

## RICHMOND VILLA MEETING

MAY 14, 2013

Location: Richmond Villa, St. Peter's

Present: Councillor S. MacNeil, Warden S. Sampson,  
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:

Mrs. Eva Landry requested to add a stop sign at the end of the driveway.

Moved by Councillor Marchand, seconded by Mr. Campbell that the agenda be accepted with the item added. Motion carried.

### Review of Minutes: April 9, 2013

Moved by Councillor Boucher, Seconded by Warden Sampson that the minutes of April 9, 2013 be as presented. Motion carried.

### Business Arising from the Minutes:

It was noted that the snow services report was not completed for this month's meeting because the service ended last month.

Mr. Samson will provide an overall comparison for the last two years of snow removal expenses.

Mr. Samson indicated that the timing has been adjusted on the sliding doors. Alternative options will be researched for the upcoming winter season.

### Administrator's Report:

Mr. Samson presented the Statement of Operations for the month ending March 31, 2013 including the year to date totals. The following points were highlighted:

- The audit has not been complete thus far.
- A deficit position was noted with a net amount of (\$150,042), budgeted amount was (\$0) which resulted in a variance of (\$150,042);
- The deficit is 50 percent less when compared to the previous year;

- Sick Report for the month ending March 31, 2013 shows an improvement in the use of sick time as 4.91% of total wages compared to 5.37% last year;
- The sick time costs have been reduced by \$22,000 when compared to last year;
- Administration and program support expenses are less than budgeted with dietary, environmental, resident care and building and maintenance expenses being above budget;
- There is currently one empty bed, which will be filled on May 15<sup>th</sup>; the two apartments are also filled;
- The Villa is currently in the process of getting ready for the licensing review. There are many forms and schedules to prepare for DoH before the license inspector arrives on site in June. Most of the forms have been completed and will be returned to DoH by the end of May;
- The current wait list is 130 for RV and 30 for RCF;
- The new drives for the AHU (Air Handling Unit) project arrived on site on May 8<sup>th</sup>; the project should be completed by next week. Kilowatt usage will be monitored as soon as the new drives are in operation;
- A staff education day was held on May 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>; the sessions were very well attended and staff were very appreciative of the efforts;
- Attempts to contact Mark Chisholm has been made to obtain information of GASHA's HealthPro contract in order to determine if there are benefits to participate;
- A funding request was put forth to DoHW for a web access security system with 16 cameras. It was noted at several provincial meetings that this facility is one of the only long term care facilities without the services of a network security system. Such a system can provide security and peace of mind for the staff and residents alike. Such a system is especially important to monitor resident hallways for resident fall/wanders, monitor the front door to see who is coming and going and to monitor the eating areas in case of litigation regarding choking and timely responses. Funding options are currently being explored for the \$25,000 quote that was provided by MarTech;
- Conciliation has taken place with CUPE on April 24<sup>th</sup> and all local issues have been negotiated. All provincial issues are still being bargained at the lead table at Oakwood Terrace. CUPE has given notice that there would not be any job action until the majority of home have gone through conciliation and filed reports with the province;
- The NSNU bargaining process has slowed down tremendously. The belief is that they will wait until CUPE settle the lead table and see what they got (CUPE wants shared dental coverage).

Moved by Mr. Campbell, seconded by Mr. Wagg that list of vendor expenses, including disbursements to Revenue Canada, for the month of March 2013 in the amount of \$286,713.88 be accepted as presented. Motion carried.

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

Mr. Samson reviewed the snow removal expenses for the period covering November 2011 to March 2012; total expenses were \$26,183.

Item Added:

1. Stop Sign

A discussion took place regarding the issue that there is no stop sign at the end of the driveway. Various options were discussed such as approaching the home owner closest to the driveway for permission, contacting Department of Transportation and Infrastructure Renewal and contacting the RCMP.

Mr. Samson will address the issue and report back to the board at the next board meeting.

General Business:

It was noted that auditors will be onsite June 10<sup>th</sup>, 2013. Once the audit is completed a detailed report is sent to the government.

Adjournment

There being no further business the Chair adjourned the meeting at 7:35 p.m.

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CHAIRPERSON

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CHIEF ADMINISTRATIVE OFFICER

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RECORDER