

RICHMOND VILLA MEETING

JANUARY 28, 2014

Location: Richmond Villa, St. Peter's

Present: Councillor S. MacNeil, Councillor G. Boucher
Councillor B. Marchand, Mrs. Eva Landry
Mr. Ross Wagg, Mr. Blair Campbell
Mr. Carson Samson (Administrator)

Councillor MacNeil called the meeting to order at 7:00 p.m.

Items Added to the Agenda:

There were no items added to the agenda.

Moved by Councillor Boucher, seconded by Mr. Ross Wagg that the agenda be accepted as presented. Motion carried.

Review of Minutes: December 10, 2013

Moved by Councillor Gilbert Boucher, seconded by Mr. Ross Wagg that the minutes of December 10, 2013 be approved as presented. Motion carried.

Business Arising from the Minutes:

All items will be covered in the Administrator's report.

Administrator's Report:

Mr. Samson presented the Statement of Operations for the month ending November, 2013 including the year to date totals. The following points were highlighted:

- A deficit position was noted with an amount of (\$70,171), the budgeted amount was \$63,314 which resulted in a variance of (\$133,485);
- Sick Report for the month ending November 30, 2013 shows the use of sick time as 3.76% of total wages compared to 3.93% last year;
- Overtime is above last year coming in at 1.33% of total wages compared to 1.33% last year;
- The Villa is at full capacity (beds) and there is one vacant apartment; another apartment will be empty in February, Ina Landry will not be returning and her family is in the process of clearing out her apartment. Paula showed the apt on Friday evening to a local resident

Donna Cotie, she will be renting the apt in February 2014. Also, Peter Boyd called me today to look at the apartments again so we are hopeful that he takes one this time;

- A meeting took place with the Minister of Health, Leo Glavine on Thursday January 16, 2014. The two main areas of concern were the feasibility of the assisted living apartments in the demographic and the operational expense shortfall from moving into the new building. The spreadsheet that was presented to the Minister is attached for the board to review. The administrator also followed up with a letter and an invitation to our facility in the coming months;
- The Minister is holding a round table discussion on LTC & homecare on Feb 4th, 2014 at the Cove Guest home in Sydney and the administrator has been invited to attend;
- There have been several new residents come to live at the home this month;
- The Fire Marshall came to do his yearly inspection on January 17, 2014 and commented on the neatness and cleanliness of the facility and expressed his gratitude to all the staff for continuing this endeavour. He also noted that he uses the Villa as his gold standard when visiting other facilities and uses our name quite often;
- Andrea Boulet has been hired as the HR Coordinator. Andrea has an extensive background in Human Resources with the East Coast Credit Union and will commence her employment on February 3, 2014. Diane Terrio will stay on as a casual employee in the administration department until Mrs. Boulet is comfortable in her position;
- An invitation has been extended to staff to volunteer for our new policy committee; this will give staff an opportunity to participate in any policy that affects their work/life balance. My hope is by giving staff this avenue they will feel more engaged in the decision making process and in turn lead to better organizational health;
- Both Paula and the administrator spoke to Lexina about the danger of being outside in the winter months, she has been spoken to many times before on this issue. We then contacted her family who said they will talk to her as well;
- The Lion's Hall gave a donation of \$1,000 towards the cost of the camera system. A letter of thanks was drafted and forwarded to them on behalf of the Villa;
- Nothing new to report on CUPE bargaining, the current CUPE contract expires Oct 31, 2014;
- Nothing new to update on NSNU bargaining, the current NSNU contract expires Oct 31, 2014;
- The administrator initiated dialogue with AEM concerning the results of the utility charges listed in the attached report. They have asked for 12 months of NSP bills which was sent to them on Monday Jan 27, 2014. In speaking with them they indicated our Energy charges after the variable speed drive installation should be around the 30,000 KWH per month and as we can see above it is nowhere near that target. The administrator will keep the board updated as this situation progresses.

Moved by Councillor Boucher, seconded by Mr. Ross Wagg that disbursements to Revenue Canada and Workers Compensation Board as well as the list of vendor payments, for the month of November 2013 in the amount of \$305,613.40 be accepted as presented. Motion carried.

Moved by Mrs. Eva Landry, seconded by Councillor Boucher that the Administrator's report for the month of November 2013 be accepted as presented. Motion carried.

Items Added:

There were no items added to the agenda

Frequency of Board Meetings:

Moved by Councillor Boucher, seconded by Mr. Ross Wagg that the board meet every second month, commencing after the January 28th, 2014 board meeting with no meetings during the summer months, AND FURTHER MOVED that the Administrator continue to send out monthly reports to the board members. Motion carried.

General Business:

Mr. Ross Wagg wanted to extend his compliments to the management and staff for receiving such great comments from the fire marshal.

The Administrator confirmed that the Villa does have an evacuation process that is tested regularly.

Councillor Boucher was glad to hear about the meeting with Minister Leo Glavine.

Mr. Blair Campbell noted an incident between two residents on Christmas Eve.

In response to a question from the Chair, that Administrator noted that this winter has been unusually busy for snow removal. He will provide an update at the next board meeting.

The Chair noted that a letter should be sent to the management of the nursing home in Quebec that was damaged by a recent fire. The Administrator will prepare a letter in both official languages and send on behalf of the board and home.

Adjournment

There being no further business the Chair adjourned the meeting at 7:50 p.m.

CHAIRPERSON

CHIEF ADMINISTRATIVE OFFICER

RECORDER