

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

Directors Present (voting): Paul Borneman
Don Carmichael
Art Coles
George Comrie
Lynne Gregory
Doug McCann
Cheryl Ward

Director Regrets:

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 9:04 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-9/22

Moved by A. Coles, seconded by D. McCann that be it resolved that the Board of Management accepts the agenda as amended: Pending- election re committee members be moved to following the election of the executive and New Business- life lease contract be moved to in-camera.
Carried.

5.0 Elections

5.1 Election of Executive

#BH-10/22

Moved by P. Borneman, seconded by D. McCann nominating L. Gregory.

L. Gregory agreed to let her name stand.

Any other nominations were requested.

#BH-11/22

Moved by A. Coles, seconded by D. McCann that nominations be closed.

L. Gregory was congratulated on her appointment for the ensuing year.

#BH-12/22

Moved by D. Carmichael, seconded by P. Borneman nominating A. Coles.

A. Coles agreed to let his name stand.

Any other nominations were requested.

#BH-13/22

Moved by D. McCann, seconded by C. Ward that nominations be closed.

A. Coles was congratulated on his appointment for the ensuing year.

#BH-14/22

Moved by D. Carmichael, seconded by D. McCann nominating C. Ward.

C. Ward agreed to let her name stand.

Any other nominations were requested.

#BH-15/22

Moved by A. Coles, seconded by D. McCann that nominations be closed.

C. Ward was congratulated on her appointment for the ensuing year.

5.2 Election of Committee Members

#BH-16/22

Moved by C. Ward, seconded by P. Borneman that committee members are listed as follows:

Finance Committee

P. Borneman, D. Carmichael, L. Gregory (ex-officio), C. Ward

Governance Committee

D. Carmichael, G. Comrie, L. Gregory (ex-officio), C. Ward

Fundraising Committee

P. Borneman, A. Coles, L. Gregory (ex-officio), D. McCann

Management Agreement Ad-hoc Committee

D. Carmichael, L. Gregory (ex-officio), C. Ward

Development/Special Projects Ad-hoc Committee

TBA

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

7.0 Approval of Minutes:

#BH-17/22

Moved by A. Coles, seconded by G. Comrie that be it resolved that the minutes of the Board of Management meeting held February 23, 2022, be approved.

Carried.

8.0 Matters Arising:

8.1 Order in Council Appointment

D. Carmichael was congratulated on his Order in Council one-year appointment effective March 4, 2022.

9.0 New Business:

9.1 OHT (Ontario Health Team) Update

Ontario Health North is collecting OHT applications which will be submitted as a package to the Ministry. WPSHC was encouraged by Ontario Health North to continue with their original proposal from 2019. It was hoped that something is heard back from the Ministry prior to the RIT drop.

9.2 Lifelease Contract – moved to in-camera.

10.0 Ancillary Reports

10.1 Community Support Services

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

Highlights were:

- Planning for year-end has begun.
- New space is being sought after to house exercise programs. It was suggested that the Parry Sound
- Library and the Stockey Centre be investigated.
- Transportation is very busy.
- Meals-on-Wheels is not busy at the moment.

L. Taylor exited the meeting.

11.0 Committee Reports

11.1 Finance Committee

I.T. Infrastructure

H. Stephenson reviewed the Belvedere Heights Cyber Security Risk Assessment presentation with the Board.

Highlights were as follows:

- 7 critical cyber security risks were found and need to be addressed:
 - Outdated email service, and outdated servers.
 - Usage of generic user account, weak password requirement.
 - Edge protection is missing critical feature to provide protection.
 - Malware protection is not installed on all devices.
 - Not disabling Server Message Block version 1.0 (SMBv1).
 - Misconfiguration of network segmentation to provide separation access between organization and residents data.
 - Utilization of personal email for business need.
- The estimated cost to replace the outdated email server and move to Microsoft Office 365 is \$38,826.48
- The estimated cost to replace servers is \$13,200.00
- The estimated cost to replace the edge protection is \$8,638.03 for 3-years of protection (2,879.34 per year).
- The estimated cost to have a complete malware protection is \$1,864.78.

It was noted that there are no IT staff nor team retained at Belvedere Heights at the moment.

The Board directed K. Johnson and H. Stephenson to investigate whether any provincial funding/grants are available for Long Term Care I.T. infrastructure.

This item will be placed under pending.

#BH-18/22

H. Stephenson reported that it was the second month into the fiscal year. There is a \$21,000 surplus year-to-date. It was hoped that agency staffing will decrease as this may cost up to double the amount paid.

#BH-19/22

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 February expenditures:

Life Lease – March 2022:

- o March Board Report
- o List of Disbursements - \$12,092.96

Belvedere Heights – February 2022:

- o Report with Forecast
- o Report by Funding Envelope
- o Statement of Financial Position
- o List of Disbursements - \$1,058,489.80
- o COVID-19 Analysis

Community Support Services (CSS) – February 1-28, 2022:

- o Cheque List - \$43,182.33
- o Income and Expense Statement – February 2022
- o Snapshot of Transportation

Carried.

#BH-20/22

Moved by A. Coles, seconded by D. Carmichael that the minutes of the Finance Committee meeting held March 21, 2022, be received.

Carried.

11.2 Governance Committee – no report.

11.3 Long Term Care Ad-hoc Advisory Committee

H. Stephenson and D. Sanderson had a conversation with ADM Pollard on March 10th. It was noted B. Pollard stated that he was unaware of any Ministry dollars to cover the funding gap and he was also not aware of any new funds available for a pilot project. The ADM had no issues with WPSHC exploring the concept of a P3, but he did identify some issues that would affect its viability such as LTC licences are only for 30 years, and this number does not align with what is being proposed. Also, the per diem revenue needs to line up with the capital funding gap.

It has been decided that WPSHC will further explore the P3 opportunity at a high level. The Board will be kept apprised of any new information.

It was noted for information that WPSHC has not yet heard back from the Ministry regarding the 160 long-term bed application.

#BH-21/22

Moved by C. Ward, seconded by D. McCann that the minutes of the Long Term Care Ad-hoc Committee meetings held March 2, 2022, and the briefing note from H. Stephenson dated March 10, 2022, be received.

Carried.

12.0 Reports:

12.1 Board Chair Report – no report was given at this time

12.2 Administrator's Report

K. Johnson reported that:

- Residents are now able to leave the facility on day and overnight stays.
- The screening process at Belvedere Heights remains status quo.
- Directive 3 will be rescinded at some point.
- Point Click Care has gone live! The feedback received thus far has been very positive. Many efficiencies have already been seen.
- 18 new iPhones have been ordered for staff members to communicate in-house.
- The new staff schedule indicates less use of agency staffing.
- 20 students are completing their preceptorship at Belvedere Heights.
- Five critical incidents were reported in February. Four of them have been closed.

13.0 Correspondence:

13.1 The Notice and Extension of Long-Term Care Home Services Accountability Agreement (L-SAA) was received.

14.0 Pending: none

K. Johnson was asked to remain for the in-camera session of the meeting.
J. Hanna, D. Sanderson, H. Stephenson and N. Murphy exited the meeting.

15.0 In-Camera:

#BH-22/22

Moved by _____ seconded by _____ that the meeting move in-camera.
Carried.

#BH-23/22

Moved by _____ seconded by _____ that the meeting move ex-camera.
Carried.

16.0 Conclusion of Meeting:

#BH-24/22

Moved by P. Borneman, seconded by D. McCann that there being no further business to conduct, the meeting concluded at ___ a.m.

L. Gregory, Chair
/nm