

BOARD MEETING AGENDA

Date: December 02, 2021
Location: MS Teams Virtual

Meeting: 5:00 p.m. – 6:00 p.m.

Board Members F. Consiglio (C) J. Butchereit (VC) M. Ma (T) P. Greenwood (DAL) L. Colman M. Westgate L. Shapiro A. De Jager	Video Conference: Click here to join the meeting				
	Members Present: Filippa Consiglio, Jeff Butchereit, Manny Ma, Pati Greenwood, Lorne Shapiro, Linda Colman, Antoinette De Jager, Morgan Westgate, Lynn Huizer Regrets: Recorder: K. Chagti				
	Time	Item	Meeting Agenda	Action	Person
	5:00PM	1.	Call to Order- JB called the meeting to order at 5:05PM		FC
			1.1 Approval of Agenda – Dec 02, 2021 Agenda accepted as amended - - LH added OHT under CEO Report - FC added AGM Timing Motion by LS, seconded by PG, Approved by all	For Approval	FC
		1.2 Conflict of Interest Declaration- No conflicts declared	For Approval	FC	
		1.3 Approval of Minutes- Oct 21, 2021- Motion by PG, seconded by LC, Approved by all	For Approval	FC	
	2.	Business Arising- N/A			

Staff
 L. Huizer
 K. Chagti

		<p>3.</p> <p>Board Chair Update</p> <ul style="list-style-type: none"> • Accreditation FC thanked the Board for their contribution in Lumacare Accreditation 2021 • AGM Timing <p>FC- Annual Report cannot be reported until after the AGM and issuing the Annual Report in Nov or Dec is too late so AGM should be moved up for future years Team discussed LS put the motion forward to have the AGM before May end, latest early June Antoinette seconded the motion, all in favor.</p> <p>Conclusion- 2022 AGM to happen before early June</p>		FC
		<p>4.</p> <p>CEO Report</p> <p>LH walked the members through CEO report. Currently Lumacare is in a position of surplus of approx. \$800,000 Overnight Respite program in-progress ALS, Respite Care and Home Support programs met their client targets for Oct and Nov 2021 Gift Baskets money has been allocated to Meals on Wheels program LH to have a meeting with OHT to move stats around from Meals on Wheels to ADP to adjust our surplus for respective programs</p> <p>Lumacare is still very much lagging in the compensation area Recently resignation from a program supervisor for a better paying job Compensation analysis in process along with budget analysis for next year SP is working on Compensation analysis LH currently looking into options for using the budget and planning the budget for next year</p> <p>LH clarified that ministry has limitations on salaries and we are trying to work on that to match them to the best possible level</p>	Informative	LH

		<p>HR Audit & Finance Audit in progress. Recent challenges in HR department Hiring has been untimely, delayed, not suitable for the organisation in terms of skillset, low retention rate, poor forecast of hiring requirements</p> <p>Finance Department Audit Concerns with Finance department- Not being able to produce documents as per requirements, roles and duties not well defined, challenges with producing reports with interpretation of data that is easy for non-accounting staff members to understand</p> <p>COVID-19 & OMICRON- 3 Staff members just returned from Nigeria 14-day isolation going-on for them Staff to get tested after 8 days and then only will be allowed in the organization</p> <ul style="list-style-type: none"> • Action Plan- Shared • Accreditation- Next Steps <p>LH shared that we are still waiting for the final rating from Accreditation Canada 5 missed and 7 missed in priority and other criteria respectively. FC shared that 5 of the unmet points were required explanations to understand- 2.8, 2.9, 3.6, 7.8 and 12.7 as the board has taken required actions in term of these points' requirements LH shared that we have 30 days to appeal anything if we wish to LH will follow up with AC on the in-question unmet criteria FC- we can create a plan in governance committee for next steps after LH gets feedback from AC on the point that we have questions about</p> <p>LH spoke to the CEO of AC to discuss the last-minute schedule changes made from the surveyors LH will check with RON on Unannounced spot-checks LH will follow up the with accreditor about the points of concern</p>		
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	5.	<p>Stewardship Committee</p> <ul style="list-style-type: none"> CSRR Q2 Strategic Plan Scorecard Q2 Human Resources Risk Report Q2 <p>JB walked the board through Q2 reports of CSRR Strategic Scorecard and HR Risk and highlights for each report 6 total employees unvaccinated in the organization 3 members out of 6 are done with their first dose Grace period given till December 01, 2021, to staff with only one vaccination done 3 bed-bugs exposures in the organization 2 theft reports Significant increase in fall off-Lumacare-property Quality Improvement plan in process in partnership with Humber River Hospital LS added that Lumacare is doing with the numbers overall</p> <ul style="list-style-type: none"> Committee Membership <p>JB- Committee is only left with 2 members after Deborah has resigned from the board. JB asked the members for volunteers to join the committee MW, PG and LC volunteered</p> <p>Stewardship New Committee Membership-</p>	Informative	JB

			<ul style="list-style-type: none"> - Jeff Butchereit (Chair) - Lorne Shapiro - Linda Colman - Morgan Westgate - Justin Saldanha (Community Members) 		
	6.	<p>Governance Committee</p> <ul style="list-style-type: none"> • Letter of Compliance <p>To be filled and signed by the CEO annually confirming the 'points-to-monitor' have been done each year PG shared that usually the letters are signed-off around the Audit or close to AGM FC will check the options on writing each area on the letter of compliance more specifically.</p>			FC
	7.	<p>CFAC</p> <ul style="list-style-type: none"> • No Report 			LC
	8.	<p>Finance Committee</p> <ul style="list-style-type: none"> • Financial Statements- Balance Sheet as at Oct 30, 2021, Year-to-Year Change <p>Cash Position- Lumacare has approx. \$2 million in chequing accounts Short term investment would be GIC and Long-term GIC with higher amounts LH will be checking for options for investments with banks and update will be shared in the next Finance committee meeting.</p> <ul style="list-style-type: none"> • HVAC <p>MM- Team tried to get 3 quotes for HVAC situation and only got one so far after trying. Team decided to waive the '3 quotes' rules LH shared the new quote received from DBS</p> <p>LH shared the IT room heat situation and quote received for that.</p> <ul style="list-style-type: none"> - DBS quote for HVAC- \$55,776.75 + HST - DS quote for IT Room- \$10,300 +HST 	Informative		MM

			<p>MM put the motion forward to approve both quotes and waive the three-quote rule for HVAC- HVAC\$55,776.75 (+HST) + IT Room\$10,3000 (+HST) Motion to approve by JB, seconded by LC, all in favor</p> <p>LH- Kitchen Grease Trap issue, fire hazard and ministry has requited to get it fixed asap. LH requested the board to waive the 'three-quote rule' Motion for approving the presented quote for \$6,159 Motion by JB, seconded by PG, approved by all</p>		
		9.	<p>Adjournment- FC called for adjournment, seconded by PG. Meeting adjourned at 6:04PM</p> <ul style="list-style-type: none"> In- Camera 	For Approval	FC