

RICHMOND VILLA MEETING

SEPTEMBER 15, 2015

Location: Richmond Villa, St. Peter's

Present: Councillor S. MacNeil, Councillor G. Boucher
Councillor B. Marchand, Councillor S. Sampson
Mrs. Eva Landry, Mr. Ross Wagg
Mr. Blair Campbell
Mr. Rob Wadden, Mr. Carson Samson (CEO)

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

Items Added to the Agenda:

Moved by Councillor Boucher, seconded by Mrs. Eva Landry that the agenda be accepted as presented. Motion carried.

Review of Minutes: June 9, 2015

Moved by Councillor Boucher, seconded by Mr. Blair Campbell that the minutes of June 9, 2015 be approved as presented. Motion carried.

Business Arising from the Minutes:

It was noted that business arising was included in the CEO's Report.

Councillor MacNeil welcomed Mr. Rob Wadden of Grant Thornton who presented the draft audited financial statements for the Richmond Housing Corporation for the year ending March 31, 2015.

The following key points were noted from the draft 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, 2015 and the

- results of its operations and its cash flows for the year ended March 31, 2015, in accordance with Canadian accounting standards for not-for-profit organizations.
- The overall excess of expenses over revenue has a deficit amount of (\$129,805);
 - Revenue for 2015 was \$7,543,349 was comparable to the previous year at \$7,517,459;
 - Expenses were \$7,673,154 which created a deficit of (\$129,805);
 - Administration expenses were \$328,822 which was an increase from \$292,728 in 2014 and but below the \$334,592 that was budgeted for the fiscal year.
 - Housekeeping and laundry decreased from the previous year;
 - Building occupancy was less than the prior year and the budgeted amount was less than actual expenses probably due to heat and lights;
 - Resident care expenses are a large part of the budget with the total cost being \$3,720,610 which is an increase from 2014;
 - Dietary increased compared to 2014 due to wages and benefits;
 - Programs and activities increased from the previous year;
 - Interest on long term debt was \$482,041;
 - Cash available was \$270,828 and total assets were \$9,997,392;
 - Total liability was in excess of \$11,804,974 for a net asset deficit position of (\$1,807,582);
 - 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;
 - Reserve Activity Account is comprised of fundraising dollars;
 - The building depreciates at 4%/year;
 - Physiotherapy and Occupational therapy services are contracted out;

Mr. Wadden indicated that the final statements would be issued shortly. He also indicated that the financials for the Richmond Villa are similar to other homes as there is limited control over most costs.

Moved by Mr. Ross Wagg, seconded by Councillor Sampson that the draft audited financial statements for the Richmond Housing Corporation for the year ending March 31, 2015 be accepted as presented. Motion carried.

CEO's Report:

Mr. Samson presented the Statement of Operations for the month ending July 31, 2015 including the year to date totals. The following points were highlighted:

- A net Surplus/Deficit amount was (\$90,638) with the budgeted being (\$82,931) which resulted in a variance of (\$7,707); the deficit was mostly due to having 3 payroll cycles in the month of July 2015.
- Sick Report for the month ending July 31, 2015 shows the use of sick time as 4.45% of total wages compared to 3.98% last year;
- Overtime 2.42% of total wages compared to 2.62% last year;
- All NH Beds are full and there is one empty apartment which someone is coming to look at;
- Internal CCA program with Futureworx as the vendor has been approved by Department of Labour and funding has been guaranteed;
- Students should be in class by October 26, 2015;

- The program is 46 weeks with classroom, hands on training and mentorship;
- The target is to graduate 15 students;
- Three grief counselling sessions took place due to a tragic staff death;
- September is continuing care month and the annual breakfast will take place on September 22, 2015;
- Annual inspection by the Fire Marshall took place on August 12, 2015 (report attached);
- Fire Marshall noted that the PM program at the Villa is the best in the province and requested that some field workers come to the Villa see how a PM program should work;
- Department of Health formed a committee to address financial issues associated with the continuing care sector. Carson is a member of the committee and the first meeting was held on September 9, 2015;
- The Committee is scheduled to meet every 2 weeks until the fall budget is released.

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 2015 in the amount of \$365,683.80 be accepted as presented. Motion carried.

Moved by Councillor Sampson, seconded by Councillor Boucher that the Administrator's report for the month of July 2015 be accepted as presented. Motion carried.

General Business:

Concern regarding ethical conduct in the home was expressed. The CEO noted that there is an RN on every shift, every concern is investigated and dealt with and that in most cases two people partner up which reduces the risk of incidents.

It was noted that wakes being held at the Villa may be taking business away from local funeral homes. The CEO noted that undertaker services are still being used in these circumstances.

The CEO noted that he would check with other homes to see if wakes are held at their facilities.

The CEO spoke about the importance and need for volunteers to run the facility.

Moved by Councillor Boucher, seconded by Councillor Marchand that the meeting be adjourned.

Adjournment

There being no further business the Chair adjourned the meeting at 8:19 p.m.

CHAIRPERSON

CAO/CLERK

RECORDER