

**Board of Management for the District of Parry Sound West (Belvedere Heights)
Regular “Public” Meeting
Wednesday, January 27, 2021
Via Zoom**

Voting Directors Present: Paul Borneman
Don Carmichael
Art Coles, Vice Chair
Lynne Gregory, Chair
Ted Knight
Doug McCann
Cheryl Ward, Secretary/Treasurer

Voting Director Regrets:

Staff Attending: Kami Johnson, Administrator
Linda Taylor, Community Support Services

Specially Invited: 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

1.0 Call to Order: The Board Chair called the meeting to order at 9:35 am.

2.0 Confirmation of Quorum: A quorum was achieved.

3.0 Conflict of Interest: No conflicts of interest were declared.

4.0 Approval of Agenda:

#BH-6/21

Moved by A. Coles, seconded by D. McCann that be it resolved that the Board accepts the agenda as presented.

Carried.

5.0 Approval of Minutes:

#BH-7/21

Moved by C. Ward, seconded by T. Knight that be it resolved that the minutes from the Board of Directors regular public meeting held December 16, 2020 be approved.

Carried.

6.0 Business Arising – none.

7.0 Ancillary Reports

7.1 Life Lease

A life lease report provided by G. Dekker was included in the agenda package.

Highlights provided by K. Johnson were as follows:

- The focus remains on keeping tenants well informed and safe during COVID-19 by completing enhanced cleaning and disinfection touch points around the building.
- Common rooms are closed due to provincial COVID regulations.
- Unit 205 remains for sale. Real estate representative P. Coulter has taken over the listing from J. Marshall.
- The question was raised as to whether Belvedere Heights should/could purchase unit 205 and rent it out. This matter will be discussed further in-camera.
- The Chair will ask G. Dekker to provide more details about unit 205 at the February meeting, for example, reasons why the unit may not be selling.

Referred to L. Gregory

7.2 Community Support Services

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

Highlights were as follows:

- It was hoped that CSS will end their fiscal year with a balanced budget.
- Electrical capacity at Belvedere Heights has become an issue for CSS i.e., not enough electrical outlets, power demand is more than what is available. WPSHC electricians will be asked to investigate further and determine what options are available to remedy this problem.

Referred to H. Stephenson

L. Taylor exited the meeting.

8.0 Committee Reports

8.1 Finance Committee

WPSHC COO reviewed highlights from the Finance Committee meetings held on January 25, 2021.

Highlights were as follows:

- With regards to Life Lease, both revenue and expense lines were reduced by \$41K with regard to water.
- The administration and governance line increased due to wages.
- There are planned purchases for a washer/dryer and a hot water tank in the future.

#BH-8/21

Moved by D. Carmichael, seconded by D. McCann that the Board approves the Life Lease budget, as presented.

Carried.

The question was raised as to whether the Finance Committee can meet at an earlier date so that the Board has ample time to review the Finance Committee minutes prior to the Board meeting. It was also stated that the committee structure (Finance Committee) is intended to provide assurance that oversight (of financial matters) is being provided.

L. Gregory will look into this further.

Referred to L. Gregory

#BH-9/21

Moved by A. Coles, seconded by C. Ward that the Board approves the operating expenses for the month of December 2020 as follows:

- Belvedere Heights - \$99,553.05
- Life Lease - \$13,225.38
- Community Support Services - \$60,186.24

Carried.

#BH-10/21

Moved by D. Carmichael seconded by D. McCann that the Board approves the financial statement for December 2020, as presented.

Carried.

8.2 Governance Committee – no report/meeting was held.

It was reported that the Chair and T. Knight will sign the revised by-law for submission to the Ministry of Long-Term Care in the near future.

9.0 Reports

9.1 Administrator's Report

K. Johnson provided a report on the happenings at Belvedere Heights. Highlights were as follows:

- Lakeland Long Term Care residents received COVID-19 vaccines yesterday.
- A formal announcement as to when Belvedere Heights residents will receive vaccines will be made before the end of the week.
- Belvedere Heights staff is ready and prepared to administer vaccines to residents when the vaccine arrives.
- The roll-out of vaccines to Belvedere Heights staff is in-development.
- Belvedere Heights report regarding the provincial commission into long-term care, which included feedback from residents, was submitted earlier this week.
- Weekly family town halls continue to be held.
- Regular COVID-19 testing continues.
- The first floor cohorting plan has been completed. An 8-bed ward has been created for use in the event of a COVID-19 outbreak.
- An update on PSWs was given.

The Board congratulated K. Johnson on her hard work and achievements.

9.2 Board Chair Report – none

10.0 New Business – none.

11.0 Correspondence – none.

12.0 In-Camera

N. Murphy exited the meeting – 10:28 a.m.

D. Sanderson, H. Stephenson and J. Hanna remained for the in-camera session.

#BH-11/21

Moved by A. Coles seconded by D. Carmichael that the meeting move in-camera – 10:30 a.m.
Carried.

#BH-12/21

Moved by D. McCann seconded by P. Borneman that the meeting move ex-camera – 11:10 a.m.
Carried.

#BH-13/21

Moved by D. McCann, seconded by P. Borneman that the Board of Management proceed with the inquiry regarding items discussed in-camera.
Carried.

13.0 Conclusion of Meeting:

#B-14/21

Moved by A. Coles seconded by D. Carmichael that there being no further business to conduct, the meeting concluded at 11:12 a.m.
Carried.

Lynne Gregory, Chair

/nm