

**District of Parry Sound West (Belvedere Heights)  
Board of Management Meeting  
Wednesday, June 26, 2024  
via Zoom**

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**Directors Present (voting):** Joe Beleskey  
Don Carmichael, Secretary/Treasurer  
Gail Finnson  
Cheryl Ward  
Pamela Wing, Chair  
Debbie Zulak

**Director Regrets:** Paul Borneman, Vice Chair

**Staff Attending (non voting):** Kami Johnson, Administrator

**Staff Regrets:**

**Specially Invited (non voting):** Dr. David Clarke, Belvedere Heights Medical Director  
Jim Hanna, West Parry Sound Health Centre  
Nicole Murphy, West Parry Sound Health Centre  
Tristan O’Gorman, Belanger Salach Architecture  
Tracy Rochon, Belanger Salach Architecture  
Amber Salach, Belanger Salach Architecture  
Donald Sanderson, West Parry Sound Health Centre  
Heidi Stephenson, West Parry Sound Health Centre

1.0 **Call to Order:** The Board Chair called the meeting to order at 9:00 a.m.

2.0 **Confirmation of Quorum:** A quorum was achieved.

3.0 **Conflict of Interest:** No conflicts were declared.

4.0 **Approval of Agenda:**

#BH-52/24

Moved by D. Zulak, seconded by J. Beleskey that be it resolved that the Board of Management accepts the agenda as presented.

Carried.

5.0 **Voice of the Resident:** deferred.

## **6.0 Approval of Minutes:**

### **#BH-53/24**

Moved by C. Ward, seconded by D. Carmichael that be it resolved that the minutes of the Board of Management meeting held May 3, 2024, and May 22, 2024, be received.

Carried.

## **7.0 Matters Arising:**

7.1 The Chair confirmed that Board representatives recently met with CAO's and Mayors regarding the construction of the 22 new beds.

## **8.0 New Business:**

### **8.1 Medical Services Program Overview – June 2024**

Dr. Clarke's medical services program overview was included in the agenda package for perusal. Highlights were as follows:

- Long Term Care Medical Director Training (a 3-day course) is required. Dr. Clarke completed this course in November 2023. The Medical Director reporting annually to the Board no longer mandatory.
- A medical services overview is mandatory.
- A chart audit took place in May 2024. It was identified that paper charts were very disorganized. It was wished that a Ward Clerk could be retained to assist with organizing.
- The implementation of Point, Click, Care has improved charting immensely.
- There is a physician assigned to each resident floor. Dr. Clarke on Oak, Dr. Knight on Pine, and Dr. Hollingsworth on Willow.
- There is a part time Nurse Practitioner on the team.
- The Administrator was praised by the Medical Director regarding the improvements made at the Home since she started as Administrator.

## **9.0 Committee Reports:**

### **9.1 Finance**

Finance highlights as of May 2024 were as follows:

- Operating surplus of \$9K
- Forecasting a balanced position at year-end
- Agency usage has decreased to \$11K at the end of May
- The expenses for the new 22 beds has been moved to the balance sheet
- One-Time funding with flexible usage in the amount of \$256K has been received
- CSS noted a surplus of \$375.00 as of the end of April
- It was anticipated that the TD Bank line of credit will be received next week
- A new contract for the purchase of Life Lease units is being drafted.

### **#BH-54/24**

Moved by J. Beleskey, seconded by D. Carmichael that the Finance minutes dated June 24, 2024, be received.

Carried.

## 9.2 Governance and Partnerships

### #BH-55/24

Moved by C. Ward, seconded by Gail Finnon that on the recommendation of the Governance Committee, the Conflict of Interest and Disclosure Policy be approved.

Carried.

### #BH-56/24

Moved by D. Carmichael, seconded by C. Ward that the minutes of the Governance and Partnership meeting held June 12, 2024, be received.

Carried.

9.3 Long Term Care Ad-hoc Advisory – The Long Term Care Advisory Ad-hoc Committee met on May 27, 2024. They will continue to meet on an as needed basis.

## 10.0 Standing Items:

10.1 Fixing Long-Term Care Act, 2021 – deferred.

10.2 Equity Diversity Inclusion (EDI) – deferred.

10.3 WPS OHT – deferred.

## 11.0 Reports:

11.1 Board Chair Report – deferred.

11.2 Administrator's Report – deferred.

12.0 Pending: none

## 13.0 Correspondence:

- 13.1 Township of Carling dated June 12, 2024
- 13.2 Town of Parry Sound dated June 4, 2024
- 13.3 Township of McKellar dated June 4, 2024
- 13.4 Township of McMurrich/Monteith dated May 21, 2024
- 13.5 The Township of the Archipelago dated May 24, 2024
- 13.6 The Municipality of McDougall dated June 19, 2024

#### **14.0 In-Camera:**

##### **#BH-57/24**

Moved by G. Finnson, seconded by D. Zulak that the meeting move in-camera.  
Carried.

A. Salach and her team made a presentation which included drawings, information on change order processes, Ministry specific requirements, contractor selection, and a construction manager vs a general contractor.

##### **#BH-58/24**

Moved by D. Carmichael, seconded by J. Beleskey that the meeting move ex-camera.  
Carried.

##### **#BH-59/24**

Moved by J. Beleskey, seconded by D. Carmichael that the Belvedere Heights Board of Management approves going to tender for a construction management firm to continue with the development of the 22 new beds.  
Carried.

#### **15.0 Conclusion of Meeting:**

The meeting concluded at 10:22 a.m.

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P. Wing, Chair