

**SPRUCE LODGE**  
**Board of Management Meeting**  
**September 20<sup>th</sup>, 2017**

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

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*Co-Chairperson Councillor Mark brought the meeting to order.*

Moved by Councillor Aitcheson  
Seconded by Councillor Ehgoetz

**That the agenda for September 20<sup>th</sup>, 2017 be approved as presented.**  
**CARRIED**

➤ Declaration of pecuniary interest.

Moved by Councillor Vassilakos  
Seconded by Councillor Aitcheson

**That the minutes of June 21<sup>st</sup>, 2017 be approved as presented.**  
**CARRIED**

**Business Arising:** *None noted.*

**New Business:**

**Ratification of Accounts:**

Moved by Councillor Vassilakos  
Seconded by Councillor Pope

**That the June through August 2017 accounts in the amount of \$794,365.16 be ratified.**  
**CARRIED**

**Financial Report:**

The Business Manager presented the Spruce Lodge Revenue & Expenses for the 7 months ended July 31, 2017 for review.

Moved by Councillor Pope  
Seconded by Councillor Aitcheson

**To accept the Spruce Lodge financial report for the period ending  
July 31, 2017 as presented.**  
**CARRIED**

**Administrator's Report:**

Moved by Councillor Vassilakos  
Seconded by Councillor Aitcheson

**To enter closed session at 5:41 p.m. to discuss matters related to collective bargaining.**  
**CARRIED**

**SPRUCE LODGE - Continued**  
**Board of Management Meeting**  
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Moved by Councillor Aitcheson  
Seconded by Councillor Vassilakos

**To enter open session at 5:44 p.m.**  
**CARRIED**

Moved by Councillor Ehgoetz  
Seconded by Councillor Vassilakos

**To enter closed session at 5:44 p.m. to discuss matters related to identifiable individuals.**  
**CARRIED**

Moved by Councillor Aitcheson  
Seconded by Councillor Pope

**To enter open session at 5:53 p.m.**  
**CARRIED**

***Human Resources:***

Spruce Lodge is in a reasonable position regarding staffing. All permanent lines are filled in Nursing. Four (4) temporary lines for maternity leaves will be filled by casual staff.

Karen Goforth has been hired as the new Volunteer Co-ordinator.

***Risk Management:***

There is one pending insurance claim for burst sewer line. A leak occurred and lasted a few days. A restoration company had to perform the clean up at a cost of approximately \$25,000.

***Ministry of Health RQI Inspection:***

The Ministry of Health RQI inspection has taken place. The RQI inspection is a risk based process where high risk homes are inspected with a comprehensive inspection every year and low risk every three (3) years. Note that low risk inspections occur annually. The inspection lasted two (2) weeks with four (4) inspectors. The inspection went well. We will have recommendations but no orders. All windows had to be adjusted so they had no greater opening than 15 cm. A complete report will follow.

***Partnership Agreement:***

The Administrator has had dialogue with a lawyer for a new partnership agreement. The admission process has been removed, and the board dictating the budget has been added. Cost sharing of the municipalities is explained with a defined term of seven (7) years, and a three (3) year notice period to opt out.

***CARF Accreditation:***

CARF Accreditation will take place October 16<sup>th</sup>, and 17<sup>th</sup>, 2017.

## **SPRUCE LODGE - Continued**

### **Board of Management Meeting**

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#### ***Energy Audit:***

The Administrator presented a letter from Walterfedy Architecture suggesting a proposed electricity audit at a cost of \$9000 plus applicable taxes with a 50% rebate from the utility in audit incentive funding.

Moved by Councillor Vassilakos  
Seconded by Councillor Aitcheson

**To proceed with the Walterfedy energy audit at a cost of \$9,000 plus applicable taxes with a 50% rebate.**

**CARRIED**

#### ***Community Support Services (CSS):***

The Administrator presented the CSS, Huron Perth Central Intake and Shared Client Record Management information item for discussion. The CSS agencies have been meeting to develop improved services. It was determined that there was a need to come up with a One Number Access and Shared Client Record. The lead agency ONE Care has made several changes to the Data Sharing agreement and the Network Services Agreement which require them to be signed back.

Moved by Councillor Aitcheson  
Seconded by Councillor Vassilakos

**To authorize the signing of both the Data Sharing agreement and the Network Services agreement with the lead agency ONE Care.**

**CARRIED**

#### ***Closing of Hillside:***

The June meeting was well attended. The next meeting is scheduled for October 4, 2017 from 6:00 p.m. to 7:30 p.m. at the Sebringville Community Centre. Staff and residents have been encouraged to attend to show support.

#### ***HPNHSS:***

The next HPNHSS has been schedule for October 16, 2017 at Knollcrest.

#### ***Mileage Review:***

The Administrator presented a mileage review decision item for consideration. Going forward mileage rates will be brought up for discussion in October for implementation in November each year:

Moved by Councillor Aitcheson  
Seconded by Councillor Vassilakos

**To accept the recommendation to adjust the mileage rate to \$0.51/km in keeping with the average of the two tiered CRA mileage rates..**

**CARRIED**

**SPRUCE LODGE - Continued**

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Moved by Councillor Ehgoetz

Seconded by Councillor Pope

**That the Administrator's report be accepted as presented.**

**CARRIED**

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**Other Business:**

***Dress Down Days:***

☺ *For June 2017, the lucky charitable receipt winner is... **Sandy Bastien!***

☺ *For July 2017, the lucky charitable receipt winner is...**Sara Leathley!***

☺ *For August 2017, the lucky charitable receipt winner is...**Lauren Moore!***

Moved by Councillor Vassilakos

**That the meeting be adjourned.**

**CARRIED**

**Date & Time of Next Meeting:**

**Wednesday, October 18<sup>th</sup>, 2017 at 5:30 p.m.**

**Councillor Van Galen**  
*Chairperson*

**Jennifer Facey**  
*Secretary*

**Date**

*Oct 18/17*