for the generator for 60 months at a cost of \$5,525.00."

Moved by Ted Knight; Seconded by Doug McCann; Carried.

The Board thanked the CEO for her hard work and diligence in negotiating this deal on behalf of the home. CEO is to contact CAT and formally thank them as well.

Board of Management for the District of Parry Sound West
Minutes of Regular Board Meeting
Wednesday, November 22, 2017
Administration Meeting Room

- 6.3 Update on hairdressing services – A hairdresser is now working in the Home 4 days per week from 9:00 – 2:00. Families and residents are pleased with the service being provided.
- 6.4 Update from Cassellholme re: borrowing resolution for district homes – The CEO from Cassellholme made a submission to the Standing Committee.
- 6.5 Strategic planning – The RFP was sent to identified consultants with expertise in strategic planning. Two consultants declined to submit a proposal and two strong proposals were received. The Strategic Planning Committee will meet on December 11, 2017 at 1:00 p.m. to evaluate the proposals.
- 6.6 2018 Budget preparations – The 2018 draft budget will be presented to the Finance Committee in January 2018.
- 6.7 Financial Review by Pahapill & Associates – *Drew Pahapill* has been onsite on 2 occasions to interview front office staff and has identified areas in the current processes which need improvement.

7.0 CORRESPONDENCE:

- 7.1 Resolutions from Town
- 7.2 Aging with Confidence: Ontario's Action Plan for Seniors
- 7.3 New CEO announcement at AdvantAge
- 7.4 Changes to senior leadership at WPSHC (email from Donald Sanderson re: Anne Litkovich on secondment with LHIN)

8.0 REPORTS:

- 8.1 Board Chair – No report
- 8.2 Chief Executive Officer – Report was discussed at length

General Email Address – The general email address (bh@zeuter.com) will be disabled on March 30, 2018. A new general email address has been setup (info@belvedereheights.com)

BSO Funding –The Home will receive new base funding for a 0.5 Recreational Therapist to support the management of responsive behaviours.

9.0 OTHER BUSINESS:

CEO Annual Evaluation – The policy and form template will be included in the Board package for discussion at the next Board meeting in December. At that time the Human Resources Committee will decide on a date to meet and complete the evaluation.

Board of Management for the District of Parry Sound West
Minutes of Regular Board Meeting
Wednesday, November 22, 2017
Administration Meeting Room

10.0 ACCOUNTS PAYABLE:

85/17 "The Board hereby approves the Operating Expenses in the amount of \$626,529.36; Life Lease Expenses in the amount of \$212,243.15; and Community Support Services Expenses in the amount of \$50,774.68 for the month of October, 2017.

Moved by Lynne Gregory; Seconded by Doug McCann; Carried

11.0 IN-CAMERA MEETING:

86/17 "That the Board of Management Move into "In-Camera" session at 9:53 a.m."

Moved by Doug McCann; Seconded by Lynne Gregory; Carried

89/17 "That the reports and directions of the Board of Management "In-Camera" session be accepted as presented."

Moved by Ted Knight; Seconded by Lynne Gregory; Carried

90/17 "That the Board adjourn at 10:35 a.m."

Moved by Lynne Gregory; Seconded by Ted Knight; Carried


Chair


Secretary-Treasurer

Next Regular Board meeting: Wednesday, December 20, 2017 in the Administration Room.

