

RICHMOND VILLA MEETING

SEPTEMBER 10, 2013

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
Mrs. Lisa MacDonald, 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 Mr. Blair Campbell, seconded by Mr. Ross Wagg that the agenda be accepted as presented. Motion carried.

Review of Minutes: June 11, 2013

Moved by Councillor Gilbert Boucher, seconded by Mrs. Eva Landry that the minutes of June 11, 2013 be approved as presented. Motion carried.

Business Arising from the Minutes:

Mr. Samson indicated that a thank you letter and several personal thank you emails were sent to Mr. Blair Martell for the lobster he donated to the Villa.

Mr. Samson indicated that the stop sign has been erected and is working out fine. Positive comments have been made. The school board has paid for half the cost for the installation and purchase of the sign.

Councillor MacNeil welcomed Mrs. Lisa MacDonald of Grant Thornton who presented the draft audited financial statements for the Richmond Housing Corporation for the year ending March 31, 2013 and March 31, 2012.

Mrs. MacDonald noted the following key points:

- The corporation has an obligation for post-employment benefits for all of its employees;
- Management has not had the Retirement allowance owing calculated by an actuary and as such the amount cannot be reasonably determined by other methods, no

- liability has been recorded. These benefits are funded 100% by DoHW at the time the employee retires.
- Accordingly, assets and liabilities are understated
 - Except for the matter described in the basis for qualified opinion regarding post-employment benefits, the financial statements represent fairly, in all material respects, the financial position of the Richmond Housing Corporation as at March 31, 2013, March 31, 2012 and April 11, 2011 and as a result of its operations and its cash flows for the year ended March 31, 2014 and March 31, 2012, in accordance with Canadian accounting standards for not-for-profit organizations.
 - The overall excess of expenses over revenue has a deficit of \$309,380

Mr. Samson is waiting for Alderwood's financial statements to review and compare, line by line, with that of the Villa's. The Province has indicated that the Villa is being funded comparably to similar sized homes. Once the comparison is done, Mr. Samson will report his findings to the board.

Mr. Samson indicated that Province wide best practices should be considered, as well as preferred vendors, in order to save on costs.

Mr. Samson indicated that the deficit is \$100,000 less than that of last year, due to cost cutting.

Budgets are completed with staffing first and the remainder of the monies distributed to the other line items in order to present a balanced budget to the Province. However, the budget presented is not the reality, since the Villa is underfunded.

Moved by Mr. Ross Wagg, seconded by Mr. Blair Campbell that the draft audited financial statements for the Richmond Housing Corporation for the year ending March 31, 2013 and March 31, 2012 be accepted as presented. Motion carried.

Administrator's Report:

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

- A surplus position was noted with a net amount of \$107,266 budgeted amount was \$123,618 which resulted in a variance of (\$16,352);
- Sick Report for the month ending July 31, 2013 shows the use of sick time as 4.27% of total wages compared to 4.28% last year;
- Overtime is a percentage above last year coming in at 1.75% of total wages compared to 1.36% last year;
- The Villa is at full capacity (beds and apartments);
- Funding for the AHU project from NSP was just received. The vendor was paid this morning;
- The project to install a dedicated Telehealth high speed internet connection with the help of HITS NS has begun. This service will be invaluable in providing a state of the art platform whereby we can provide staff with up to date education and learning opportunities;

- The network security system project will be implemented once a third quote is received and a vendor chosen for the completion of the work required. The system is a necessity in order to keep the residents and staff safe. Resident Council has agreed to pay for half of the total costs.
- Several conversations have been had with DHW about the financial situation of the Villa. At the moment, Mr. Samson is awaiting comparable numbers from similar sized facilities to determine where we are incurring higher than average costs in certain cost centers and the reasons behind those instances. DHW keeps pushing back our arguments saying that the Villa is funded per bed in line with other sized nursing homes. The comparison will help figure out where the difference is;
- Since the arrival of Mr. Samson, several policy development processes have been implemented such as:
 - Revamped Attendance Management Policy
 - New Availability Policy
 - New Gossip Policy
 - New Public tending policy
 - New Purchasing Policy
 - New Social Media Policy
 - New Nurse Uniform Policy
 - New Progressive Discipline Policy
- There are many policies in development. The board will be updated as they are approved and implemented

It was noted that all policies should be approved by the board. Mr. Samson will provide the board with copies of those that have already been presented to staff.

The collective agreements have been forwarded to the Villa and will be signed by CUPE 1782 and Richmond Villa this week. Monies will be received within 3-4 weeks after signing has been completed.

Bargaining dates have been set for the fall with NSNU. With the recent developments in the CUPE progress, Mr. Samson anticipates NSNU will be pushing hard to get a similar compensation and benefits package.

It was noted that public tendering processes have to adhere by specific government regulations. The current policy should be reviewed by the Solicitor and/or compared to that of the Municipality's.

There is currently a waiting list for the apartments.

Mr. Samson met with Brenda to look at the front door issue during the colder months. The inside door will have push buttons or a keypad installed to take away the motion sensor and the exterior door sensor will be reduced so both doors shouldn't open at the same time.

Councillor MacNeil suggested that Mr. Samson contact Northwood to see how their door is set up, as they have a similar entrance and the two doors do not open at the same time.

Mr. Samson is keeping track of the kilowatt usage, as indicated by NSPC. He reviewed the numbers with the board. It was noted that the rate charged should also be tracked to determine if the cost savings are that as indicated by NSPC said they would be.

Moved by Councillor Boucher, seconded by Mrs. Eva Landry that list of vendor expenses, including disbursements to Revenue Canada, for the month of July 2013 in the amount of \$263,952.27 be accepted as presented. Motion carried.

Moved by Mr. Blair Campbell, seconded by Mr. Ross Wagg that the Administrator's report for the month of July 2013 be accepted as presented. Motion carried.

Items Added:

There were no items added to the agenda

General Business:

Councillor MacNeil was approached by the Lion's Club regarding the work they did for the Villa on the rear lawn this summer. They have offered to continue to care for the lawn each summer at no charge if the Villa buys the materials. Mr. Samson will contact Gerry Gibson to discuss this arrangement further.

Adjournment

There being no further business the Chair adjourned the meeting at 8:20 p.m.

CHAIRPERSON

CHIEF ADMINISTRATIVE OFFICER

RECORDER