

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, February 23, 2022
via Zoom**

Directors Present (voting): Paul Borneman
Art Coles, **Acting Chair**
George Comrie
Doug McCann
Cheryl Ward, **Secretary/Treasurer**

Director Regrets: Lynne Gregory

Guest Regrets (non voting): Don Carmichael

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
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.

2.0 Confirmation of Quorum: A quorum was achieved.

3.0 Conflict of Interest: no conflicts were noted.

4.0 Approval of Agenda:

#BH-1/22

Moved by D. McCann, seconded by C. Ward that be it resolved that the Board of Management accepts the agenda as circulated.

Carried.

5.0 Voice of the Resident – K. Johnson provided the Voice of the Resident. The Tree of Angels Campaign which took place in December raised approximately \$6000 which will be used to improve the home for residents. The purchases/upgrades will be shared with the Board.

6.0 Approval of Minutes:

#BH-2/22

Moved by G. Comrie, seconded by D. McCann that be it resolved that the minutes of the Board of Management meeting held November 24, 2021, be approved.

Carried.

7.0 Matters Arising:

7.1 Management Contract

On February 2, 2022, H. Stephenson and J. Hanna spoke with ADM Brian Pollard regarding the status of the Management Contract between WPSHC and Belvedere Heights and the surrender of the 101 Belvedere Heights beds. It was realized at that time that an attestation for the eligibility to manage a long term care home was required from the WPSHC Board of Directors and WPSHC senior management. This attestation is in progress and will be submitted to the Ministry by February 28, 2022. The PowerPoint presentation that was provided to the WPSHC Board at their meeting on February 14th will be attached to the minutes for information purposes.
Referred to N. Murphy

8.0 New Business:

8.1 Long-Term Care Home Services Accountability Agreement (L-SAA)

#BH-3/22

Moved by C. Ward, seconded by P. Borneman that the Board of Management authorizes the Administrator to sign and submit the Declaration of Compliance Issued to the Long-Term Care Service Accountability Agreement Schedule E-Form of Compliance Declaration for the period of January 1, 2021 – December 31, 2021.

Carried.

9.0 Ancillary Reports

9.1 Community Support Services

A Community Support Services report by L. Taylor was included in the agenda package.

Highlights were:

- CSS has hired two full time people to assist with scheduling transportation and Meals on Wheels.
- Some exercises classes are resuming.
- There is no waiting list for the Meals on Wheels program at this time.
- It was stated that CSS is not a taxi service and to get this message out to community members would be helpful (Ivy's taxi has folded).
- Transportation is a planned service. Two weeks in advance is required to book this service.
- The freezer that was recently purchased is still not up and running.
- It was stated how difficult it is to find space to use in the Parry Sound area.

L. Taylor exited the meeting.

10.0 Committee Reports

10.1 Finance Committee

C. Ward reported that the insurance renewal has increased by approximately 15% year over year.

#BH-4/22

Moved by D. McCann, seconded by C. Ward that the February 8, 2022, the Board of Management receives the Insurance Summary.

Carried.

H. Stephenson reported that as January was the first month in the fiscal year, it was too early to forecast anything at this time. But there were no financial concerns.

#BH-5/22

Moved by C. Ward, seconded by P. Borneman that on the recommendation of the Finance Committee, the following reports be received, and the Board of Management approves the November and December expenditures:

- Life Lease – December 31, 2021:
 - December Board Report
 - List of Disbursements - \$20,906.52
- Belvedere Heights – November 30, 2021:
 - Report with Forecast
 - Report by Funding Envelope
 - Statement of Financial Position
 - List of Disbursements - \$1,081,996.18
 - COVID-19 Analysis
- Community Support Services (CSS) – December 31, 2021:
 - November Board Report
 - Cheque List - \$56,630.57
 - Income and Expense Statement
 - LHIN Reporting.

Carried.

#BH-6/22

Moved by G. Comrie, seconded by C. Ward that the minutes of the Finance Committee meetings held January 24, 2022, and February 22, 2022, be received.

Carried.

10.2 Governance Committee – no report.

10.3 Long Term Care Ad-hoc Advisory Committee

H. Stephenson confirmed that the surrender of the 101 beds is on the radar of the ADM. The 160 new bed application is being reviewed in the order that they are received by the Ministry. It was hoped that an ad-hoc meeting will be scheduled in the near future. O. Poloni will present information surrounding P3s at that meeting.

#BH-6/22

Moved by C. Ward, seconded by G. Comrie that the minutes of the Long Term Care Ad-hoc Committee meetings held December 1, 2021, be received.

Carried.

11.0 New Business

11.1 Friends of Belvedere

D. McCann reported that he is still collecting cans and bottles. New bins to house these empties have been purchased for the Sobey's parking lot and the Town of Parry Sound transfer station. Approximately \$100 per week is being made from the alcohol empties.

12.0 Reports:

12.1 Board Chair Report – none.

12.2 Administrator's Report

K. Johnson provided a report regarding Phase 1 Regulations for the Fixing Long-term Care Act, 2021. Regulations will be developed in stages. The first phase of regulation development (Phase 1) is focused on those provisions that are required to operationalize key components of the Act such as:

- Emergency planning
- Quality of Care
- Resident Safety
- Staffing
- Accountability, enforcement, and transparency.

The Ministry has predicted that it will cost \$36,000 per home to implement these required changes.

The Administrator was thanked for leading the implementation of the Point, Click, Care software system at Belvedere Heights and LLTC. The Financial piece will be executed on March 8 and the Clinical piece on March 8.

13.0 Correspondence: none

14.0 Pending:

- a. Elections will take place at the March 23, 2022, meeting
- b. IT Assessment of Belvedere Heights – Cyber Security Report – March 23, 2022
- c. Status of Order in Council Vacancy – D. Carmichael reported that his application was submitted to Cabinet on February 2nd, and he should be notified of the outcome in the very near future.

15.0 In-Camera:

An in-camera session was not required.

16.0 Conclusion of Meeting:

#BH-7/22

Moved by P. Borneman, seconded by D. McCann that there being no further business to conduct, the meeting concludes at 9:38 a.m.

A. Coles, Acting Chair
/nm