

LUMSDEN & DISTRICT HERITAGE HOME, INC.
Regular Board Meeting – ZOOM
Monday, March 24, 2025

Present: Byron Tumbach, Gail Russell, Brian Weisbrod Tammy Knuttila, Lesley Crossman, Jim Selinger, Marral Meadows, John Langford
Regrets: Caroline Hoffart, Krista Mansbridge
Absent:
Recorder: Sara Cox
Administrator: Sara Cox
Resident Care Coordinator: Brenda Chapman, RCC

1. Meeting was called to order by Byron Tumbach @ 7:00 pm

We would like to begin by acknowledging that LDHH is located on the traditional lands, referred to as Treaty 4 territory, and the original lands of the Cree, Ojibwe, Saulteaux, Dakota, Nakota, Lakota, and on the homeland of the Métis Nation.

2. Conflict of Interest Declaration – no conflicts identified

3. AGENDA:

Motion: **The Agenda be adopted as presented.**
21-2025 **Moved by: John Langford** **Seconded by: Gail Russell**
 ALL IN FAVOR **CARRIED**

4. REVIEW AND ADOPTION OF MINUTES

Motion: **Adopt minutes of February 24, 2025 as presented.**
22-2025 **Moved by: Lesley Crossman** **Seconded by: Jim Selinger**
 ALL IN FAVOR **CARRIED**

5. BUSINESS ARISING OUT OF THE MINUTES

- Quilt raffle tickets are available for Board members to pick up in the Business Office

6. ADMINISTRATOR'S REPORT:

- Attended SHA Strategic and Operational Oversight meetings on February 25th and March 18
 - SHA has leased Riverbend Personal Care Home (64 beds) effective March 1 to address LTC capacity needs. The facility will be staffed with unionized personnel which will put additional strain on limited human resources.
 - SHA reported that GPA (Gentle Persuasive Approach) no longer meets legislative requirements. OHS is pushing PART (Professional Assault Response Training) for all healthcare workers. Every care environment is different, PART appropriate for an Emergency room but not LTC. Homes expressed concerns and issue will be taken to provincial ED table for further review.
 - Reviewed Level 2 and 3 capacity protocol and discussed current acute capacity. Outbreaks and staffing shortages within PAC are impacted LTC placement.
- Resident Family Council meeting was held on February 25th. Vivian Tran presented on the Pain Study that was conducted in the beginning of 2024 and JP Bautista Hunter presented on the menu and options available to residents and family.
- Barrett Kropf, MLA for Dakota-Arm River toured the home on February 26th and met with members of the Board.
- ICP monthly inspection occurred on February 28th. Praise given to all staff for PPE, hand hygiene and housekeeping practices that have limited outbreak activity within LDHH. At the time of the inspection there were 11 active outbreaks in LTC within the Regina area.
- Attended the PARG meeting on March 11
 - AIMS – Wave 1 is stabilizing and schedule for Wave 2 rollout is confirmed. LDHH will be brought online in September 2025. Two hours of e-learning will be

required for every employee prior to rollout. The Ministry will continue to pay licensing fees until January 31, 2026 and then the costs will be the responsibility of each affiliate. Payroll services under AIMS will increase annual expenditures over \$17,000. Significant information provided on the benefits of a sole system throughout the province for management of provincial CBA's, benefits and costing for bargaining decisions.

- Bargaining – Negotiations with the Provider Unions have stalled and Unions have requested that essential services discussions start.
- SHA Guests – Andrew Will and Brenda Schwan- costing for services provided to imbedded affiliates will not be calculated. SHA will cease providing/paying for these services by January 2026. Advised not to expect capital funding. SHA is aware of the deferred maintenance costs with affiliate homes and acknowledges the needs are far too great to address. SHA is looking at private investors to provide LTC beds as a timely solution to address needs.
- One of 11 FT employees of the Home has requested and been granted a variable hour agreement which will reduce the position to less than full time.
- Vacation requests for the 2025-26 year were submitted by the March 15th deadline. The vast majority of requests were approved.
- On March 17th, Minister Carr was on site for a tour and meeting with Administrator, members of the Board, MLA Blaine McLeod and Lumsden Mayor, Verne Barber.
- Administrator will be away from March 28 to April 8.

Motion:

23-2025 To adopt the Administrator's Report as presented.

**Moved by: Brian Weisbrod
ALL IN FAVOR**

**Seconded by: Marral Meadows
CARRIED**

7. RCC REPORT:

- Full occupancy at time of report.
- No changes to the Adult Day Program, spaces still available
- CNE provided staff education on PPE donning/doffing and FIT testing.
- On March 27, a full day of education will be provided to 7 of the professional nursing staff on the Residential Care Module and Convergence.
- We are seeing an increase in the number of people touring the Home for placement of a family member.
- Care Conferences continue monthly

Motion:

24-2025 To adopt the RCC Report as presented.

**Moved by: Leslie Crossman
ALL IN FAVOR**

**Seconded by: Tammy Knuttila
CARRIED**

8. COMMITTEE REPORTS:

- A) **Membership & Nominating Committee** – Marral Meadows reported. The committee met March 24th to review membership applications received since last meeting.

Motion:

25-2025 To approve two (2) membership applications received since February meeting.

**Moved by: Marral Meadows
ALL IN FAVOR**

**Seconded by: Brian Weisbrod
CARRIED**

Byron and Kat have prepared the Notice of Nominations for distribution per Bylaws. Document was reviewed by the Committee.

Motion:
26-2025 To approve the Notice of Call for Nomination for distribution and publication as specified in the bylaws.
Moved by: Marral Meadows **Seconded by: Brian Weisbrod**
ALL IN FAVOR **CARRIED**

Motion:
27-2025 To adopt the Nominating and Membership Committee Report as presented.
Moved by: Marral Meadows **Seconded by: John Langford**
ALL IN FAVOR **CARRIED**

B) **Executive Committee** – The committee did not meet

C) **Governance Committee** – The committee met on March 13, 2025 to discuss the CEO and Board Evaluation processes as well as a possible guest to provide education to the Board. Committee determined that the CEO evaluation process would remain unchanged but the timing of the Board evaluation process should be changed. The committee tabled the topic of a guest to speak on governance matters until fall of 2025.

The committee proposed changes to the wording of 4.7 of the Governance Manual to reflect the change in timing.

Motion:
28-2025 To approve the noted wording changes to Section 4.7 to reflect a change in the timing of the board evaluation process.
Moved by: Marral Meadows **Seconded by: John Langford**
ALL IN FAVOR **CARRIED**

Motion:
29-2025 To adopt the Governance Committee Report as presented.
Moved by: Marral Meadows **Seconded by: John Langford**
ALL IN FAVOR **CARRIED**

D) **Finance Committee** – The committee met on March 20, 2025. Gail reported on the 2023-2024 funding adjustment for resident fees and utilities (clawback of \$30,357.42). With the per diem funding model introduced for 24-25, this is the last time a funding to actual adjustment will occur.

MWC has sent the 2024-2025 Audit Engagement letter which includes Fraud Risk Assessments for Administration and Board to complete.

Motion:
30-2025 To approve Gail Russell, Committee Chair, to complete the Fraud Risk Assessment on behalf of the board.
Moved by: Gail Russell **Seconded by: Marral Meadows**
ALL IN FAVOR **CARRIED**

The Preliminary Internal Operating Budget was presented. The document reflects a projected surplus of \$8,989 for the 2025-26 fiscal year.

Motion:
31-2025 To approve the Preliminary Internal Operating Budget as presented.
Moved by: Gail Russell **Seconded by: Lesley Crossman**
ALL IN FAVOR **CARRIED**

The committee discussed the costs incurred for the Looking Forward Project and the Governance restructure. Term deposits will be maturing on March 31, 2025 and two transfers between funds will be required. Sara to set meeting with Conexus representative and committee for mid-April to discuss reinvestment options.

Motion:

32-2025 To appoint the Administrator and Gail Russell, Committee Chair to act as the two required signatories on all required transfers and reinvestments.

**Moved by: Gail Russell
ALL IN FAVOR**

**Seconded by: Jim Selinger
CARRIED**

Motion:

33-2025 To adopt the Audit & Finance Committee Report as presented.

**Moved by: Marral Meadows
ALL IN FAVOR**

**Seconded by: John Langford
CARRIED**

- E) **Quality & Service Delivery** – The committee had been directed to perform a Volunteer Study and met on March 19th with LDHH Recreation Coordinator, Michelle Buhay. Michelle was able to provide information on the current volunteer activities and needs. Michelle will provide information to the Administrator on a quarterly basis regarding the number of volunteer hours, volunteers and community partnerships. This quarterly report will be a standing agenda item of committee.

Motion:

34-2025 To adopt the Quality & Service Delivery Committee Report as presented.

**Moved by: Tammy Knuttila
ALL IN FAVOR**

**Seconded by: Gail Russell
CARRIED**

- F) **Communications and Strategic Planning** – Caroline submitted report on the activities of the committee in March.

1. Staffing Strategy

2. Communication Strategy

- Will work with JP and Nova Bautista Hunter to set up a Fall Wellness Fair and Seniors Symposium for the fall.
- Other like-minded groups in the community will be approached to assist.

3. Fundraising/Visioning Strategy

- Meeting with Minister Carr was held on March 17th.
- Arm River MLA Barret Kropf toured the Home and met with members of the board on February 4th.

Motion:

35-2025 To approve the Communications & Strategic Planning report as presented.

**Moved by: Lesley Crossman
ALL IN FAVOR**

**Seconded by: Marral Meadows
CARRIED**

9. BOARD FORUM

10. NEW BUSINESS

- A) AGM Notice to Members – when notice is sent to existing members it will include a request to submit any resolutions to the Returning Officer.
- B) Saskatchewan Seniors Mechanism – non-profit volunteer organization working toward quality of life for older adults in Saskatchewan. Mission aligns with LDHH and membership is free.

Motion:

36-2025 To approve the application for membership to the Saskatchewan Seniors Mechanism.

**Moved by: Lesley Crossman
ALL IN FAVOR**

**Seconded by: Brian Weisbrod
CARRIED**

11. IN-CAMERA SESSION:

12. ADJOURNMENT AND NEXT BOARD MEETING:


In consideration of the Federal election on April 28, 2025, the next board meeting date has been rescheduled to April 29, 2025.

The next Regular Board meeting will be Tuesday, April 29, 2025 @ 7:00 via Zoom.

Meeting adjourned at 8:45 pm.

29-04-25

Date


CHAIRPERSON


SECRETARY TO THE BOARD – Sara Cox