

District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, May 26, 2021
Via Zoom

Voting Directors Present: Lynne Gregory, **Chair**
Art Coles, **Vice Chair**
Cheryl Ward, **Secretary/Treasurer**

Paul Borneman
Don Carmichael
Ted Knight
Doug McCann

Voting Director Regrets:

Staff Attending: Kami Johnson, Administrator

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
Linda Taylor, Community Support Services

1.0 Call to Order: The Board Chair called the meeting to order at 9:01 am.

2.0 Confirmation of Quorum: A quorum was achieved.

3.0 Conflict of Interest: no conflicts were noted.

4.0 Approval of Agenda:

#BH-45/21

Moved by C. Ward, seconded by A. Coles that be it resolved that the Board of Management accepted the agenda as presented, as amended: addition of letterhead template.

Carried.

5.0 Approval of Minutes:

#BH-46/21

Moved by D. McCann, seconded by C. Ward that be it resolved that the minutes of the Board of Management meeting held April 28, 2021, be approved.

Carried.

6.0 Matters Arising – none.

7.0 Ancillary Reports

7.1 Community Support Services

A Community Support Services report by L. Taylor was included in the agenda package. L. Taylor noted that the budget has not changed over the past few years and that it needs to be reviewed again.

L. Taylor exited the meeting.

8.0 Committee Reports

8.1. Finance Committee Meeting - May 19, 2021

The Finance minutes and information package were circulated to the Board on Friday, May 21, 2021 via email by T. Guidotti.

#BH-47/21

Moved by D. Carmichael, seconded by A. Coles that on the recommendation of the Finance Committee, the Belvedere Heights Financial Policy Review and Revision 2021 PowerPoint presentation be received, and the updated Belvedere Heights Financial Policies and Procedures be approved.
Carried.

#BH-48/21

Moved by D. Carmichael, seconded by C. Ward that on the recommendation of the Finance Committee, the following reports be received, and the April expenditures be approved:

- Life Lease – April 30, 2021
 - Board Report
 - Cheque List - \$30,294.13
- Belvedere Heights – April 30, 2021
 - Report with Forecast
 - Report by Funding Envelope
 - List of Disbursements - \$963,452.01
 - COVID-19 Analysis
- Community Support Services (CSS) – April 30, 2021
 - Board Report
 - Financial Statement – April 20 to Mar 31/21- Draft
 - Cheque List - \$52,009.07.

Carried.

T. Knight joined the meeting – 9:15 a.m.

#BH-49/21

Moved by A. Coles, seconded by D. Carmichael that on the recommendation of the Finance Committee, the following funding correspondence be received, and the Administrator be authorized to work within the funding as follows:

Correspondence Date 2021	<u>Funding Initiative</u> - Revenue Agency	Fiscal / Calendar Year	Funding / (Recovery) \$
i) Apr 15	<u>Funding Recovery – Attending Nurse Practitioners In Long-Term Care Initiative</u> Ontario Health North	2021/22	(61,426)
No comments noted.			
ii) May 7	<u>Additional COVID-19 Prevention and Containment Funding</u> Ministry of Long Term Care	2021/22	
	Total COVID-19 Incremental Expenditures Reported for April 1 to December 31, 2020 (A)		545,760
	Average Monthly COVID-19 Incremental Expenditures (B = A/9)		60,640
	5% Adjustment (C=B*0.05)		3,032
	Adjusted Monthly COVID-19 Incremental Expenditures (D=B+C, rounded to nearest \$100)		63,700
	2021-22 Prevention and Containment Allocation for Q1 from April to June 2021 (E=D*3)		191,100
<p>It was discussed that although the pandemic and outbreak has decreased, the expenses continue for pandemic pay, supplies, double staffing for Rapid Testing (7 days a week, 12-hour shifts), screeners and new admissions.</p> <p>Anticipating an announcement for IPAC operations funding. It was noted that there is expectation of continued commitment from the provincial government for pandemic coverage, no concerns.</p>			

Carried.

#B-50/21

Moved by P. Borneman, seconded by D. McCann that the minutes of the Finance Committee meeting held May 19, 2021 be received.

Carried.

8.2 Governance Committee – T. Knight and C. Ward will meet to review the orientation manual in the near future.

8.3 Special Project Ad-Hoc Committee

Minutes from the meetings held May 5, May 12, May 19, and May 20, 2021 were included in the agenda package for the Boards' perusal.

#BH-51/21

Moved by D. Carmichael, seconded by A. Coles that on the recommendation of the RFP Review Committee, Yallowega Belanger Salach Architecture be awarded the RFP in the amount of \$70,500 plus HST for phase one of the Campus of Care site master plan review.

Carried.

#BH-52/21

Moved by A. Coles, seconded by C. Ward that the minutes of the Special Project Ad-Hoc Committee meetings held May 5, May 12, May 19, and May 20, 2021 be received.

Carried.

It was reminded that Belvedere Heights is funding 'phase one' of the Campus of Care from their reserves.

9.0 New Business: Belvedere Heights Annual Information Meeting.

In accordance with the Belvedere Heights by-law article 14.1, an Annual Information Meeting (AIM) is to be held annually between the first day of April and the first day of October. A draft agenda was included in the agenda package for perusal.

The Board of Management directed L. Gregory to consult the eight municipalities to determine a date and time for an AIM via Zoom.

Referred to L. Gregory

K. Johnson will N. Murphy forward Belvedere Heights letterhead for future use.

Referred to K. Johnson

10.0 Reports

10.1 Board Chair Report

The Board Chair reported that Ms. Salach from YBSA attended WPSHC yesterday for a site visit. She met with S. Mullen, J. Hanna and D. Carmichael. It went very well.

10.2 Administrator's Report

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

- The North Bay Parry Sound Public Health Unit recently attended Belvedere Heights in-person to advise on IPAC practises. Their one recommendation was to obtain plastic clipboards, instead of wood ones. This purchase is in process.
- Three PSWs have upgraded their education to become RPNs and will be graduating soon. They will each receive a \$10,000 grant for return-of-service. A congratulatory note will be sent to each individual from the Board of Management.

Referred to K. Johnson

- One critical incident recently occurred regarding lifts and transfers. No injuries were had. One on one education with staff regarding lifts and transfers will continue into June. It was noted that critical incident reporting has drastically decreased by 47% from the past year thus far.
- The final report regarding long term care commission pandemic preparedness has been released.
- The Administrator was commended for her work at Belvedere Heights.

11.0 Correspondence: none

12.0 In-Camera

#BH-53/21

Moved by T. Knight seconded by D. McCann that the meeting move in-camera –9:58 a.m.
Carried.

#BH-54/21

Moved by seconded by that the meeting move ex-camera – a.m.
Carried.

13.0 Conclusion of Meeting:

#BH-55/21

Moved by seconded by that there being no further business to conduct, the meeting concluded at a.m.
Carried.

Lynne Gregory, Chair
/nm