

District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, June 22, 2022
via Zoom

Directors Present (voting): Don Carmichael
Art Coles, Vice Chair
George Comrie
Lynne Gregory, Chair
Doug McCann
Cheryl Ward

Director Regrets: Paul Borneman

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
Linda Taylor, Community Support Services

1.0 Call to Order: The Board Chair called the meeting to order at 9:01 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-43/22

Moved by D. McCann, seconded by A. Coles that be it resolved that the Board of Management accepts the agenda with the following additions: 1) Board Declarations and 2) an in-camera session regarding the acquisition of land.

Carried.

5.0 Voice of the Resident – K. Johnson provided the Voice of the Resident.

6.0 Approval of Minutes:

#BH-44/22

Moved by D. McCann, seconded by C. Ward that be it resolved that the minutes of the Board of Management meeting held May 25, 2022, be approved.

Carried.

7.0 Matters Arising:

7.1 Annual Information Meeting

Article 14.0 – Annual Information Meeting – By-Laws

14.1 The annual information meeting of the Corporation shall be held at the head office of the Corporation. The meeting shall be held on such date and time as determined by the Board between the first day of April and the first day of October. For the purposes of this meeting, members of the Corporation include the Directors of the Corporation and the councillors of the supporting municipalities defined in Article 2.

At every annual meeting, in addition to any other business that may be transacted, the report of the directors, officers, CEO, the financial statement and the report of the auditors shall be presented, and auditors confirmed for the ensuing year.

Forty-five (45) days written notice shall be given to each municipality of any annual information meeting of the Corporation. No error or omission in giving notice of any annual information meeting of the Corporation shall invalidate such meeting or make void any proceedings taken thereat. For purpose of sending notice to any municipality, director or officer for any meeting or otherwise, the address of the Director or officer shall be his or her last address recorded on the books of the Corporation. Notice of such meeting inviting the public shall be provided on the Corporation's website, and other public communications as may be decided by the Board.

It was determined that an Annual Information Meeting will be scheduled on either Thursday, September 15, 2022 (1st choice) or Friday, September 16, 2022 (2nd choice) at 6:30 or 7:00 p.m. D. McCann offered to check with the Town of Parry Sound to see if either the Stockey Centre (1st choice) or the BOCC (2nd choice) is available. He will report his findings back to the Chair.

Referred to D. McCann

8.0 New Business:

8.1 Declaration for Board members

A revised declaration for Board members has been received from Advantage. K. Johnson will circulate to Board members. It was asked that Board members submit their declarations by June 30, 2022.

Referred to K. Johnson

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.

L. Taylor exited the meeting.

10.0 Committee Reports:

10.1 Finance Committee

H. Stephenson reported that Belvedere Heights is forecasted to have a balanced budget at year-end.

#BH-45/22

Moved by D. McCann, seconded by A. Coles that the May expenditures be approved, as follows:

- Life Lease – June 2022:
 - June Board Report
 - List of Disbursements - \$27,945.20
- Belvedere Heights – May 2022:
 - Report with Forecast
 - Report by Funding Envelope
 - Statement of Financial Position
 - List of Disbursements - \$1,062,539.99
 - COVID-19 Analysis
- Community Support Services (CSS) – May 2022:
 - Cheque List - \$62,548.58
 - Income and Expense Statement.

Carried.

#BH-46/22

That following funding letter(s) be received, and the Finance Committee recommends to the Board of Directors that the Administrator be authorized to work within the funding as follows:

- Ontario Health North Letter re: 2% Base Funding Increase 2022-23.

Carried.

#BH-47/22

Moved by D. Carmichael, seconded by D. McCann that the minutes of the Finance Committee meeting held June 20, 2022, be received.

Carried.

10.2 Governance Committee

C. Ward suggested to members that two advisory individuals be specially invited to attend Belvedere Heights Board meetings to ensure continuity of knowledge and experience in the future as there is the potential for these skills to disappear with the upcoming municipal election.

#BH-48/22

Moved by C. Ward, seconded by A. Coles that a maximum of two (2) non-voting, advisory individuals, appointed by the Belvedere Heights Board of Management, be invited to attend all Belvedere Heights Board meetings for one (1) year, renewed annually at the discretion of the Board.

Carried.

10.3 Long Term Care Ad-hoc Advisory Committee – no report.

11.0 **Standing Items:**

11.1 Fixing Long-Term Care Act, 2021 – Quality Improvement Planning (QIP)

Highlights were as follows:

- The Administrator has been working collaboratively with LLTC and WPSHC around QIP planning.
- Under the FLTCs there are several components to the QIP program that will need to be implemented including expended required membership on quarterly committees and required reporting.
- Belvedere Heights will focus on areas that promote resident quality of care and quality of life. These areas will include: Resident rights, pleasurable dining, and meaningful programming.
- In addition, Belvedere Heights will focus on areas as identified in the new proactive inspection program. These include IPAC, the prevention of abuse and neglect, safe medication management, nutrition and hydration, dining observations and plan of care.

12.0 **Reports:**

12.1 Board Chair Report – A new sign on the front lawn has been erected.

12.2 Administrator's Report

K. Johnson reported that:

- *CIS* - Three critical incidences were recently received but only one was substantiated. Performance improvement plans have been put in place to address the one substantiated CIS related to improper care.
- *Quality*: Belvedere Heights is exploring the integration of two additional decision support tools through Point Click Care (PCC): IPAC module and eConnect (Lab integration). Decision support tool funding and MST funding will be used to help fund these PCC features.
- *Education / HR* – 12 Registered staff and 9 PSWs will be completing enhanced palliative care education this summer to support positive changes to the palliative care program at Belvedere Heights.
- A review of the process to collect money owed for Resident delinquent accounts is being done.

13.0 **Pending:** none

14.0 **Correspondence:** none

15.0 **In-Camera:**

Specially Invited members exited the meeting 10:10 a.m.

#B-49/22

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

#B-50/22

Moved by C. Ward, seconded by G. Comrie that the meeting exit-camera – 11:00 a.m.
Carried.

Direction from the in-camera session:

1. The Chair will respond to the correspondence recently received.
2. A special Board meeting was scheduled on Wednesday, August 24, 2022, at 10:00 a.m. The venue will be determined by the Chair.

16.0 Conclusion of Meeting:

#BH-51/22

Moved by D. McCann, seconded by G. Comrie that there being no further business to conduct, the meeting concluded at 11:02 a.m.

L. Gregory, Chair
/nm