

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, March 27, 2024
via Zoom**

Directors Present (voting): Paul Borneman, Vice Chair
Don Carmichael, Secretary/Treasurer
Gail Finnsen
Cheryl Ward
Pamela Wing, Chair
Debbie Zulak

Director Regrets: Joe Beleskey

Advisory Member Attending (non voting):

Staff Attending (non voting): Kami Johnson, Administrator

Staff Regrets:

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

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 declared.

*A land acknowledgement will be provided at the next meeting.

4.0 Approval of Agenda:

#BH-17/24

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

Carried.

5.0 Voice of the Resident: K. Johnson presented information on the 2024 Resident and Family Satisfaction Survey. The Board was very pleased with the 2024 results. K. Johnson and her team were congratulated. The Board was also advised that RNAO pathways went live yesterday.

6.0 Approval of Minutes:

#BH-18/24

Moved by G. Finnson, seconded by C. Ward that be it resolved that the minutes of the Board of Management meeting held February 28, 2024, be received.

Carried.

7.0 Matters Arising: none

8.0 New Business: none

9.0 Committee Reports:

9.1 Finance Committee

H. Stephenson provided highlights from the meeting held yesterday. The Finance Committee minutes and attachments were circulated to Board members yesterday (March 26th) via email.

Highlights were as follows:

- The February statements showed an operating deficit of \$110K. This deficit was influenced by the outbreak in January and funding not increasing until April 2024.
- Agency usage was as \$28K. This was directly related to the outbreak in January.
- A balanced budget was presented to members.
- In February 2024, CSS purchased a 2024 GMC Terrain vehicle in the amount of \$43,896.22.

#BH-19/24

Moved by D. Carmichael, seconded by G. Finnson, that on the recommendation of the Finance Committee, the CCA s. 22 Notice and Extension of Long-Term Care Home Service Accountability Agreement (“Extending Letter”) be approved.

Carried.

#BH-20/24

Moved by D. Carmichael, seconded by D. Zulak that on the recommendation of the Finance Committee, the CCA s. 22 Notice and Extension of Multi-Sector Service Accountability Agreement (“Extending Letter”) be approved.

Carried.

#BH-21/24

Moved by G. Finnson, seconded by C. Ward that on the recommendation of the Finance Committee, the CUPE Agreement from April 1, 2023 – March 31, 2025, be ratified.

Carried.

#BH-22/24

Moved by D. Carmichael, seconded by G. Finnson that the Board of Management approves the purchase of the Community Support Services 2024 GMC Terrain vehicle in the amount of \$43,896.22.

Carried.

#BH-23/24

Moved by D. Carmichael, seconded by C. Ward that on the recommendation of the Finance Committee, the Board of Management approves the Community Support Services (CSS) 2024-25 proposed budget.

Carried.

#BH-24/24

Moved by D. Carmichael, seconded by C. Ward that the Board of Management approves the January and February 2024 expenditures.

Carried.

#BH-25/24

Moved by D. Carmichael, seconded by D. Zulak that the minutes of the Finance Committee meeting held March 26, 2024, be received.

Carried.

9.2 Governance and Partnerships Committee – March 13, 2024

The WPSHC Community Engagement Committee, which includes a number of external health system partners who gather monthly, invited Chair of the Governance and Partnerships Committee C. Ward, to sit on their committee. The Board of Management agreed with sending C. Ward to sit on their committee.

The Board of Management meeting chart was briefly reviewed. The Chair requested Board members advise her if they would like to join or exit a committee. These annual appointments will be made following the Annual Information Meeting in April.

#BH-26/24

Moved by C. Ward, seconded by G. Finnsen that on the recommendation of the Governance and Partnerships Committee, the Board Management Policy be approved.

Carried.

#BH-27/24

Moved by C. Ward, seconded by D. Zulak that the minutes of the Governance and Partnerships meeting held March 13, 2024, be received.

Carried.

9.3 Long Term Care Ad-hoc Advisory Committee – no meeting was held. A doodle poll regarding a meeting schedule will be sent out in the near future.

10.0 Standing Items:

10.1 Fixing Long-Term Care Act, 2021

The Administrator presented information about how EDI planning fits into the Quality Improvement Plan. Two goals for 2024 were as follows:

1. Develop and implement a process by which requests for new or adjusted psychotropic orders are referred to internal BSO team for review with physician prior to implementation.
2. Integration of clinical pathway for management of depression, delirium and dementia.

10.2 Equity Diversity Inclusion (EDI)

Two members from the Belvedere Heights Board of Management will be invited to participate in Land Acknowledgement training on April 22, 2024.

10.3 WPS OHT

C. Ward is attending the West Parry Sound Ontario Health Team Collaboration Council meetings on behalf of the Belvedere Heights Board of Management as a governor. It was hoped that the Terms of Reference will be approved at their next meeting on March 28th which can then be circulated to the Belvedere Heights Board. Two other operation governance groups will have to be established in the future: 1) a Primary Care Council and 2) a Citizen Advisory Panel.

The job posting for the West Parry Sound Ontario Health Team (WPSOHT) Executive Director and the OHT draft structure based on Ministry's proposed regulation will be forwarded to the Board for information.
Referred to N. Murphy

11.0 **Reports:**

11.1 Board Chair Report

The Chair noted that Carling Township passed a motion in principle accepting the TD banking line of credit proposal. The Chair sent this motion to all municipalities for information. The Chair will set up another meeting with all CAOs.

Referred to P. Wing

11.2 Administrator's Report

- The Administrator updated the Board on the February critical incidents. There were a total of five incidents.
- There were no Ministry inspections or grievances in the month of February.
- The PSW living classroom was approved in the amount of \$29,000.
- The Administrator has requested a quote to expand the Chapel doors for accessibility.

12.0 **Pending:** none

13.0 **Correspondence:**

Correspondence from C. Peters dated February 29, 2024, was sent to J. Hanna and H. Stephenson thanking them both for their participation in the recently held Belvedere Family Council meeting.

14.0 **In-Camera:** no in-camera meeting was required.

15.0 **Conclusion of Meeting:**

#BH-28/24

Moved by D. Carmichael, seconded by C. Ward that there being no further business to conduct, the meeting concluded at 10:47 a.m.

Carried.