

Little Mountain Residential Care & Housing Society

MINUTES Board of Directors' Meeting

Tuesday, November 20th, 2018
6:00 p.m. – Adanac Park Lodge
851 Boundary Road, Vancouver, BC

Present - Board:

Steven Hui (Chair), Carmen Wan, Vanessa Barron, Ken Jue, Ginger Brown, Tracey Mactavish, Lana Korch, Roy Falletta, William Fung, Aditya Sharma and Gregg Cernes.

Present - Administration:

Jen Selman – Little Mountain Place and Court

Regrets

Nicole Normand – Adanac Park Lodge
Bob Breen

Ice breaker introductions were done around the table.

1.0 Call to Order

Steve called the meeting was called to order at 6:25 p.m.

2.0 Adoption of Agenda

Motion: To accept the agenda as written.

MOVED: Roy

SECONDED: Vanessa

CARRIED

3.0 Adoption of Previous Minutes – July 17th and September 18th, 2018

Motion: To accept the minutes of the July and September meetings as distributed.

MOVED: Bob

SECONDED: Ginger

CARRIED

4.0 Board Committee Reports

4.1 Executive Committee (Steve)

The Executive committee met on October 16th. The operational plans were reviewed by the Executives and they will discuss the plans with Jen and Nicole.

Membership eligibility and compliance with the Constitution, Bylaws and Policies were reviewed in order for the Board to accept the membership applications received.

A summary of the self-assessment will be provided at next meeting and the Board will discuss what will make the Board successful.

The Board of Directors' drive is now available to access. There are limitations to the drive. Barbara will email each member their login and password along with instructions. Documents are to be forwarded to Barbara to save on drive. Vanessa has set up a template for recording action items in each committee's folder. Files will be saved by date YYYY/MM/DD and then the file name. After a trial period, if the Board finds it too difficult, we will look at other options.

Flu shots are required by December 1st. You can get these at any pharmacy and tell them you work for a residential care home and it will be free. If you do not get a flu shot, you will need to wear a mask in resident areas in the care homes.

Steve asked members if they are interested in joining any of the Committee's please let the Executive Committee know.

4.2 Finance Committee (Carmen)

Carmen reviewed the circulated Statement of Operations. She reported the Society is below the VCH target for OT and Sick time. The employee (a) payroll error [REDACTED] is uncollectable and will be written off. The employee (b) individual is working out a payment plan and we should receive our first payment December 15th followed by monthly payments.

Carmen and Doug will have a meeting with TD to review the Investment benchmarking. The meeting will take place in January and Carmen will forward the information to the Board for feedback.

4.3 Nomination Committee (Roy)

Roy has volunteered to chair the committee.

In order to comply with the Society Act, written resignations will be required moving forward.

4.4 Quality Improvement & Risk Management Committee (Ginger)

Ginger reviewed her report as circulated. She reported the committee met on November 15th and she reviewed the highlights of the meeting. They discussed the Family Council how it relates to the QIRM's Terms of Reference. The committee agrees that it is important to get meaningful input from residents and families. The committee is doing its accreditation planning with a 3-year target. The committee will start accreditation planning at their meeting in February with a focus on care and quality of life objectives and goals.

4.5 Planning Committee (Tracey)

Tracey reviewed her report as circulated. There was a meeting with Cityspaces on October 17th and the final report was circulated to the Board. [REDACTED]

[REDACTED]-Tracey, Bob, Vanessa, Steve and Judy met with Sara Jordan and Jo-Ann Tait (VCH) and they answered questions about deficiencies and updates, and the results of all of the care facilities that were reviewed.

[REDACTED] Tracey reported VCH has a mandate to have a care facility in every neighbourhood and is supportive of LMP but there is no funding available from VCH. An RFP can be done in 2032 for funding. [REDACTED]

[REDACTED] Vancity Foundation, told Tracey that we need to tell a better story of our vision to achieve funding. (a distinct idea and see if it is financially viable) A visioning meeting with a facilitator will be scheduled in January in the evening or weekend. Select board members will explore a facilitator and look into dates for a meeting which will be sent out by doodle poll.

There is a need to have another meeting to figure out what direction to go.

Tracey and Jen have formulated a list of upgrades/repairs. The list ties into our capital plan and some renovation work that will need to be completed.

4.6 Policy Development Task Group (Vacant)

The policy work is complete.

4.7 Fund Development Committee (Roy)

Roy reviewed the need to distinguish ourselves and engage the community. The Board worked hard on the new values statement produced two years ago. Roy asked the question can we structure fundraising around what has been done as it relates to our values.

There is an opportunity in having a Family Council that is active and we can engage them and have them participate in our values and what they can do to help us.

The committee hopes to raise money from Government and the community through community engagement and Roy will be working towards this in the next couple of months.

Roy recommends the Board rework the Annual report to reflect more of what we have done over the last year to help create momentum and to attract partners and sponsors.

5.0 Operations Reports

5.1 Adanac Park Lodge

The report was circulated prior to the meeting and Jen opened the floor to questions.

Nicole will update the Board on the HVAC preventative maintenance schedule and the estimate for the upgrades to the video surveillance system.

5.2 Little Mountain Place & Little Mountain Court

Jen opened the floor to questions.

LMP: The new Integrated Medication Management (IMM) system will help decrease errors. Training will begin in December and the program will start running in the new year.

Jen is unable to close room 301 in good faith with the amount of people in acute care waiting for beds.

LMC: There are now two married couples in the Court. LMC is lacking written policies and we are working to write these and create a policy and procedure manual.

6.0 Business Arising from Previous Minutes

6.1 Strategic Planning Update

More meetings will be set up to continue the work.

7.0 New Business

7.1 Family Council

There have been two meetings with Family Council to work through the issues. Jen reported we made some headway in the last meeting October 22nd and meetings are now set with a standardized agenda. Some other family members joined in at the last meeting and they have helped bridge communication. It became evident that both families/residents and on the other side, staff, are reluctant to speak up about concerns for fear of retaliation. The FC booklet for new residents needs to be rewritten to change the tone and Jen has made some major changes. We are also seeking a mutual agreement on the terms of reference.

The next meeting will be on November 26th; Roy, Bob and Ginger will be attending.

█████ spoke to the leisure department and would like to bring in entertainment in December.

Jen will invite the FC to join the Food Services Committee which will begin in January.

7.2 Society Membership

Vanessa reviewed the requirements for society membership. By Board resolution, the members' applications were reviewed.

Motion: To approve the member applications.

All in favour; none opposed.

CARRIED

The Board will look at creating a policy with the process that requires nominees be vetted by the Board and announced prior to the AGM.

7.3 Board Committee membership

A list of members was provided in the pre-meeting package.

7.4 LMRCHS Christmas Party Dates

Board representation is requested at the APL and LMP Staff Christmas Luncheons. A doodle poll will be sent out to the Board to complete to confirm who can attend.

7.5 Director of Care position at APL

Nicole has requested to bring in a Director of Care at APL. A request was sent to Executive Committee for the additional cost and displacing the current CNL. The facility needs a DOC and this person will help support Nicole around nursing. APL is becoming more complex and the DOC will help with building more complex care and bringing in current best practice such as EMAR. APL will lose some recreation resources but the quality of care will increase. This position would be contracted from VCH and Jen and Sital will help review the candidates.

The messaging to the staff will be worked on as it is anticipated the change may be difficult for some staff.

Motion: To approve the request for a Director of Care at APL.

MOVED: Ginger
ALL IN FAVOR

SECONDED: Roy

CARRIED

7.6 Volunteers for Greater Vancouver Board of Trade Event on January 22, 2019.

This event is for non-profit engagement and Board recruitment for young professionals. Roy, Vanessa, Gregg, Aditya and Lana volunteered to attend. More details will be sent out by email.

8.0 In-Camera Session

9.0 Adjournment: 8:57 p.m.

MOVED: Ken

SECONDED: Ginger

CARRIED

10.0 Next meeting: Tuesday, January 15th, 2019 at Little Mountain Place.