

RICHMOND VILLA MEETING

OCTOBER 29, 2013

Location: Richmond Villa, St. Peter's

Present: Councillor S. MacNeil, Councillor G. Boucher
Councillor B. Marchand, Warden Sampson
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: September 10, 2013

Moved by Councillor Boucher, seconded by Mrs. Eva Landry that the minutes of September 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 August 31, 2013 including the year to date totals. The following points were highlighted:

- A deficit position was noted with an amount of (\$120,723), the budgeted amount was (\$24,229) which resulted in a variance of (\$96,494);
- Sick Report for the month ending August 31, 2013 shows the use of sick time as 3.74% of total wages compared to 3.92% last year;
- Overtime is above last year coming in at 1.36% of total wages compared to 1.16% last year;
- The Villa is at full capacity (beds) and there is one vacant apartment; five out of the seven people on the waiting list have been contacted and were not interested in the apartment at this time;

- A third quote was received for the security camera system; the results are attached to the package for review. The Administrator recommends that Maritect Security Systems, from Sydney, be awarded the project and that management proceed to make contact with them to commence the work at their earliest convenience.

Moved by Councillor Boucher, seconded by Mr. Blair Campbell to accept the recommendation of the Administrator and award the video camera system project to Maritech Security Systems in the amount of \$21,461. Motion carried.

In the package is a detailed comparison between Alderwood and Richmond Villa. This comparison was complex since their cost breakdown is different than ours on their financial statements. Estimates had to be made in order to gather meaningful data. This is for information purposes only.

A copy of both the public tendering policy and municipal tendering guidelines from municipal staff has been received. These policies include many stipulations and guidelines that are not common in our sector. It is the belief of the administrator that the current purchasing policy and tendering policy, which was reviewed by the solicitor and approved by the board is sufficient for the needs of the Villa.

Two staff have been selected and sent on course for Non Violent Crisis Intervention. This course will prepare staff to teach this program on a go forward basis. This opportunity came as a result of staff concerns when difficult patients are admitted to our home and will eventually have all of our staff trained in this very important skill set.

The walls are currently being painted. It is the priority of management to keep the building fresh and new for as long as possible. Also, through resident council, new antique furniture has been purchased and placed in the home to decorate several areas throughout. A great thanks should be noted to Paula Sampson who made this her personal mission.

The annual volunteer appreciation banquet was hosted on Oct 10, 2013. The theme was “thanks for giving”. Tea and coffee and a variety of treats were provided. Also residents performed several musical and artistic performances to entertain the many volunteers.

We are currently in the process of gathering information on vacation and time in lieu in order to stop the progression of our large banked liability. In talking with legal counsel we cannot take away earned vacation and time in lieu without having to pay it out and we do not have the cash flow to do so. However, it is our intention to put policies in place that will start reducing this liability over time. The administrator will provide more detailed information at the next board meeting.

As per Steve’s suggestion, contact has been made with Northwood’s Dan Chambers who is the maintenance director.

He indicated that they use an interlock system which one door engages the other. We have a meeting scheduled with Breen Scott Aluminum to discuss this option and others. In the interim we will be placing a push button mechanism on the doors so they do not open automatically.

This temporary fix is scheduled to be installed on November 18th or earlier if the weather turns colder faster.

Contact has been made with Gerry Gibson of the Lion's Hall. He will continue to lime and fertilize the area of the lawn that was left unattended by our initial contractors. He will bill the Villa for the material used. He's been asked to let the administrator know if he needs anything from the Villa in the interim.

The public tendered snow removal closes November 4th, 2013. These will be reviewed and information will be provided at the next board meeting.

The administrator reviewed the air handling unit data with the board. It was noted that the kilowatt rate has increased but there are still some savings to the Villa. The administrator will continue to track the data and report to the board monthly.

The Workers Compensation Board rate has decreased a bit.

The retro payment from DHW has been received. The Villa is the first home in the province to have the privilege of paying it out to its employees.

Bargaining dates have been set for the fall with NSNU. With the recent developments in the CUPE progress, it is anticipated that NSNU will be pushing hard to get a similar compensation and benefit package.

A deal has been reached with NSNU on October 2nd, 2013 which includes a 2% and 3.5 % increase going back to November 2012, Dental Benefits were included in the deal which will be shared 50/50 employer, employee and funded by DHW.

Moved by Mrs. Eva Landry, seconded by Councillor Boucher that disbursements to Revenue Canada and Workers Compensation Board as well as the list of vendor payments, for the month of August 2013 in the amount of \$329,325.56 be accepted as presented. Motion carried.

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

Items Added:

There were no items added to the agenda

General Business:

Mrs. Eva Landry noted that the reception held was exceptional and a thank you should be sent to Paula Sampson and a note should be made regarding the great work she has done in placing the antique furniture in the home.

Mr. Blair Campbell noted that there is a crack above the door when you come in.

Adjournment

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

CHAIRPERSON

CHIEF ADMINISTRATIVE OFFICER

RECORDER