

LUMSDEN & DISTRICT HERITAGE HOME, INC.
Regular Board Meeting – ZOOM
Monday, January 27, 2025

Present: Byron Tumbach, Caroline Hoffart, Krista Mansbridge, Tammy Knuttila, Lesley Crossman, Jim Selinger, Marral Meadows, Gail Russell, Brian Weisbrod, John Langford

Regrets:

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:
Additions to the Agenda:
D) CAO Evaluation

Motion: The Agenda be adopted as amended.
1-2025 **Moved by: Jim Selinger** **Seconded by: Tammy Knuttila**
 ALL IN FAVOR **CARRIED**

4. REVIEW AND ADOPTION OF MINUTES

Motion: Adopt minutes of December 18, 2024 as presented.
2-2025 **Moved by: Gail Russell** **Seconded by: John Langford**
 ALL IN FAVOR **CARRIED**

5. BUSINESS ARISING OUT OF THE MINUTES

- Sara provided additional clarity on the bed standardization audit
- Acronym RAI stands for Resident Assessment Instrument Coordinator – coordinator for the LTCF platform for resident information

6. ADMINISTRATOR'S REPORT:

- The quilt for the annual raffle has been received and tickets ordered through King's Printer.
- LDHH will be hosting the Lions Supper meeting on February 5th.
- PARG meeting on January 14th:
 - AIMS – next wave will be rolled out in 6 phases rather than 3, LDHH originally planned for June but now November 2025. SHA will provide affiliates with audit report assuring proper controls in place in the new system. Charges for the new system have not yet been provided to affiliates, SAHO has committed to having costs by the March meeting.
 - Per Diem funding – the new \$40M in LTC funding is getting eroded by new costs affiliates are expected to shoulder. PARG Executive Committee will prepare a briefing note for the Ministry to present to group at March meeting.
 - Ministry Approval letter – letter was sent to all affiliates as a reminder of our obligation for approvals for acquisitions, borrowing and dispositions.
 - Shared Services – PSA negotiations require affiliates to assume the cost of shared services (provincial consistency). SHA was to provide a list of services and their assigned costs by the end of December. The information is not ready so deadline has been extended. Affiliates will begin paying for services effective January 1, 2026.

- Saskatchewan Healthcare Recruitment Agency – presentation re: services provided, assistance in recruitment for full-time positions
- RAASCH has committed to meeting as a leadership group each quarter and hold two meetings per year that will include affiliate board representation as well.
- Attended the SHA Strategic and Operational Oversight Committee meeting on January 21st. Common topics such as PPE (goggles vs. faceshields), TDG training, PART vs. GPA, MOH Annual inspections are still in round 1.
- LDHH is currently working with a CBA that expired on March 31, 2023. CUPE and SAHO continue to work through contract negotiations. LDHH does not have any active CUPE representatives in the building which does present challenges when trying to address labor relations issues.
- Administrator will be on vacation from February 6th – 23rd.

Motion:

3-2025 To adopt the Administrator's Report as presented.

Moved by: Lesley Crossman

Seconded by: Brian Weisbrod

ALL IN FAVOR

CARRIED

7. RCC REPORT:

- Full occupancy
- 1st year nursing students will be in the Home completing a clinical rotation. 2 groups of 8 students will be here Tuesdays and Thursdays until April 11th.
- Clinical Nurse Educator rebooked January education day for February 4th.
- Care Manager is on vacation from January 20-31
- Actions plans are being created for the residents that triggered in the QI's for the 3rd quarter. A new platform has been developed to submit the action plans to the Ministry. Education has been planned for Administrative staff as well as Team Leaders.

Motion:

4-2025 To adopt the RCC Report as presented.

Moved by: Caroline Hoffart

Seconded by: Marral Meadows

ALL IN FAVOR

CARRIED

8. COMMITTEE REPORTS:

- A) **Membership & Nominating Committee** – Marral Meadows reported. The committee met January 27th to discuss potential bylaw changes and to review membership applications received since last meeting. Brian Weisbrod has agreed to join the committee.

Motion:

5-2025 To approve the addition of 9.45 to the General Bylaws:

9.45 Board Term positions will be filled by the first nomination from received after the last Annual Board Meeting. This nomination fills the first vacant third-year term vacant spot. Every nomination form received thereafter fills vacant spots in descending order from a 3-year term to a 1-year term.

Moved by: Marral Meadows

Seconded by: Tammy Knuttila

ALL IN FAVOR

CARRIED

Motion:

6-2025 To approve seven (7) membership applications received since December meeting.

Moved by: Marral Meadows

Seconded by: Leslie Crossman

ALL IN FAVOR

CARRIED

- B) **Governance Committee** – The amended Governance manual and appendices were placed on the Board portal on January 8, 2025. Board members were asked to review and provide their comments. Adoption of these documents has been tabled for the February 24th Board meeting.

Motion:

7-2025

To adopt the Governance Committee report as presented.

Moved by: Marral Meadows

Seconded by: Lesley Crossman

ALL IN FAVOR

CARRIED

- C) **Finance Committee** – The committee met via email on January 13th to review and recommend financial documents for the third quarter. Quarterly Looking Forward and Governance Restructuring costs have been placed in the Finance tab of the Board Portal.

Motion:

8-2025

To adopt the Internal Operating Statement at December 31, 2024 as presented.

Moved by: Gail Russell

Seconded by: John Langford

ALL IN FAVOR

CARRIED

Motion:

9-2025

To adopt the Balance Sheet and Income Statement at December 31, 2024 as presented.

Moved by: Gail Russell

Seconded by: Krista Mansbridge

ALL IN FAVOR

CARRIED

Motion:

10-2025

To adopt the Audit & Finance Committee report as presented.

Moved by: Gail Russell

Seconded by: Marral Meadows

ALL IN FAVOR

CARRIED

- D) **Quality & Service Delivery** – The Committee did not meet. A meeting will be planned for February to commence a Volunteer Work Study.

- E) **Communications and Strategic Planning** – Caroline reported on the activities of the committee in January.

1. Staffing Strategy

- Continue recruitment efforts for relief employees and volunteers
- The topic for June 2025 education sessions will be Managing Change
- Staff gift cards distributed as show of appreciation during the holiday season
- Staff draw x2 every two weeks for \$20 gift cards purchased with Moneris reward (\$200 from LDHH and \$200 from Happy Hollow)

2. Communication Strategy

- Kat has posted a summary of her July – December activities in Board Forum and met with Caroline and Byron on Jan 6th to discuss priorities for the next 6 months.
- A link to the Looking Forward tab for the website has been sent to all Board members for comment before going live.
- Reviewed membership package that went to all past Board Members. Marral, Lesley and Tammy will contact these individuals by telephone to follow-up.
- Kat will work with Byron to create announcement and poster for upcoming Board Nominations.
- A number of community presentations will occur in January/February/March with Board members communicating the message of LDHH membership and Looking Forward.

3. Visioning Strategy

- Reported on the meeting with Ministry and SHA re: Capital Project Submission on January 20th.
- January 27th meeting with Minister Carr has been rescheduled for March 17th.
- Arm River MLA Barret Kropf scheduled to tour the Home and meet with members of the board on February 4th.

Motion:

11-2025 To approve the Communications & Strategic Planning report as presented.

**Moved by: Caroline Hoffart
ALL IN FAVOR**

**Seconded by: Jim Selinger
CARRIED**

9. BOARD FORUM

10. NEW BUSINESS

A) May Senior Supper

The Lions host a Seniors Supper in May. They have agreed to allow LDHH to have brochures on hand and will do a public service announcement at the event. Caroline and Kat will work on the message.

B) Fall Event

The idea of a Seniors Symposium was presented. It would be an opportunity for LDHH to partner with like minded individuals/ groups to promote aging in place and community connection. 2 community members have indicated willingness to support in the planning/coordination of such an event. Board in agreement that this would be a positive idea to pursue. The Communications & Strategic Planning committee will begin some groundwork.

C) Volunteer Work Study

The Quality & Service Delivery Committee will work with Administration and Recreation Coordinator. Meeting to be scheduled for February.

D) CAO Evaluation

The evaluation process as outlined in Appendix F was not completed in full for 2024. The CAO did self evaluation process and met with Board and Governance Chair but peer and board evaluations did not occur. The process has started for 2025 with the CAO self evaluation and meeting. The possible options for peer assessment has been expanded and will be finalized in Sept/Oct.

11. IN-CAMERA SESSION: not required

12. ADJOURNMENT AND NEXT BOARD MEETING:

The next Regular Board meeting will be Monday, February 24, 2025 @ 7:00 via Zoom.

Meeting adjourned at 9:32 pm.

24-02-25

Date


CHAIRPERSON


SECRETARY TO THE BOARD – Sara Cox