



Little Mountain Residential Care & Housing Society

MINUTES Board of Directors' Meeting

Tuesday, May 21st, 2019
6:00 p.m. – Little Mountain Place
330 East 36th Avenue, Vancouver

Present - Board:

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

Regrets – Board: Gregg Cernes; Bob Breen; Ginger Brown, Roy Falletta

Present - Administration:

Angela Millar – Little Mountain Place
Nicole Normand – Adanac Park Lodge

Guests:

Jo-Ann Tait - Providence Health Care
Fiona Dalton – Providence Health Care

1.0 CALL TO ORDER

The meeting was called to order at 6:09 p.m.

2.0 ADOPTION OF AGENDA

Motion: To accept the agenda as written.

MOVED: Aditya

SECONDED: William

CARRIED

3.0 ADOPTION OF PREVIOUS MINUTES

Motion: To accept the minutes of the March 19th, 2019 meeting as distributed

MOVED: William

SECONDED: Ken

CARRIED

4.0 Providence Health Care – Guests Jo-Ann Tait and Fiona Dalton

Jo-Anne and Fiona joined the meeting to celebrate the successful partnership between LMRCHS & Providence over the past 6 years. There were many financial and operational challenges that were met head on and the organization has now stabilized.

Jo-Ann spoke to the strong work completed by the BOD and is happy that Providence and LMRCHS are able to part on good terms. The relationship will continue until a replacement for the Secondment of the DOC is found.

Steve thanked Providence for their assistance, resources and guidance during this affiliation.

5.0 BOARD EDUCATION – Financial Reporting

Carmen reviewed the documents that were shared with the Board and provided a deeper understanding of how the statements are created and how they should be deciphered.

The Year End at LMRCHS is March 31st. Currently draft financial statements are completed, and this highlights which areas require a closer look. They are then audited by KPMG. As VCH funding information remains outstanding, the budget will not be presented to the Board until the July meeting.

6.0 BOARD COMMITTEE REPORTS

6.1 Executive Committee (Steve)

The Executive committee met on April 16th and discussed the following:

1. A 96th Birthday celebration lunch was held for Lisa Schwabe, one of the LMRCHS Founders.
2. A link to the Board network drive was trialed for sending out Agendas & supporting documents to the Board. This should expand the ability to share documents as well as to more easily archive the necessary 10 years' worth of Board information. Some members experienced difficulty with this process, and preferred that the Board package be sent prior to the meeting. Exploration of OneDrive, Dropbox and Office 365 costing will be actioned by Angela.
3. Dr. Sue Turgeon will present at the Education portion of the July Board meeting – Angela to issue invite to Sue.
4. In order to produce & circulate Meeting Minutes in a more efficient way – ideally within 1 week – they will be sent as a draft to all Board members for any comments or corrections.
5. Carmen, Roy & Steve will not be returning to the Board in September and will need to be replaced.

6.2 Finance and Audit Committee (Carmen)

The Finance committee met on May 14th. Carmen reviewed her report as circulated.

Finance Reports

LMP is expected to see a small surplus due to expenses increasing in the last 4 months of the fiscal year. Higher Sick & Overtime rates were seen; together with the [REDACTED] HR role that was created. In addition, the BC Employer's Health tax of 1.95% has been implemented, which, when added to MSP premiums will negatively impact approximately \$130,000 at LMP. Next year MSP will not be paid by the employer, which will help to offset this new tax.

APL will also see a surplus this year. Utilities costs have been significantly higher at all 3 sites owing to variable rates in gas pricing. Leaders will look at switching to bundled rates before August 2019. The new Employer's Health Tax will impact APL as well. Combined costs of MSP & this tax will be approximately \$100,000.

LMC will have a deficit for the year. This can be attributed to higher Hydro bills due to the leak, as well as higher utilities pricing. Steve suggested looking at ways to increase revenue at the Court, however, rents are controlled by BC Housing.

Budgets – The budgeting process is incomplete as funding letters from VCH have not yet been received. Budgets will be presented at the July Board meeting.

Investments – Investments have shown a slight increase since the February statements review.

Investment Policy – The Committee reviewed the investment policy with a focus on the investment mix.

MOTION: To modify wording in the Investment Policy to read “allocation mix should be on fair value rather than adjusted cost value”.

MOVED: William
No opposition

SECONDED: Ken

CARRIED

Angela spoke to the HPRD funding for Allied Health – 3.36HPRD – and is deciphering where to spend the increased funds. This will allow more control for Site Leaders.

Our reporting to VCH differs from what was being reported to The Ministry. The Committee is sorting out how to accurately report this moving forward.

6.3 Nomination Committee (Vanessa) – Board recruitment needs to be a priority as three members (Steve, Carmen & Roy) will be leaving in September. Three other members’ (Vanessa, Tracey & Bob) terms will be up, however they will each stand for a second term. Vanessa requested that all Board members be available to support with interviews over the summer. The Charity Village advertisement will be placed in June by Barbara, with Lana as the point person. Barbara will set up the recruitment email in the same manner that was used when recruiting for Angela’s role, giving access to Vanessa, Lana & Aditya. Specific areas of interest will be outlined in the advertisements to ensure a robust team with a variety of skill sets. (Legal, Fundraising, and Finance preferable). Barbara will send the ad link to all Board members for their LinkedIn accounts. Request was made to know where the new nomination policy approved earlier this year resides - Barbara will send the network drive link.

6.4 Quality Improvement Committee (Lana) – The Committee met on April 24th, and reviewed 7 concerns & complaints that had been received. A Family forum meeting took place which was quite productive and encompassed strategies for engaging Family Council. A Resident & Family Satisfaction survey is being contemplated, focusing on strengths and feedback.

[REDACTED]

Accreditation Planning – Ongoing work is being completed on Corporate Policy & Care Manuals. Angela will work on determining criteria for the Accreditation process and compare Accreditation Canada & CARF and report back to Board [REDACTED]

Society membership – Privacy concerns were discussed as it was recently realized that personal details such as residential addresses are public information. It was suggested that Barbara re-vamp the Membership Application to include “preferred method of contact” and determine if email only is an acceptable option. A note is to be added to the Membership Application to let them know that the contact information provided is accessible to all Society Members.

6.5 Planning Committee (Tracey) – The Committee met on April 15th to review Strategic Planning and Tracey reviewed her report with the group. The funding application is now with City Spaces for their input prior to submission to BC Housing.

It is recommended that a Redevelopment Committee be created – including Executive & Planning Committee members - to meet bi-weekly. There will be a large time commitment for this project. Terms of Reference will also need to be created. Vanessa will start work on this.

Additional Board Meetings/Workshops may need to be put into place as work on this project ramps up.

Lease Renewal for LMP & LMC is underway. The group is awaiting a Commitment Letter from the City of Vancouver.

Bob & Tracey met with Colliers project managers in April regarding the Fairhaven development. Tracey will help to arrange visits to Fairhaven for Ken and Vanessa to see the completed work on this project.

Additional project funding from Vancity [REDACTED] has been accessed.

Capital Plan – No further movement on the plan since Nov/Dec when the last Building Assessment was completed. The group is waiting for Doug to provide items that can be easily resolved from the Condition Assessment. Ken and Angela to follow up.

6.6 Policy Development Task Group – Deferred

6.7 Fund Development Committee – Approximately \$1M will need to be raised through Redevelopment Partners. Carmen to look into allocation of investment income and creation of dedication fund.

7.0 OPERATIONS REPORTS

7.1 Adanac Park Lodge

Report was reviewed by Nicole as well as a brief review of the Operational Plan for APL.

Nicole is very excited by a prospect for the DOC role at APL and is hoping to get an offer letter out this week. This will be a VCH position.

Summer BBQ at APL will be August 2nd, 2019. Board members are invited and encouraged to attend.

Society members should also be invited to attend appropriate summer BBQs - Barbara to follow-up.

7.2 Little Mountain Place & Little Mountain Court

Report was reviewed by Angela.

Long service awards for staff will be held at LMP on June 14.

A resident and family BBQ has been scheduled for July 13th, and for staff on August 24th.

Staff at LMP have suggested holding an Open House for neighbours and society members to see all the positive changes that have taken place recently at LMP - Board is supportive of this.

7.3 Site Operations Plans – Updated plans to be added to Board packages going forward by Barbara.

8.0 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 Strategic Planning Update – See Planning Committee notes above

