

District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, December 21, 2022
via Zoom

Directors Present (voting): Paul Borneman
Don Carmichael
Art Coles, Acting Chair
George Comrie
Lynne Gregory
Cheryl Ward

Director Regrets:

Guests Attending: Gail Finnsion

Guest Regrets: Joe Beleskey

Staff Attending (non voting): Kami Johnson, Administrator

Specially Invited (non voting): Jim Hanna, West Parry Sound Health Centre
Nicole Murphy, West Parry Sound Health Centre
Donald Sanderson, West Parry Sound Health Centre
Heidi Stephenson, West Parry Sound Health Centre
Linda Taylor, Community Support Services

1.0 Call to Order: The Board Chair called the meeting to order at 9:02 a.m. G. Finnsion was introduced.

2.0 Confirmation of Quorum: A quorum was achieved.

3.0 Conflict of Interest: No conflicts were declared.

4.0 Approval of Agenda:

#BH-66/22

Moved by G. Comrie, seconded by A. Coles that be it resolved that the Board of Management accepts the agenda, as presented.

Carried.

5.0 Voice of the Resident – K. Johnson provided the Voice of the Resident and presented information on the Belvedere Heights 2022-2023 Quality Improvement Program. Belvedere Heights is committed to excellence in care and community services. The Quality Improvement Program ensures that a comprehensive, coordinated, facility wide program is in place to monitor, analyse, evaluate and improve the quality of accommodations, care, service, programs, and goods provided to residents by the facility. The slide deck will be attached to the minutes for information purposes.

6.0 Approval of Minutes:

#BH-67/22

Moved by C. Ward, seconded by A. Coles that be it resolved that the minutes of the Board of Management meeting held November 23, 2022, be approved.

Carried.

7.0 Matters Arising:

7.1 AAMC (Agreement to Approve a Management Contract)

The AAMC was received back from the Ministry and made effective November 24, 2022. The Management Services Agreement is in effect as of January 1, 2023.

It was anticipated that there will be a change in reporting structure for CSS and Life Lease. More information will be disseminated, and formalization will occur in the new year.

8.0 New Business:

8.1 An orientation for new board members will take place in January 2023.

9.0 Ancillary Reports:

9.1 Community Support Services

A Community Support Services report by L. Taylor was included in the agenda package for perusal. The draft CSS budget has been submitted to Ontario Health North. It was anticipated that CSS will receive final budget approval by January 31, 2023. CSS received a 2% increase in base funding.

L. Taylor exited the meeting at 9:33 a.m.

10.0 Committee Reports:

10.1 Finance Committee – H. Stephenson highlighted the 2023 budget summary, as follows:

- The forecast in the last three reporting months has varied greatly.
- In September 2022, it was unsure if there would be 3rd quarter funding, so a COVID deficit was projected.
- In October 2022, funding was received in the amount of \$93,900 but it was not clear what quarter it was for.
- Advantage has advocated for clarity surrounding COVID funding. Clarification has also been requested from the Ministry. No information/clarification has been received thus far.
- The forecasted budget, without COVID revenues, in the 4th quarter is at a deficit of (\$419,000). There still is a possibility that COVID funding will be received as there is a directive still in place for active screening and testing at long-term care homes.
- Agency staffing is averaging 145K per month.

The approval of the Life Lease budget was deferred to the January 2023 meeting.

#BH-68/22

Moved by A. Coles, seconded by D. Carmichael that on the recommendation of the Finance Committee, the remainder of the Bank of Nova Scotia term loan be paid off as soon as possible.
Carried.

#BH-69/22

Moved by D. Carmichael, seconded by G. Comrie that on the recommendation of the Finance Committee, the November 2022 expenditures be approved.

- Life Lease – November 2022:
 - September/October Board Report
 - List of Disbursements - \$10,236.85
- Belvedere Heights – November 2022:
 - Report with Forecast
 - Report by Funding Envelope
 - Statement of Financial Position
 - List of Disbursements - \$1,013,701.94
 - COVID-19 Analysis.
- Community Support Services (CSS) – November 2022:
 - Income and Expense Statement
 - Cheque List - \$58,006.25
 - 2023-24 SAA Planning Cycle for Ontario Health, Draft Budget, and Narrative.

Carried.

#BH-70/22

Moved by G. Comrie, seconded by C. Ward that the minutes of the Finance Committee meeting held December 19, 2022, be received.

Carried.

10.2 Governance Committee

Orientation Manual – C. Ward confirmed that an orientation manual update process will be provided at the January 2023 meeting.

It was suggested that the new board consider the establishment of a Governance and Partnership Committee. This committee would address the orientation manual, governance policies, as well as monitor municipal by-laws.

10.3 Long Term Care Ad-hoc Advisory Committee

No meeting has been held of late. A. Coles has reached out to MPP Graydon Smith in hopes of arranging a meeting in the near future. No response has been received yet.

11.0 Standing Items:

11.1 Fixing Long-Term Care Act, 2021

Belvedere Heights is in compliance with The Fixing Long-Term Care Act, 2021.

12.0 Reports:

12.1 Board Chair Report – It was stated that this was the Chair’s last meeting of the Belvedere Heights Board of Management. The board expressed their gratitude and appreciation for the work Lynne has achieved over the past eight years.

12.2 Administrator’s Report

K. Johnson reported that there were three incidences reported in November. All three incidences were related to sexual expression. Two of these incidences were substantiated. The BSO (Behaviour Support Ontario) is assisting with these matters.

The all clear order has been granted by the Ministry with regard to the completion of safety checks on the night shift. Much was learned by all from this issue.

An influenza A outbreak was declared on December 6th on the Pine Home. It was declared over on December 17th. Only three patients were affected.

13.0 Pending: None

14.0 Correspondence: None

15.0 In-Camera:

Specially invited guests exited the meeting other than J. Hanna.

#B-71/22

Moved by P. Borneman, seconded by D. Carmichael that the meeting move in-camera at 10:05 a.m.
Carried.

#B-72/22

Moved by G. Comrie, seconded by C. Ward that the meeting move ex-camera at 10:39 a.m.
Carried.

Directions from the in-camera session:

- 1) Direction was given to K. Johnson regarding changes to the website.
- 2) Direction was given to J. Hanna and D. Carmichael regarding composition of correspondence for distribution to councils and the Annual Information Meeting.

16.0 Conclusion of Meeting:

#BH-73/22

Moved by C. Ward, seconded by G. Comrie that there being no further business to conduct, the meeting concluded at 10:40 a.m.