

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, September 22, 2021
via Zoom**

Directors Present (voting): Paul Borneman
Art Coles, **Vice Chair**
Lynne Gregory, **Chair**
Doug McCann
Cheryl Ward, **Secretary/Treasurer**

Director Regrets:

Guest (non voting): Don Carmichael

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 9:03 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-76/21

Moved by C. Ward, seconded by A. Coles that be it resolved that the Board of Management accepts the agenda as amended: addition of elevator in Life Lease building and securing property of a local board (in-camera).

Carried.

5.0 **Approval of Minutes:**

#BH-77/21

Moved by A. Coles, seconded by C. Ward that be it resolved that the minutes of the Board of Management meeting held August 25, 2021, be approved.

Carried.

6.0 Matters Arising:

6.1 Annual Information Meeting Update

The Chair reported that the **Annual Information Meeting** will take place on October 7, 2021, at 7:00 p.m. via Zoom.

K. Johnson has sent out a notice of meeting to the municipalities. She will also send a reminder out closer to the meeting date.

D. McCann entered the meeting – 9:07 a.m.

6.2 Friends of Belvedere Heights

K. Johnson will be arranging a lunch meeting with the Friends of Belvedere Committee in the very near future where it is hoped that many issues will get dealt with. K. Johnson will keep the Board apprised of progress made.

6.3 Campus of Care Business Plan

It was hoped that another meeting with Brian Pollard will take place in the very near future. YBSA's cost consultant has submitted a preliminary amount for the build in the master plan report.

6.4 Elevator in Life Lease

K. Johnson has arranged for certain Life Lease residents who have ambulatory issues to have front door parking which will solve the problem of the walk from the elevator.

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 exited the meeting.

8.0 Committee Reports

8.1 Finance Committee

#BH-78/21

Moved by A. Coles, seconded by D. McCann that on the recommendation of the Finance Committee, the Building Report Opinion of Probable Cost (OPC) table be received.

Carried.

#BH-79/21

That on the recommendation of the Finance Committee, the following reports be received, and the June and July 2021 expenditures be approved:

- June and July expenditures:
 - Life Lease – June 30, 2021
 - Board Report
 - Cheque List - \$38,018.79
 - Life Lease – July 31, 2021
 - Cheque List - \$8,051.65
 - Belvedere Heights – June 30, 2021
 - Report with Forecast
 - Report by Funding Envelope
 - Statement of Financial Position
 - List of Disbursements - \$837,548.96
 - COVID-19 Analysis
 - Belvedere Heights – July 31, 2021
 - Report with Forecast
 - Report by Funding Envelope
 - Statement of Financial Position
 - List of Disbursements - \$913,955.60
 - COVID-19 Analysis
 - Community Support Services (CSS) – June 30, 2021
 - Board Report – Campus of Care Vision
 - Cheque List - \$44,523.78
 - Income and Expense Statement
 - LHIN Reporting
 - Community Support Services (CSS) – July 31, 2021
 - Cheque List - \$39,779.09
 - Income and Expense Statement.

Carried.

#BH-80/21

Moved by A. Coles, seconded by D. McCann that on the recommendation of the Finance Committee, KPMG be appointed Auditors for the ensuing year.

Carried.

#BH-81/21

Moved by A. Coles, seconded by P. Borneman that on the recommendation of the Finance Committee, the following funding correspondence be received, and the Board of Management authorizes the Administrator to work within the approved funding as follows: (attached pages #9-14)

- Additional COVID-19 Prevention and Containment Funding for the remainder of 2021-22 fiscal year as indicated in Table 1 Funding Model Inputs and Table 2 Calculation of Monthly Allocations. A total of \$211,800 (F+G+H) of funding will be provided within the September 2021 scheduled payment. Prevention and containment monthly allocations for October 2021 to March 2022 will be provided in the respective monthly scheduled payments.
- Level-of-Care Per Diem Funding as set by the Ministry of Long-Term Care in each envelope.

Carried.

#BH-82/21

Moved by C. Ward, seconded by P. Borneman that the minutes of the Finance Committee meeting held September 20, 2021, be received.

Carried.

8.2 Governance Committee

a. OIC Appointments

The Board was informed that C. Ward of Seguin was reappointed as a part-time member of the Board of Management for the District of Parry Sound West to serve at the pleasure of the Lieutenant Governor in Council for a period not exceeding three years, effective September 17, 2021.

The Chair reported that the Ministry is aware that the Belvedere Heights Board of Management recommends D. Carmichael as their second OIC appointment on the Board.

The question was raised as to whether the municipalities of McKellar/Whitestone/McMurrich/Monteith will be appointing a councillor as their representative to sit on the Belvedere Heights Board of Management. No correspondence has been received from any of these municipalities as of yet.

8.2 Long Term Care Ad-hoc Advisory Committee

#BH-83/21

Moved by A. Coles, seconded by D. McCann that the minutes of the Long Term Care Ad-hoc Committee meetings held August 25 and September 15, 2021, be received.

It was noted that the West Parry Sound Health Centre Board of Directors continues to raise issues surrounding Life Lease. The Belvedere Heights Board will address these concerns soon.

The Board requested that a written communications plan be developed as soon as possible. L. Gregory will speak to J. Hanna about this. Lynne will contact Jim.

9.0 New Business - none

10.0 Reports:

10.1 Board Chair Report

Items for report were completed throughout the meeting.

10.2 Administrator's Report

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

- Spirit and Long Service Awards will be held tomorrow!
- Huddles and high-risk team meetings are taking place daily.
- Investigating how to support PSWs in care plan meetings.

- Proceeding with Point, Click, Care!
- Voice of the Resident will take place at the beginning of every Board meeting.
- 91% of staff have received both COVID-19 vaccines.
- A mock outbreak will take place on October 7th.

11.0 Correspondence: none

West Parry Sound Health Centre staff exited the meeting.

12.0 In-Camera

#BH-84/21

Moved by C. Ward, seconded by A. Coles that the meeting move in-camera.

Carried.

#BH-85/21

Moved by C. Ward seconded by A. Coles that the meeting move ex-camera – 10:30 a.m.

Carried.

#BH-86/21

Moved by D. McCann, seconded by A. Coles that the Chair be directed to proceed with the direction received in-camera.

Carried.

13.0 Conclusion of Meeting:

There being no further business to conduct, the meeting concluded at 10:32 a.m.

L. Gregory, Chair
/nm