

**BOARD OF MANAGEMENT FOR THE DISTRICT OF PARRY SOUND WEST**  
**Minutes of Regular Board Meeting**  
**Wednesday, May 23, 2018**  
**Administration Meeting Room**

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**Present:** Ms. Debbie Zulak, Chair  
Ms. Lynne Gregory  
Mr. Mario Buszynski (joined by teleconference)  
Mr. Doug McCann  
Mr. Ted Knight  
Ms. Karen Insley Stewart  
Ms. Marsha Rivers, CEO  
Ms. Billie Torbett, Recording Secretary

**Regrets:** Mr. Paul Borneman

**1.0 CALL TO ORDER:** The Board Chair called the meeting to order at 9:02 a.m.

**2.0 ITEMS TO BE ADDED TO THE AGENDA:** None

**3.0 CONFLICT OF INTEREST:** None

**4.0 APPROVAL OF MINUTES:**

**36/18** "That the minutes of the Regular Meeting held April 25, 2018 be accepted as presented."

Moved by: Lynne Gregory

Seconded by: Karen Insley Stewart

Carried

**5.0 INSURANCE:** *Mona Krolak of HUB International* presented a brief outline of *Directors & Officers Liability Insurance* coverage and answered questions brought forth by the Board members.

**6.0 AUDITOR:** *Donald Garrioch of KPMG* presented the *2017 Draft Audited Financial Statements of Belvedere Heights and Community Support Services*.

**7.0 COMMITTEES:**

7.1 Strategic Planning Committee: The document *Belvedere Heights Vision and Strategic Directions* prepared by People Minded Business was provided. The Strategic Planning Committee agreed to meet in June to review the draft Strategic Plan.

7.2 Human Resources Committee: The Human Resources Committee agreed to meet in June to discuss responsibilities under the pay equity legislation and establish a work plan for pay equity maintenance.

**8.0 BUSINESS ARISING:**

8.1 Draft thank you letter to Volunteers – Letters will be distributed to all volunteers. The Board Chair will sign the letter on behalf of the Board.

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**9.0 CORRESPONDENCE:**

- 9.1 Memo to the Section from MOHLTC Long-Term Care Homes Division re: Annual Provincial Data: 2017 Resident Quality Inspections
- 9.2 Memo from Brian Pollard, Assistant Deputy Minister MOHLTC re: Spring 2018 Amendments to Improve Access and Enhance Transparency in Long Term Care Homes
- 9.3 Memo dated May 8, 2018 from Barry Lajeunesse, Director System Performance and Accountability NELHIN re: 2018-19 Base Funding
- 9.4 Memo dated May 8, 2018 from Barry Lajeunesse, Director System Performance and Accountability NELHIN re: Registered Nurses in the Long-Term Care Home Sector
- 9.5 Memo dated May 15, 2018 from Barry Lajeunesse, Director System Performance and Accountability NELHIN re: 2018-19 Fall Prevention in the Long-Term Care Home Sector

**10.0 REPORTS:**

- 10.1 Board Chair – No report
- 10.2 Chief Executive Officer – Report was discussed

**11.0 OTHER BUSINESS:**

- 11.1 Presentation on International Dysphagia Diet Standardization Initiative (“IDDSI”) – Debbie Stone, Interim Dietary Manager presented on the new international dysphagia standards (IDDSI). The Home will be adopting the new standards and will be launching IDDSI standards for food textures on June 5, 2018.

**12.0 ACCOUNTS PAYABLE:**

- 37/18 **“The Board hereby approves the Operating Expenses in the amount of \$ 709,016.56; Life Lease Expenses in the amount of \$ 5,621.87; and Community Support Services Expenses in the amount of \$ 49,001.36 for the month of April, 2018.”**

Moved by: Lynne Gregory      Seconded by: Ted Knight      Carried

**13.0 IN-CAMERA MEETING:**

- 38/18 **“That the Board of Management Move into “In-Camera” session at 11:31 a.m.”**

Moved by: Doug McCann      Seconded by: Lynne Gregory      Carried

- 41/18 **“That the reports and directions of the Board of Management “In-Camera” session be accepted as presented.”**

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**42/18** Moved by: Lynne Gregory    Seconded by: Doug McCann    Carried  
"That the Board adjourn at 12:15 p.m."

Moved by: Doug McCann    Seconded by: Lynne Gregory    Carried

  
Chair

  
Secretary-Treasurer

**Next Regular Board meeting will be held on Wednesday, June 27, 2018 at 9:00 a.m. in the Administration Room.**

