

RICHMOND VILLA MEETING
NOVEMBER 16, 2015

Location: Richmond Villa, St. Peter's

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

Review of Minutes: September 15, 2015

Moved by Councillor Sampson, seconded by Councillor Boucher that the minutes of September 15, 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.

The CEO provided clarifications on the total revenue to March 31, 2015.

CEO's Report:

Mr. Samson presented the Statement of Operations for the month ending September 30, 2015 including the year to date totals. The following points were highlighted:

- A net Surplus/Deficit amount was (\$29,196) with the budgeted being (\$30,122) which resulted in a variance of \$926; Spending has been reduced. Building and maintenance costs continue to be an issue;
- Sick Report for the month ending September 30, 2015 shows the use of sick time as 3.86% of total wages compared to 3.55% last year;
- Overtime 2.37% of total wages compared to 2.33% last year;
- All NH Beds are full and apartments are now full;
- The provincial Long Term Care working committee has sent three recommendations to the Government about sector wide cost savings:
 - o Group Purchasing
 - o Reducing attend care budget
 - o Over the counter Medication Funding

- The CEO will be part of a group presenting these recommendations at the fall forum.
- Currently there are organizational changes which will lead to some staff unrest, the CEO discussed the things that are being worked on and the progress level:
 - Equitable shifts
 - Dropped shift strategy
 - Resource allocation
 - Attendance management
- All initiatives are to make Richmond Villa an equitable place to work, which lead to happier staff and easier recruitment and retention efforts in the long run;
- Snow plow tender result and recommendations will be presented later in the agenda
- Pharmacy recommendations will be presented later in the agenda
- CUPE has expressed interest to bargain in the fall and are looking for dates. The Essential Service Plan has been completed.
- The CCA program is full and students can be put into circulation come February 2016. All students are local;

Moved by Councillor Boucher, seconded by Mrs. Eva Landry that list of vendor expenses, including disbursements to Revenue Canada, for the month of September 2015 in the amount of \$342,965.72 be accepted as presented. Motion carried.

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

Snow Plowing Tender:

Three bids were received:

1. Raymond Stone
2. Atlantic Automation
3. Richmond Enterprise

All three contractors have provided services to the home in the past.

All contractors have the certification required, according to the tender specifications.

A clause that has been added to the tender package this year is that the CEO can bring the option to renew the existing snow plow service to the board for a two to three year renewal, if so desired. (See minutes of January 12, 2016 for change in wording).

Moved by Councillor Sampson, seconded by Mrs. Eva Landry that the board accept the recommendation of the CEO and award the snow plow tender to Raymond Stone.

Pharmacy Services:

The tender that was put out in the fall of 2012 will expire on November 30th, 2015. The Tender had a clause to renew for an additional three years.

The Pharmacy committee recommends renewing the existing contract for an additional three years.

Moved by Councillor Boucher, seconded by Mrs. Eva Landry to accept the recommendation of the CEO and renew the existing pharmacy contract with MacDonnell's Pharmacy for an additional three years. Motion carried.

General Business:

It was noted that the financial stability of the Richmond Villa has improved drastically over the past couple of years. There is still work to be done, but the CEO is doing a great job.

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

Adjournment

There being no further business the Chair adjourned the meeting at 7:58 p.m.

CHAIRPERSON

CAO/CLERK

RECORDER