

RICHMOND VILLA BOARD MEETING

DECEMBER 10, 2013

Location: Richmond Villa, St. Peter's

Present: Councillor S. MacNeil, Warden S. Sampson,
Councillor B. Marchand, Councillor G. Boucher,
Mr. Blair Campbell, Mr. Ross Wagg
Mr. Carson Samson, Administrator.

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

Items Added to the Agenda

Mr. Campbell requested and received unanimous consent to add the issue of residents walking in to the village, to the agenda.

Moved by Councillor Boucher, seconded by Mr. Wagg that the agenda be approved with the item added.

Review of Minutes: November 14, 2013.

Moved by Warden Sampson, seconded by Councillor Boucher that the minutes of November 14, 2013 be adopted as presented. Motion carried.

Business Arising from the Minutes

There was no business arising from the minutes.

Administrator's Report

Mr. Samson presented the statement of operations for the month ending October 31, 2013, and the following points were highlighted:

- The Villa is in a deficit position totaling (\$71,328); the budgeted amount was \$15,255 which resulted in a variance of (\$86,583);
- Sick time report for the month ending October 31, 2013 shows the use of sick time as 3.60% of total wages compared to 4.00% last year;

- Overtime as percentage of total wages is 1.28% compared to 1.28% last year;
- One apartment is currently empty and a vacancy has been posted;
- There will be another apartment empty shortly;
- There is one empty bed on the memory lane unit;

The Administrator reported on the following:

- 5 separate education sessions were conducted on the new camera system and they went well;
- Camera systems are for the protection of the employees;
- In the process of access training with the vendor;
- Lion's Hall has agreed to help with the funding of the new system;
- Christmas ads will run on CTV starting this week;
- Annual staff Christmas dinner will be held on December 12, 2013 and approximately 90% of staff have signed up for the event;
- The Villa Scheduling/HR Coordinator will be retiring effective January 23, 2014;
- The process has begun recruiting a new employee for the position;
- The current coordinator has agreed to remain as a casual employee in that position through the transitional stages;
- It's important to get residents in the Villa that fit the resources available;
- There are vulnerable residents on memory lane and it is a volatile area;
- Nothing new to report on CUPE Bargaining;
- NSNU collective agreements were signed on December 4, 2013 and returned to HANS and the Dept of Labour;
- Administrator is currently working on a draft policy with staff input and will bring to a future meeting for discussion;
- Currently there are employees booking time off that was banked in 2011;

Moved by Mr. Campbell, seconded by Councillor Boucher that the Board approve the vendor payments for the month ending October 31, 2013 totaling \$382,222.35. Motion carried.

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

Frequency of Board Meetings:

- Proposed bi-monthly meetings;
- Monthly report sent from Carson;
- May call emergency meetings if needed;
- Will require a change in the by-law;
- A copy of the By-Law will be provided for the next meeting.

Items Added to the Agenda

It was noted that a certain resident leaves the villa premises to walk to the village and has been seen far out on the road.

It was also noted that once a resident (who is in RCF) leaves the premises, there is no liability to the Villa.

The Administrator noted that he would speak to the resident and her family. If there was no family, the issue would be discussed with the Board.

Roundtable:

The following points were brought forth:

- With new government leadership, the government needs to be approached again regarding the need for operational dollars;
- Department of Health believes it is cheaper to build new beds than convert apartments to beds;

It was a consensus of the Board that Councillor MacNeil, Warden Sampson and the Administrator, Mr. Carson Samson meet with provincial representatives regarding the need for operational funding.

Moved by Councillor Boucher that the meeting be adjourned. Motion carried.

There being no further business, Councillor MacNeil adjourned the meeting at 7:28 p.m.

CHAIRPERSON

CHIEF ADMINISTRATIVE OFFICER

RECORDER