

Little Mountain Residential Care & Housing Society

MINUTES Board of Directors' Meeting

Tuesday, January 15th, 2019
6:00 p.m. – Little Mountain Place
330 East 36th Avenue, Vancouver, BC

Present - Board:

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

Present - Administration:

Jen Selman – Little Mountain Place and Court
Nicole Normand – Adanac Park Lodge

Regrets

Roy Falletta
Gregg Cernes

Guest Speaker – Gon Yip, TD

Re: LMRCH Investment Portfolio

Mr. Yip reviewed the current investment structure and provided in-depth details regarding the investment portfolio and returns, and other investment options. The investments are providing a steady return with our investment policy with a consistent income stream. Gon deals with all of the other banks through structured notes to get the highest returns and his team monitors the portfolio and switches out any non-performing investments. Steve thanked Mr Yip for attending.

1.0 Call to Order

Steve called the meeting was called to order at 6:46 p.m.

2.0 Adoption of Agenda

Motion: To accept the agenda as written.

MOVED: Bob

SECONDED: Vanessa

CARRIED

3.0 Adoption of Previous Minutes – November 20th, 2018 (Appendix A)

Tracey noted one change to the Planning Committee report which is to be updated to read: An RFP can be done in 2032 for funding.

Motion: To accept the minutes of the November 20th meeting, with the change noted.

MOVED: Ken

SECONDED: Ginger

CARRIED

4.0 Board Committee Reports (Appendix B, C & D)

4.1 Executive Committee (Steve)

The Executive Committee met on December 11, 2018 and reviewed the Operation Plans for APL and LMP and provided feedback to Nicole and Jen. The committee reviewed the

Board Assessment summary and based on the assessment Steve has asked each committee to identify its goals and objectives.

Annual goal: Ensure operating plans in place this year. Finalize redevelopment visioning for next steps.

4.2 Finance Committee (Carmen)

The Finance committee held its meeting prior to the Board meeting. Carmen reported all three sites are reporting surpluses in part from saving from wages and benefits.

The LMC subsidies are lower than usual. There has not been another claw back and there have been savings in other areas.

Carmen reported we are in compliance with all payments in the last period.

The market value of investments has dipped a small amount and are reviewed regularly.

The investments were reviewed by Gon Yip at the beginning of the meeting.

Jen reviewed the payroll error where the monies remain outstanding. Legal advice has been received outlining the cost of collecting with the option to forgive the debt. The auditors have provided a provision for this as not collectible. The Board discussed leaving the debt on the books for the time being vs forgiving the loan.

Motion: to provide notice of forgiveness of the debt.

MOVED: Carmen

SECONDED: Bob

All in favour

CARRIED

Annual goal: Pending

4.3 Nomination Committee

Lana and Vanessa will be attending the Greater Vancouver Board of Trade event to solicit Board member interest. They have put together some marketing material to hand out and have produced a banner that can be used at other events.

Annual goal: Pending

4.4 Quality Improvement & Risk Management Committee (Ginger)

The QIRM committee will be meeting next in February. There is nothing new to report.

Annual goal: Pending

4.5 Planning Committee (Tracey) (Appendix E)

Tracey reviewed her report. The good news is the BC Housing capital renewal funding information will be released January 16th and we may qualify for [REDACTED] funding.

Annual goal: Pending

4.6 Policy Development Task Group (vacant) – Tabled

Annual goal: Pending

4.7 Fund Development Committee - Tabled

Annual goal: Pending

5.0 Operations Reports (Appendix F, G & H)

5.1 Adanac Park Lodge

Nicole reviewed her report as circulated.

DOC position: Nicole has had the displacement discussion with the CNL and informed staff at the staff meeting. The posting for the DOC has gone up internally for a week and then will be posted externally. The job description is the same as LMP with some minor differences in the contract.

Nicole is exploring the possibility of upgrades to the video surveillance cameras; the system is old and outdated and other areas require new cameras. Florence is working on a grant application for funding the replacement.

There have been 13 new resident admissions over the past year. Majority of vacancies have been due to deaths, however two of these vacancies were owing to moves to assisted living.

5.2 Little Mountain Place & Little Mountain Court

Jen reviewed her reports as circulated.

LMP held its first drumming circle and has started special Chef's meals. A donation of \$2000.00 was received and has been dedicated in part to the music therapy program. A recreation member has started working on Sundays, they has been orienting and been involved in other programs. LMP has purchased an iPad and is doing video linking for residents and families who live out of town. The kitchen has ordered a chopper to provide residents with minced food which is the middle step between regular and pureed food. A new coffee machine has been installed for staff and they are thrilled. The timeline for the flooring renovation and painting is underway.

LMC has some serious building issues and maintenance is having a hard time keeping up with repairs. The Housing coordinator position is not a full-time position and Jen has requested a proposal from Terra Property Management who is a preferred company with BC Housing. They can provide social assistance to those residents who need help and they will answer emergency calls at night. BC Housing has provided the name of a second property management company to contact.

5.3 Site Operations Plans

Steve thanked Jen and Nicole for putting together the plans.

Accreditation: There are two platforms, CARP and Accreditation Canada. There are different costs between the two; both standards are very similar, with CARP being the more affordable option. There is an accreditation workshop in February. Jen will look into attending. Bob will send Jen the details.

The final site operation plans will be provided by the next meeting.

6.0 Business Arising from Previous Minutes

6.1 Strategic Planning Update

[REDACTED]

A visioning session is still being planned for the end of February and Tracey is looking for a facilitator.

ACTION: Another doodle poll will be sent out to set up dates.

6.2 Family Council Update

The next meeting will take place on January 24th.

[REDACTED] Jen reported patient care issues are being followed up. Day to day interactions with the members remain pleasant. Jen will report back after the next meeting.

7.0 New Business

7.1 Board Self-Assessment Review

The report has been reviewed and it has been identified that each committee will need to set its goals. The Board discussed a review of the Governance model and roles and responsibilities of boards.

Jen will reach out to [REDACTED] past VP and legal counsel for PHC, to see if she is willing to do a refresher at the March meeting. Members agreed it would be good to include her presentation in the new Board member’s orientation process. The Board also listed several other topics of interest for education. Education could occur at the beginning of each board meeting for 20 minutes. Ideas included: Poly Pharmacy (Dr. Sue Turgeon); Food Services; Recreation: Finance Education (Investments); and Accreditation The assessment may be redone every year and the Board will look for other tools to assist with this.

ACTION: Aditya will review the template and offer suggestions for gathering and utilizing metrics and track Board progress year to year.

7.2 Board Membership and Succession Planning

Steve Hui’s term as Chair is ending and he will be stepping down. The Board have discussed having co-chairs. As well, we need to know which director terms are ending. There is a limit of 4 terms for each member.

ACTION: Members are asked to provide a retirement letter by March 2019 if they will be leaving at the end of their term.

The Board will review the policies around nominations. [REDACTED]

Vanessa, Lana and Carmen have all agreed to assist with the nominating process and will be looking for specific skill sets and work on identifying criteria. Legal and fundraising backgrounds are needed.

7.3 Proposal for the new HR Analyst Position at LMP (Appendix I)

Jen reviewed her proposal. Dominique has been in this role on a contract basis with LMP for the past year and has been pivotal in the management team. She has been assisting with policies, onboarding, mid-term evaluations, labour relations and in-house HR. Due to the complexities, it needs to become a permanent position and there is money in the budget to create it.

Motion to approve request for the new HR Analyst position.

MOVED: Bob
All in favour.

SECONDED: Tracey

CARRIED

8.0 In-Camera Session

9.0 Adjournment – 9:00 p.m.

MOVED: Bob

SECONDED: Tracey

CARRIED

The next meeting is scheduled for March 19, 2019 at Adanac Park Lodge.

Steven Hui, Chair

Barbara Stafford, Recording