



**R.K. MACDONALD NURSING HOME CORPORATION
REGULAR BOARD MEETING MINUTES
February 28, 2024, Held March 7, 2024
6:00pm**

Present were : Camilla Benoit, Chair, Appointee of CSM
Councillor Sean Cameron, Vice Chair, Appointee of Antigonish Town
Councillor Diane Roberts, Treasurer, Appointee of Antigonish Town
Deputy Mayor, Willie Cormier, Appointee of Antigonish Town
Fran Haley, Secretary, Appointee of Antigonish County
Monica MacDonald, Appointee of CSM
Duncan Chisholm, Appointee of Antigonish Town
Councillor Harris McNamara, Appointee of Antigonish County
Councillor Shawn Brophy, Appointee of Antigonish County
Terry MacIntyre, CEO
Lee Kelly, Director of Clinical Services

Regrets : Gerald MacDonald, Appointee of CSM
Councillor Gary Mattie, Appointee of Antigonish County
Sr. Catherine MacGillivray, Appointee of CSM

Land acknowledgement read

Call to order-Chair,Camilla Benoit

Chair Camilla Benoit called the meeting to order at 6:03pm.

Pledge of Confidentiality

Mission statement and prayer was read.

Additions to the agenda

Camilla Benoit called for any additions or deletions to the agenda.

Three additions were requested:1) In Camera Reporting, 2) Guiding Philosophy,3)
Foundation By Laws.

**Motion: To approve the Agenda with three additions were requested:1) In Camera
Reporting, 2) Guiding Philosophy,3) Foundation By Laws.**

Moved by Councillor Diane Roberts, Treasurer, Appointee of Antigonish Town
Seconded by Fran Haley, Appointee of Antigonish County

Motion Carried

Conflict of interest

No conflict of interest declared.

Adoption of minutes

Camilla Benoit called for any errors or omissions in the Minutes of January 24,2024.

There was a discussion on removal of paragraph under the Executive Report.

Motion: Removal of the first paragraph the Executive Chair Report.

Moved by Deputy Mayor, Willie Cormier, Appointee of Antigonish Town
Seconded by Councillor Shawn Brophy, Appointee of Antigonish County

Motion Carried

Motion: That the regular minutes of the January 24,2024 meeting be adopted as amended.

Moved by Councillor Diane Roberts, Treasurer, Appointee of Antigonish Town
Seconded by Councillor Harris McNamara, Appointee of Antigonish County

Motion Carried

Business arising from minutes

The Contract has been signed by Board Chair and at this time is unsigned by Dr Howard under advice will read the Homes for Special Care Act. Terry noted that as the Medical Director Dr Howard is not required to see residents on a regular basis as Dr. Steeves had in the past. The Medical Director is required to attend 2 meetings annually or on an as needed basis.

Board Governance Training This is regarding the mediatory education for Board member by SLTC. The date set is April 12,2024 at 1:30 and the Board members are to decide which 2 topics for education they choose, **however** all topics will be covered, and 2 topics will be in greater detail. Maritime Inn Celtic Room is booked for this session.

Resource material was forwarded to the Directors.

The Annual Board and self evaluations have been completed and will be reported on in Quality, Safety and Governance Report.

Motion: That the regular minutes of the Board meeting be posted to website after they are approved at the next Regular Board Meeting.

Moved by Councillor Diane Roberts, Treasurer, Appointee of Antigonish Town
Seconded by Councillor Harris McNamara, Appointee of Antigonish County

Motion Carried

The Board education session on proper use of pronouns has been deferred to a later meeting.

Correspondence

Warden Owen McCarron and CSM Congregation Leader Sr. Brenda Lee Boisvert extended their congratulations to CEO Terry MacIntyre and the Board for their success on being Accredited.

Accreditation

Terry informed the Board Members that the final report from the December 2023 onsite survey was a letter to inform everyone of the R.K. achieving Accreditation status. There were some findings that were shared with the Senior Leadership team. An overall score of 98.4 in Governance & Leadership and a 97.4 over all score for the whole report. Required Operational Practices (ROP's) combined with the willingness of the Board to support transparency of operations and community relationships **was** well highlighted. A strong work place violence policy is in place, Senior Leaders open door practices, strong resident focus and complaint tracking process were some of the strong points for the R.K. achieving accreditation.

Key opportunities for improvement were: privacy and confidentiality of resident information being left unprotected (locking/closing) of nursing station doors. The deadline for these areas to be responded to and in place is July 2024. Moving to the next phase in the process will require onsite visits not virtual as previously noted in the stages .

There will be a formal celebration in the main dining room on May 9,2024 at 2:30pm where staff will be celebrated for all their hard work.

CEO Report-Terry MacIntyre

Terry further noted that Occupational Health & Safety (OHS), would be a priority for the year in addressing the areas for improvement in the recent OHS inspection. There will be a presentation to the Board from Byron Donovan noting what the Board responsibilities would be.

Terry reported that the Service Agreement with Seniors and Long Term Care (SLTC) is ongoing as to what are the needs and requirements moving forward (ie: Social Worker).

Director of Clinical Services-Lee Kelly

Lee informed the Board of the new Palliative care process of forming an honor guard when a deceased resident is leaving the building. A staff member has created and donated a beautiful quilt with the R.K. logo , as the resident is leaving the quilt is draped over and the staff forms an honor guard along the path exiting the building.

Committee Reports

Finance Committee -Treasurer Diane Roberts

Motion: To Accept Operating Reserve Management Plan Recommendation to Update IT operating systems and hardware for a total cost of \$25,000.00-\$35,000.00 not to exceed \$35,000.00 taxes included.

Moved by Councillor Diane Roberts, Treasurer, Appointee of Antigonish Town

Seconded by Deputy Mayor, Willie Cormier, Appointee of Antigonish Town

Motion Carried

Building and Grounds Committee -Chair Shawn Brophy

No report at this time.

Quality, Safety & Governance Committee-Chair Monica MacDonald

Protection of Persons in Care education.

Action: Forward website and public brochure outlining PPCA activities.

Action: It was also noted that there could be quarterly updates on the Strategic Plan.

Action: Smart Goals to be added to QS&G Agenda.

Action: Board and self evaluations (2023-2024)were report by the Chair

Executive Committee-Chair Camilla Benoit

No questions and or comments on the Executive Committee Report .

Steering Committee -Chair Fran Haley

Action: Set up the FBM renderings of the new build in main dining room as well as forward to Board members.

On March 25,2024 FBM will have a design presentation for the Infrastructure Steering Committee and all Board members are invited to attend.

Action: Investigate if FBM has or will have any 3D models of the new build to present.

Foundation Report -Gerald MacDonald

No Report available at this time.

Approval of all reports

Motion: To approve Committee Reports as presented.

Moved by Councillor Harris McNamara, Appointee of Antigonish County

Seconded by Deputy Mayor, Fran Haley, Appointee of Antigonish County

Motion Carried.

New business

1.1 Reporting In Camera information

Discussion surrounding how and what is reported from In Camera sessions.

1.2 Guiding Philosophy : A small working group comprised of the CEO, Chair, two directors and members of both family and resident councils will meet to update / revise the document. Meeting date to be determined.

1.3 Foundation By Laws.

Motion: To Move into In Camera.

Moved by Deputy Mayor, Willie Cormier, Appointee of Antigonish Town

Seconded by Councillor Harris McNamara, Appointee of Antigonish County

Motion Carried.

Motion: To Move out of In Camera.

Moved by Councillor Sean Cameron, Appointee of Antigonish Town

Seconded by Fran Haley, Appointee of Antigonish County

Motion Carried.

Action: Terry MacIntyre to follow up with Foundation regarding By Laws

DATE OF NEXT MEETING

The next meeting will be April 4, 2024 at 5:30 pm.

ADJOURNMENT:

Motion for adjournment of the regular meeting at 8:21 pm

Moved by Deputy Mayor, Willie Cormier, Appointee of Antigonish Town

Board Chair,
Camilla Benoit

Recording Secretary,
Cathy Brouwer

Minutes Approved: _____