

SPRUCE LODGE
Board of Management Meeting
February 15th, 2017

Present: *Peter Bolland, David Schlitt, and Jennifer Facey*
Councillors: *Jim Aitcheson, Rhonda Ehgoetz, Carey Pope, Kathy Vassilakos,
Don Van Galen*
Regrets: *Councilor Frank Mark*

- *Chairperson Councillor Van Galen brought the meeting to order.*

Moved by Councillor Ehgoetz
Seconded by Councillor Vassilakos

That the agenda for February 15th, 2017, 2016 be presented.

CARRIED

- Declaration of pecuniary interest.

Moved by Councillor Aitcheson
Seconded by Councillor Pope

That the minutes of January 18th, 2017 be approved as amended.

CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Aitcheson
Seconded by Councillor Ehgoetz

That the January 2017 accounts in the amount of \$295,292.80 be ratified.

CARRIED

Financial Report:

The Business Manager presented the Spruce Lodge Revenue & Expenses for the 12 months ending December 31, 2016 for review and discussion. The Summary of Reserve Accounts – Prior to Audit as at December 31, 2016 was presented for review and discussion. We are anticipating a decrease in funding with an approximate \$50,000.00 negative impact on the operating budget, which may necessitate a transfer from the level of care funding reserve.

Moved by Councillor Vassilakos
Seconded by Councillor Aitcheson

**To accept the Spruce Lodge financial report for the period ending
December 31, 2016 as presented.**

CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

February 15th, 2017

Administrator's Report:

Moved by Councillor Vassilakos
Seconded by Councillor Pope

To enter closed session at 5:49 p.m. to discuss matters related to collective bargaining.

CARRIED

Moved by Councillor Pope
Seconded by Councillor Aitcheson

To enter open session at 5:51 p.m.

CARRIED

Moved by Councillor Aitcheson
Seconded by Councillor Pope

To enter closed session at 5:52 p.m. to discuss matters related to identifiable individuals.

CARRIED

Moved by Councillor Aitcheson
Seconded by Councillor Pope

To enter open session at 5:55 p.m.

CARRIED

Moved by Councillor Aitcheson
Seconded by Councillor Vassilakos

To enter closed session at 5:56 p.m. to discuss matters related to identifiable individuals.

CARRIED

Moved by Councillor Pope
Seconded by Councillor Vassilakos

To enter open session at 5:57 p.m.

CARRIED

SPRUCE LODGE - Continued

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Risk Management:

In addition to the risk report for the period October 1, 2016 to December 31, 2016, the Administrator noted that there have been no Ministry of Health visits or no critical incidents to date. The Ministry of Health RQI visit took place last fall.

Outbreak:

There were no deaths attributed to the outbreak.

Ministry of Labour:

The Ministry of Labour was in for a routine visit, and although left no orders, did make several suggestions that have been passed on to joint health and safety for consideration.

Some staff in the housekeeping department have expressed concerns about job routines. The physical demands analysis for these positions will be completed and job routines updated.

Quality Improvement:

Spruce Lodge has been accredited since 1981. This is a voluntary process, and we received the full accreditation award of 3 years with CARF Canada. Although there were mixed emotions over the last process, we are preparing for another accreditation this June with the date to be determined. Several planning sessions have already taken place, Board representation may be invited to participate.

Ministry of Health Quality Improvement Plan:

The Administrator will present the quality improvement plan for the Ministry of Health at next month's meeting.

Festival Hydro Meeting:

A meeting has been scheduled with Festival Hydro for February 22, 2017 to discuss the co-generation initiative program.

Website Development:

Website development continues. We are hoping to share the website with the Board at the next meeting. The website has received some much needed upgrades. Residents and family members have been asked for testimonials to include on the website.

It was suggested to have the ability to click on a telephone number on the website to be connected directly.

Board Expense Form:

The Administrator presented a revised expense claim form to clarify the rates for the Board stipend as follows:

Spruce Lodge Board meeting \$40

Spruce Lodge Non-Profit Housing meeting \$40

Spruce Lodge/Home Assistance/Foundation meeting \$80

Committee meeting \$40

Current km reimbursement \$0.44

Board members will receive the revised form by email for future use.

SPRUCE LODGE - Continued

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Moved by Councillor Aitcheson
Seconded by Councillor Vassilakos

That the Administrator's report be accepted as presented.

CARRIED

Other Business:

Dress Down Days:

☺ *For December 2016, the lucky charitable receipt winner is...Penny Schroeder!*

Moved by Councillor Aitcheson

That the meeting be adjourned.

CARRIED

Date & Time of Next Meeting:

Wednesday, March 15th, 2017 at 5:30 p.m.

Councillor Van Galen
Chairperson

Frank Mark

Jennifer Facey
Secretary

Jennifer Facey

Date

March 17, 2017