

## RICHMOND VILLA MEETING

MAY 13, 2014

Location: Richmond Villa, St. Peter's

Present: Councillor S. MacNeil, Councillor G. Boucher  
Warden S. Sampson, Mrs. Eva Landry  
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 Councillor Boucher, seconded by Warden Sampson that the agenda be accepted as presented. Motion carried.

### Review of Minutes: March 18, 2014

Moved by Mr. Ross Wagg, seconded by Mr. Blair Campbell that the minutes of March 18, 2014 be approved as presented. Motion carried.

### Business Arising from the Minutes:

All items will be covered in the CEO's report.

### CEO's Report:

Mr. Samson presented the Statement of Operations for the month ending March 31, 2014 including the year to date totals. The following points were highlighted:

- A deficit position was noted with an amount of (\$82,775), the budgeted amount was \$0 which resulted in a variance of (\$82,775);
- Sick Report for the month ending March 31, 2014 shows the use of sick time as 4.29% of total wages compared to 4.91% last year;
- Overtime is above last year coming in at 1.50% of total wages compared to 1.44% last year;
- The Villa is at full capacity;
- Preparations for staff education days are in progress. This event is scheduled for the end of May or early June. Guest speakers from NSCC have been invited to discuss proper behaviours among staff;

- Patches of shingles were lost this winter and have been replaced. Maintenance has informed management that the entire roof will soon need replacement. Communication has been initiated with DHW (Ken Morriscey) as a reminder for placement on the capital project list. It was noted that the building is not that old to have to be replacing the entire roof; however a metal roof should be considered for the future;
- A partnership has been formed with the Practical Nursing program this year and 5 Practical Nurses will be hired this summer to work as CCA's to fill in for summer vacations. This initiative will help alleviate overtime in the summer months and will ensure that permanent staff receive time off. This will also familiarize the students with the home and potentially attract them to the facility for future employment;
- There is no news to report on CUPE bargaining, the current contract expires on October 31, 2014;
- There is no news to report on NSNU bargaining, the current contract expires on October 31, 2014;
- A webinar has been scheduled with a company from Quebec to discuss implementing scheduling software. Currently this is being done manually. Updates will be provided to the board once further information is obtained.

Moved by Mrs. Eva Landry, seconded by Mr. Blair Campbell that the vendor payments, for the month of March 2014 in the amount of \$204,053.15 be accepted as presented. Motion carried.

The CEO provided an update on the NSP Finance summary and noted that as of April 25, 2014 an addition \$8,566.57 has been spent. AEM is currently investigating this further as it does not comply with the saving indicated in the initial proposal.

The CEO provided an update on the snow plowing costs for the most recent winter months. The contractor was on site 62 times and the overall costs were approximately \$3,600 less.

Moved by Warden Sampson, seconded by Councillor Boucher that disbursements to Revenue Canada and Workers Compensation Board, for the month of March 2014 in the amount of \$178,567.48 be accepted as presented. Motion carried.

Moved by Mr. Blair Campbell, seconded by Mrs. Eva Landry that the CEOs report for the month of March 2014 be accepted as presented. Motion carried.

Items Added:

There were no items added to the agenda

General Business:

A discussion took place regarding RN staffing. The CEO indicated that this is a province wide issue. Currently there is a full complement of RN staffing; however that could easily change. The Director of Care is working with staff to ensure that all concerns are heard and address accordingly.

Councillor MacNeil noted that the Lion's Club will continue to care for the lawn. Compost and topsoil will be brought for lawn maintenance.

It was noted that the CEO is doing great work with the finances of the corporation.

The CEO noted that he has proved to DHW that the Villa has been underfunded by \$130,000 annually for operations. Therefore, if the auditor's report indicates a deficit of \$120,000-\$150,000, we in fact have broken even.

Adjournment

Moved by Mr. Blair Campbell, seconded by Councillor Boucher that the meeting be adjourned.

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