

RICHMOND VILLA MEETING

SEPTEMBER 16, 2014

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 (CEO)

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

Items Added to the Agenda:

The CEO requested and received unanimous consent to add a presentation/review of the Draft Audited Financial Statements for the Richmond Housing Corporation to March 31, 2014.

Moved by Councillor Boucher, seconded by Mr. Ross Wagg that the agenda be accepted with the item added. Motion carried.

Review of Minutes: May 13, 2014

Moved by Councillor Gilbert Boucher, seconded by Mr. Blair Campbell that the minutes of May 13, 2014 be approved as presented. Motion carried.

Business Arising from the Minutes:

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, 2014.

Mrs. MacDonald noted the following key points from the statements (Attached):

- The statements are a draft only, until approved by the Board;
- 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 Department of Health and Wellness at the time the employee retires;
- Accordingly, assets and liabilities and revenues and expenses 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, 2014 and the results of its operations and its cash flows for the year ended March 31, 2014, in accordance with Canadian accounting standards for not-for-profit organizations.
- The overall excess of expenses over revenue has a deficit amount of (\$94,255);
- Revenue for 2014 (\$7,517,459) was up from the budgeted amount due to retroactive funding received for wages in the amount of \$239,073;
- Expenses were \$7,611,714 which created a deficit of \$94,255;
- Administration expenses were \$292,728 which was a decline from \$330,404 in 2013 and under budget due to cost cutting measures in wages and benefits, office supplies, Staff relations and Travel;
- Housekeeping and laundry was up slightly due to retroactive wages and a portion due to overtime;
- Propane costs increased substantially, not due to usage but higher price;
- Building occupancy was less than the prior year and the budgeted amount was less than actual expenses probably due to property tax, water/sewer;
- There was a slight decline in light and heat expenses by approximately \$30,000;
- Resident care expenses are a large part of the budget with the total cost being \$3,650,889 which is an increase from 2013 due to retroactive wages;
- Dietary increased compared to 2013 due to wages and benefits;
- Programs and activities was down from the previous year;
- Interest on the mortgage was \$512,906 and the mortgage details could be viewed on page 10;
- Cash available was \$241,723 and total assets were \$10,568,004;
- Total liability was in excess of \$12,000,000 for a net asset deficit position of (\$1,702,127);
- Trust fund monies are used for necessities for the residents and those without funds, have necessities provided as a result of money raised through fundraising events;
- Bank charges were \$119 for the fiscal year;
- The Province fully funds the mortgage;

Mrs. MacDonald noted that she would email the Board regarding the approximately \$6,000 discrepancy in the Trust and liabilities account from 2013 to 2014.

Mrs MacDonald reviewed the advisory comments focussing on segregation of duties, activities bank account and filing of HST returns and vacation time noting that HST could be filed for semi-annually, that it is important that the CEO provide regular financials to the board and that it is important to review the vacation policy in an effort to minimize excess vacation accruals.

The CEO indicated that the deficit is a significant improvement from previous years and is approximately \$300,000 less since 2012, 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 Councillor Boucher, seconded by Councillor Marchand that the draft audited financial statements for the Richmond Housing Corporation for the year ending March 31, 2014 be accepted as presented. Motion carried.

Meeting Times:

It was the consensus of the Board that, moving forward, Richmond Villa Board Meetings will take place at 6:30 PM instead of 7:00 PM.

CEO's Report:

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

- A net Surplus/Deficit amount was (\$179,673) with the budgeted being (\$78,405) which resulted in a variance of (\$101,268); the deficit was mostly due to having 3 payroll cycles in the month of July 2014.
- Sick Report for the month ending July 31, 2013 shows the use of sick time as 3.98% of total wages compared to 4.31% last year;
- Overtime 2.62% of total wages compared to 1.77% last year;
- All NH Beds and apartments are full including our respite bed;
- Carson was nominated to sit on the Continuing Care Council of NS by several colleagues and attended the first strategic planning session at Oak Island on September 11th and 12th. This Council has a direct voice with the Minister of Health and Wellness (The Council pays for the CEO's travel expenses);
- Provincial involvement is very important;
- Currently working out a mock emergency process that will take place later this month;
- There will be an annual staff appreciation breakfast on September 30, 2014;
- A thank you letter has been received from the Lieutenant Governor (Attached);
- Building and Maintenance is still a challenge;
- Program Support uses fundraised dollars;
- When the new Villa was completed, there was a potential for additional funding, but at the time there were no comparisons available. The Province is stating that we had the opportunity for additional funding at the beginning, but not presently;
- The Villa is not funded operationally as it should be;
- Sick and Overtime is being tracked in detail and overtime is being managed;
- The air handling unit is an ongoing issue. Efficiency Nova Scotia and Nova Scotia Power have checked the building in depth and have no answers as to why the unit is not generating the expected savings;
- The visit from the Lieutenant Governor was great;

The CEO noted that there has been an issue with a Peritoneal Dialysis patient. The patient is currently in respite care for 5 nights and continuing care is coming in three times a day to care for the patient because there are no nurses at the Villa trained in this area. You are required to be a designated facility in order to care for a Peritoneal Dialysis patient. The Villa is not designated. Acquiring designation would mean the Villa would have to accept patients from all of GASHA, not just St. Peter's or Richmond County and people with this condition would

become a priority. The CEO is doing everything possible to work with the family while remaining within the bounds of the Department of Health. The patient's husband has written a letter to the Warden and is insisting that he has the ability to train the nurses to carry out the treatments with the resident. This would pose a huge liability to the Villa.

Moved by Mrs. Eva Landry, seconded by Mr. Blair Campbell that list of vendor expenses, including disbursements to Revenue Canada, for the month of July 2014 in the amount of \$437,405.44 be accepted as presented. Motion carried.

Moved by Councillor Boucher, seconded by Mr. Ross Wagg that the Administrator's report for the month of July 2014 be accepted as presented. Motion carried.

Item Added:

Item was previously dealt with.

General Business:

It was noted that complaints were received by a Councillor regarding one of the residents roaming around at night and acting inappropriately with staff and other residents. It was also noted that the resident should be in a long term care facility such as a small options home and that the CEO has been dealing with the issue on an ongoing basis.

The prior termination of a staff member is still an ongoing issue and will go to arbitration on January 21st and 22nd, 2015. It was noted that the employee had been previously suspended.

The daughter of a resident, who feels that the Villa should have more staff, has been advocating on behalf of the Villa.

Moved by Mr. Ross Wagg, seconded by Councillor Boucher that the meeting be adjourned.

Adjournment

There being no further business the Chair adjourned the meeting at 8:35 p.m.

CHAIRPERSON

CAO/CLERK

RECORDER