

SPRUCE LODGE
Board of Management Meeting
March 21st, 2018

Present: *Peter Bolland, David Schlitt, and Jennifer Facey*

Councillors: *Jim Aitcheson, Rhonda Ehgoetz, Frank Mark, Carey Pope, Kathy Vassilakos*

Regrets: *Councillor Don Van Galen*

Guests:

Chairperson Councillor Ehgoetz brought the meeting to order.

Moved by Councillor Aitcheson
Seconded by Councillor Mark

That the agenda for March 21st, 2018 be approved as presented.

CARRIED

➤ Declaration of pecuniary interest.

Moved by Councillor Vassilakos
Seconded by Councillor Pope

That the minutes of February 21st, 2018 be approved as presented.

CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Aitcheson
Seconded by Councillor Mark

That the February 2018 accounts in the amounts of \$267,006.31 be ratified.

CARRIED

Financial Report:

The Business Manager will present Spruce Lodge Revenue & Expenses for January and February 2018 at the next meeting for review. A portion of the draft 2017 audited financial statements at December 1, 2017 were presented for review.

Moved by Councillor Mark
Seconded by Councillor Van Galen

That \$34,000 of the surplus be transferred into the sick leave reserve, \$49,000 into the municipal capital reserve to address anticipated deficits, and the balance into the contingency reserve.

DEFEATED

Moved by Councillor Aitcheson
Seconded by Councillor Mark

That \$30,000 of the surplus be transferred into the sick leave reserves and \$135,000 into the contingency reserve.

CARRIED

SPRUCE LODGE - Continued

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Moved by Councillor Pope

Seconded by Councillor Aitcheson

To accept the Spruce Lodge financial report as presented.

CARRIED

Insurance Presentation:

Drew Campbell joined the meeting to present the Insurance renewal effective April 15, 2018 at an approximate increase of 6%. Cyber risk still needs to be determined pending the network sharing agreement with ONE Care.

Moved by Councillor Aitcheson

Seconded by Councillor Mark

To accept the insurance based on the quote received.

CARRIED

Discussion took place about ONE Care being the central intake for the CSS program, and the need to ensure that services are not sacrificed.

Administrator's Report:

Moved by Councillor Vassilakos

Seconded by Councillor Pope

To enter closed session at 6:10 p.m. to discuss matters pertaining to collective bargaining.

CARRIED

Moved by Councillor Aitcheson

Seconded by Councillor Vassilakos

To enter open session at 6:12 p.m.

CARRIED

Case Mix Index (CMI) Levels:

Although Spruce Lodge has experienced a small increase in CMI levels, we remain on the lower end of the scale for Perth County. We have contracted with the MedeCare for an initial review of our records for January, February, and March 2018. Cost would be \$11,000 if they are successful in increasing levels by 2 points.

CSS One Time Minor Infrastructure Program 2017/2018

Spruce Lodge applied to the Community Sector One-time Minor Infrastructure Program 2018/2018 and was approved for the following:

- Nineteen (19) automatic door openers	\$ 67,700
- New portable and desktop phones	\$ 29,700
- accessible bathroom upgrade	<u>\$ 15,800</u>
	<u>\$113,200</u>

Continuum of Care Research Project:

Spruce Lodge has applied to be one of five selected for a project to research the benefits of continuums of care. A proposal was submitted this week for consideration.

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Save On Energy Program:

The Business Manager and Environmental Services Manager attended a Festival Hydro event to accept an excellence award for the Demtroys project.

Risk Management:

A critical incident has been reported of sexual misconduct of one resident to another. One on one staffing has taken place with the resident, legal council has been contacted to consult about policies and practices.

On the Human Resources front, there were eight (8) Residnet Assistant lines available, but now are fully staffed.

Declaration of Compliance for L-SAA:

The Administrator presented the declaration of compliance for L-SAA for approval.

Moved by Councillor Aitcheson

Seconded by Councillor Pope

To accept the declaration of compliance for L-SAA.

CARRIED

Moved by Councillor Aitcheson

Seconded by Councillor Vassilakos

That the Administrator's report be accepted as presented.

CARRIED

Other Business:

Correspondence:

The annual reporting requirements and plans was presented as information.

Dress Down Days:

☺ *For February 2018, the lucky charitable receipt winner is...Jeanette Bender!*

Moved by Councillor Mark

That the meeting be adjourned.

CARRIED

Date & Time of Next Meeting:

Wednesday, April 18th, 2018 at 5:30 p.m.

Councillor Ehgoetz
Chairperson

Jennifer Facey
Secretary

Date

Apr 18/18