



Celebrating over 50 years of Quality Living

COMMITTEE OF MANAGEMENT

MINUTES

The regular meeting of the Committee of Management of Fairhaven was held on January 11, 2012 at 1:00 p.m. in the Boardroom at Fairhaven.

ATTENDANCE

Members

Douglas Percy*	County Councillor	Present
Janet Clarkson	County Councillor	Regrets
Keith Riel	City Councillor	Present
Len Vass	City Councillor	Present
Kevin Derry**	Community Representative	Regrets
Ken Jackman	Community Representative	Present
Claude Dufresne	Community Representative	Present

Staff

Joy L. Husak	Executive Director	Present
Kerri Wellstood	Accountant	Present
Jennifer Baro	Management Support Coordinator	Present

Guest Speaker

Melodie Zarzeczny	Osborne Group	Present (1:45-2:15p.m.)
Bob Cooke	Osborne Group	Present (1:45-2:15p.m.)
Bill Lett	Lett Architects	Present (1:45-2:15p.m.)

* Chair

** Vice Chair

1.0 Approval of Agenda

The Chair called the meeting to order at 1:00 pm.

Additions to the agenda:

12.1 BSO Behavior One Time Funding Announcement

12.2 Correspondence- Ontario Senior Award

12.3 Correspondence- Home Instead

Moved by C. Dufresne, seconded by K. Jackman that,

“The Agenda of January 11, 2012 BE APPROVED WITH ADDITIONS.”

Carried

2.0 Approval of Minutes

Moved by K. Jackman, seconded by L. Vass that,

“The Minutes of December 14, 2011 BE APPROVED.”

Carried

3.0 Financial Report

The audit done by Booth Centennial Healthcare Linen Services in April 2011 will be forwarded to the Committee of Management at their request. This will assist in understanding cost and utilization of laundry out-sourcing at Fairhaven.

3.1 Moved by L. Vass, seconded by C. Dufresne that,

“Report # 2012 Fin 01 Statement of Financial Activities BE APPROVED”

Carried

3.2 Moved by K. Jackman, seconded by K. Riel that,

“Motion to RECIEVE the Draft 2012 Operating Budget BE APPROVED.”

4.0 Executive Director Report

Moved by C. Dufresne, seconded by L. Vass that,

“Report # 2012 ED Report 01 Executive Director Report BE RECEIVED”

Carried

5.0 Director Corporate Services Report

Moved by K. Jackman, seconded by L. Vass that,

“Report # 2012 DOCS 01 Director of Corporate Services Report BE RECEIVED”

Carried

6.0 Services Reports

6.1 Report 2012 DOC 01 Clinical Services Report

7.0 Quality Reports

7.1 Report 2012 ED 02 Residents Stats

Moved by L. Vass, seconded by C. Dufresne that,

“6.1 and 7.1 DOC 01 Clinical Services Report and ED 02 Resident Stats BE RECEIVED”

Carried

8.0 Governance

8.1 By-Law Amendment 6(h) Attendance at Meetings

9.0 Foundation

9.1 The Direct Mail campaign brought in around \$5000.00. The Foundation will look at the mail out to be sent in early November.

Welcome to Mary-Lynn Koekkoek who began her position as Director of Fairhaven Foundation on January 9th. P. Hooper orientated M. Koekkoek and upon completion P. Hooper has accepted the offer to be a Board member on the Foundation.

The Link Gallery is nearing completion. Foundation will hold a Grand Opening Ceremony in the near future.

10.0 Health & Safety

10.1 Report OHSS 01- Health and Safety Report

Moved by K. Riel, seconded by L. Vass that,

“Report 2012 OHSS01 Health and Safety Report BE RECEIVED.”

11.0 Member Reports on Community Issues Related to Fairhaven

No issues to report at this time.

12.0 New Business-Items for Information

12.1 BSO- We received start up funding for Behavior Support Ontario Project. We are currently reviewing the job descriptions and job postings. The staff have to be in place by the end of March. J. Husak will be sitting on the CE LHIN BSO Design Team and BSO Advisory Committee.

12.2 Correspondence – Ontario Senior Achievement Award. We received notification that our nomination of Fairhaven resident Rose Horn was not selected.

12.3 Correspondence- Home Instead- The Committee of Management wishes to send a thank you letter to Home Instead Senior Care for choosing us as part of their “Be A Santa To A Senior Program” again this year.

13.0 Guest Speaker

- 13.1 Melodie Zarzeczny & Bob Cooke from Osborne Group and Bill Lett from Lett Architect. Presented on the Feasibility Study progress.
Various scenarios were provided to the members for their review.

14.0 Closed Session

Moved by K. Jackman, seconded by C. Dufresne that,

“The Committee GO INTO CLOSED SESSION for discussion under *The Municipal Act, 2001* Section 239(2):

(b) Personal matters about an identifiable individual, including municipal or local board employees.”

Moved by K. Riel, seconded by L. Vass that,

“The Committee COME OUT OF CLOSED SESSION.”

Carried

- 14.3 14.3 Temporary 1 Year Position for Building Services Staffing Request from the Executive Director

With the Approved Motion from the meeting on December 14, 2011 allocating \$462,000 from Fairhaven’s Capital reserve fund to use towards equipment repair/renovations, and the recent one time funding announcement from MOHLTC of \$40,000 we are requesting support to hire 1 FTE Building Services Staff, temporary position for a one year period, at the cost of \$60,000. We are recommending allocating \$20,000 from the approved motion on December 14, 2011 to achieve this request.

The Executive Director will create and forward a report on the process of recruitment, job description, and tasks as requested by the Committee of Management members.

Moved by C. Dufresne, seconded by K. Jackman that,

“Motion to APPROVE a temporary 1 year position for Building Services Staff with reallocation of \$20,000 from the Motion on December 14, 2011.

The report will be electronically forwarded on Friday January 13th to Committee of Management Members and they will respond electronically to the Executive Director by noon hour on Monday January 16th.”

Carried

15.0 Adjournment

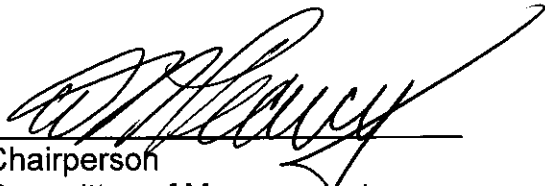
Moved by K. Jackman, seconded by L. Vass that,

“There being no further business, the meeting BE ADJOURNED at p.m.”

Carried

Next Meeting:

The next meeting of the Fairhaven Committee of Management is **Wednesday February 8, 2012** in the Boardroom at **1:00 p.m.**



Chairperson
Committee of Management



Executive Director

Approved as Presented

Approved with Corrections

c.
Deputy City Clerk and Mayor via email to
be posted on the City's corporate network

Warden J. Murray Jones
Gary King, CA