

RICHMOND VILLA MEETING

MARCH 18, 2014

Location: Richmond Villa, St. Peter's

Present: Councillor S. MacNeil, Warden S. Sampson
Councillor B. Marchand, Mr. Ross Wagg,
Mr. Blair Campbell, Mr. Carson Samson (CEO)

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 Mr. Blair Campbell, seconded by Warden Sampson that the agenda be accepted as presented. Motion carried.

Review of Minutes: January 28, 2014

It was noted that there was a spelling error on page 2 of the minutes and that the name Donna Coady should be corrected to read Donna Cotie.

Moved by Mr. Ross Wagg, seconded by Councillor Marchand that the minutes of January 28 2014 be approved with the noted correction. Motion carried.

Business Arising from the Minutes:

All items to be covered in the CEO's Board report.

CEO's Board Report:

Mr. Samson noted that the Board Report for the month ending December 2013 was sent out to all committee members in January.

Mr. Samson presented the Statement of Operations for the month ending January 2014 including the year to date totals. The following points were highlighted:

- A deficit position was noted with an amount of (\$210,498), the budgeted amount was (\$71,113) which resulted in a variance of (\$139,385); it was noted that this amount covered three pay periods and the budgeted amounts are based on two.

- Sick Report for the month ending January 31, 2014 shows the use of sick time as 4.00% of total wages compared to 4.53% last year;
- Overtime is above last year coming in at 1.50% of total wages compared to 1.38% last year;
- Building and Maintenance continues to be a challenge;
- Supplies have been reduced for resident care and Staff has been trying to manage the inventory better;
- The Villa was at full capacity (beds) however one resident passed away, Margaret Murray. A patient is being assessed to transfer to the bed and there have been 2 couples in looking at the apartment;
- A staff member reported that a specialist in Antigonish commented on the great reputation of the Villa;
- One of the RN's, Cheryl MacLean, has accepted a job with Homecare;
- The process has begun to fill that position temporarily for 3 months;
- An RN was interviewed last week to replace her but was not a good fit for the Villa;
- New CPU came for our AHU and AEM along with the current maintenance provider have been discussing the issues; Update to follow;
- Insurance Policy is in the process of being renewed with Fraser & Hoyt;
- Warden Sampson contacted JonelJim regarding the money held in trust since the construction of the building and a cheque was received yesterday;
- Department of Health have been in contact and will be trying to work with us regarding our financial issues and the miscalculation of funding which has resulted in us being underfunded in previous years;
- The meeting and follow-up letter with the Minister have led to some headway regarding our funding;
- The new HR staff member, Andrea, is doing great and gets along great with residents;
- A retirement dinner was held on March 6th for Diane Terrio and she was presented with a gift
- Richmond Villa's Director of Care has announced her retirement effective April 4th, 2014, succession planning is underway.
- Current labour contracts expire in October 2014;
- As at January 31, 2014 there has been 154.2 cms of snow more than the same time last year and our contractor has been here a total of 61 more times with a cost increase of only \$1,557.53;
- Carmichaels is still reviewing the bill from Nova Scotia Power;

Moved by Mr. Blair Campbell, 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 January 2014 in the amount of \$405,707.16 be accepted as presented. Motion carried.

Moved by Warden Sampson, seconded by Mr. Blair Campbell that the CEO's Board report for the month of January 2014 be accepted as presented. Motion carried.

Items Added:

There were no items added to the agenda

General Business:

Councillor MacNeil thanked Warden Sampson for reaching out to JonelJim regarding the funds held in trust which were received yesterday and also thanked him for setting up the meetings with Department of Health and the Minister.

In Camera:

Moved by Mr. Ross Wagg, seconded by Councillor Marchand that the meeting move to an “in camera” session at 7:24 p.m. Motion carried.

Moved by Councillor Marchand, seconded by Mr. Blair Campbell that the meeting revert back to regular session at 7:39 p.m. Motion carried.

Adjournment

There being no further business the Chair adjourned the meeting at 7:39 p.m.

CHAIRPERSON

CHIEF ADMINISTRATIVE OFFICER

RECORDER