

Musquodoboit Valley Home for Special Care

Board of Trustees
Annual General Meeting Minutes – June 22nd, 2022

Meeting held by Zoom Conference due to Covid-19 restrictions.

Attendance:

Board Members:

Tom Parker, Board Chair

Shauna Higgins, Board Member

Patricia McCurdy, Board Member

Leadership:

Roberta Duchesne, Director

Cora Lee Joudrey, Health Services Manager

Tara Rutherford, Clinical Supervisor

Dr. Kaitlyn Barnes, Medical Advisor

Community:

Denise VanWycken, Community Health Board

Leslie MaGee, Coordinator Well Being Hub

Levy, Casey, Carter, MacLean:

Tracey Wright

Regrets:

Ronda Faulkner, Business Coordinator

- 1. Welcome and Meeting was called to order** by Chairperson, Tom Parker at 6:06 p.m. This AGM meeting is being held jointly between Musquodoboit Valley Home for Special Care and the Musquodoboit Valley Health Foundation as it has in the past.
- 2. Audit Presentation from Tracey Wright of Levy, Casey, Carter & MacLean**
Verbal and visual report, shared financial statements with Board before meeting

Musquodoboit Valley Health Foundation

- \$102,000 in bank at the end of fiscal year
- 3 Outstanding loans with Braeside which are getting paid back over time
- Total assets \$230,000
- Equity \$187,000 at the end of fiscal
- Donations and fundraising higher in 2022
- Donation received used to replace handrails.
- Donation made to Musquodoboit Valley Food Bank from the Health Foundation
- Surplus of \$9,800

Musquodoboit Valley Home for Special Care

- Total Revenue 2.765 million dollars
- \$112,000 Covid expenses
- New funding for partial positions
- Expenses
 - 2.714 million dollars
 - Up approximately \$20,000
 - Bulk being from higher wage cost, Resident care higher. More RN LPN hours compared to previous year
- \$416,000 maintenance
- Contracted Personnel including Physiotherapist, Occupational Therapist, etc. \$11,000
- \$185,000 in Capital Funding
- \$51,000 Surplus
- Received \$170,000 for roof project
- 143000 Assets purchased Ceiling lifts, sprinkler repairs, beds, handrails, storage container, dining room project
- Mortgage \$369,000, renewed in November 2021 at 3.99%
- 3 loans to foundation
 - 1 year remaining on furniture
 - Elevator to be repaid by 2043
 - Beds have \$40,000 remaining to be repaid by 2028
- Debt repaid by \$113,000 in 2021
- Replacement reserve \$149,000
- \$90,000 jump in equity from 2021. Surplus from operations.

Complete Auditor's report for Musquodoboit Valley Home for Special Care is attached.

The motion to accept the audited financial reports was made by Pat McCurdy and seconded by Shauna Higgins. Motion Carried.

- a) **Appointment of Auditor** It was moved by Shauna Higgins and seconded by Pat McCurdy that Chartered Accountants - Levy, Casey, Carter and MacLean be retained as auditors for both Musquodoboit Valley Health Foundation and Musquodoboit Valley Home for Special Care for the upcoming fiscal year. Motion carried.

3. Approval of 2021 AGM minutes

The minutes from the 2021 AGM were reviewed. It was moved by Pat McCurdy and seconded by Shauna Higgins that the minutes from 2021 be accepted. Motion Carried.

4. Annual Report Review:

Cora Lee Joudrey and Tara Rutherford presented a visual and verbal management report.

Highlights

- Braeside had two floods, staff response was excellent
 - A big thank you to Harbourview Lodge and Musquodoboit Valley Hospital for housing some residents during time when the wing was closed for repairs
- Medical Director remains Dr. Katelyn Barnes. Shares primary care service with Kara Evers, NP.
- New staff includes 1 PCW, 8 CCA, 3 RN, 4 LPN, 1 Housekeeper, 2 LTCA, 1 Rehab Assistant, 1 Rec Therapist
- Recreation welcoming another Summer Student in July for 8 weeks
- Participating in a CCA Work and Learn Program through NSCC. 14 students completing in class learning in Sheet Harbour. Students in classroom for 8 weeks. 7 students will then be coming on board as students to work. Program will finish in February 2023. This is the first program of its kind for NSCC. Possible with funding from NS Government, Department of Seniors in Long Term Care.
- New CCA Staffing model, now 12hr shifts allowing for 2 on nights. Full time positions as well as part time.
- New medication administration areas in dining rooms as part of renovations, moving away from med carts to med station.
- Infrastructure funding work included renovate dining rooms, installing handrails, new fire doors on multipurpose room, repairs to sprinkler. Current work being done to install a metal roof as a replacement.

- Leslie MaGee, Coordinator of the Well Being Hub, presented on the following topics:
 - Programming and education

- Navigation service
- Volunteer visitor program
- Adult day program model
- How to get involved

Full management report attached.

5. Election of Officers

The motion for the board officers to remain the same was made by Pat McCurdy and seconded by Shauna Higgins. Motion Carried.

6. Adjournment

Shauna Higgins moved the meeting be adjourned. Meeting was adjourned at 6:51 p.m.

Respectfully submitted,
Rebecca Edmonds, Clerk B Tri-Facilities, Scribe