



MINUTES

**JOHN NOBLE HOME
COMMITTEE OF MANAGEMENT
WEDNESDAY, JANUARY 9, 2019**

1:00 P.M.

SHERMAN BOARD ROOM, JOHN NOBLE HOME
97 MOUNT PLEASANT STREET
BRANTFORD, ONTARIO

Sarah MacCuish
Administrative Assistant

**JOHN NOBLE HOME COMMITTEE OF MANAGEMENT
MEETING**

WEDNESDAY, JANUARY 9, 2019

1:00 P.M.

SHERMAN BOARD ROOM, JOHN NOBLE HOME

Councillor Carpenter in the Chair

1.0 ROLL CALL

Present: City of Brantford

Councillor Carpenter

County of Brant

Mayor Bailey

Councillor Wheat

Councillor Gatward

Regrets: City of Brantford

Mayor Davis

Councillor McCreary

Councillor Vanderstelt

Also Present: J. Miller, S. Proulx, S. MacCuish, S. Buck, L. Clarkson, J. Beatz

2.0 DECLARATIONS OF CONFLICTS OF INTEREST

No pecuniary interests were declared.

3.0 MINUTES

3.0 Minutes

Moved by Mayor Bailey

Seconded by Councillor Gatward

THAT the following Minutes BE ADOPTED:

3.1 John Noble Home Committee of Management – November 14, 2018

**3.2 John Noble Home Committee of Management, Orientation –
December 14, 2018**

CARRIED

4.0 PRESENTATIONS/DELEGATIONS (list, if any, available at meeting)

Moved by Mayor Bailey
Seconded by Councillor Wheat

THAT the Auditors presentation (4.1) and attached letters BE RECEIVED

CARRIED

4.1 Presentation

Julie B. Baetz, CPA, CA, LPA, Engagement Partner, Millards Chartered Personal Accountants

Re: Auditor's responsibilities as independent auditors and provide information about the planned scope and timing of the audit of the John Noble Home financial statements for the year ending December 31, 2018 and to request a response to some audit questions and any additional information the Committee of Management may have that could be relevant to the audit.

Note: Should the Committee wish to meet with the Auditor in the absence of John Noble Home staff before the item is considered in Open Session to discuss any concerns or anomalies identified by the auditor regarding staff performance or conduct, a motion would be required to MOVE IN-CAMERA.

Personal matters about an identifiable individual, including municipal or local board employees

Julie Baetz presented to the Committee an overview of the responsibilities of the auditors, Committee of management, and scope and timing of the audit. The Independence Letter was reviewed which confirms there is no conflict of interest. Engagement Letter was reviewed with responsibility of the auditor and management highlighted.

5. ITEMS FOR CONSENT

Moved by Councillor Wheat
Seconded by Councillor Gatward

THAT all items for Consent (5.1-5.3) BE APPROVED.

Item 5.1 & 5.3 separated for discussion purposes.

5.2 John Noble Home Monthly Budget Summary for November 2018. [Financial Impact – None – Overall Under Budget at this Time] (JNH2019-02)

THAT the Monthly Budget Summary JNH2019-02 for November 30, 2018 for the John Noble Home BE RECEIVED.

Item 5.2 was voted on and approved.

**5.1 John Noble Home Administrator's Report [Financial Impact – None]
JNH2019-01)**

THAT the John Noble Home Administrator's Report JNH2018-01 BE RECEIVED.

J. Miller shared that the Ministry of Health and Long Term Care arrived in December to follow up on a Critical Incident report and complaint they had received. A summary of findings will be shared with the Committee of Management once a report is received. The Noble Journey initiative was described. The Noble Journey implements methods to enhance resident centered care and utilizes concepts similar to the Butterfly Model but tailored to the John Noble Home. Education and concepts have been implemented throughout the Home to improve care and services. J. Miller detailed the Noble Journeys successes thus far. The new Behavioural Unit will allow for a more thorough implementation of concepts as it will allow for better use of environmental strategies.

J. Miller clarified that the Home has adopted strategies from the Butterfly Model of dementia care in a way that best suits the Home but does not include the official branding of the Dementia Care Matters program. S. Proulx stated that the cost of implementing the initiative through the Dementia Care Matters program would cost in excess of \$100,000.

5.3 John Noble Home 2019 Operating Budget [Financial Impact- Gross \$2,364,404; City \$1,724,924; County \$639,480] and the John Noble Home 2019 Capital Budget [Financial Impact – Gross \$885,000; City \$646,050; County \$238,950]. (JNH2018-33)

THAT the John Noble Home 2019 Operating Budget and 2019 Capital Budget Report (JNH2018-33) BE RECEIVED;

S. Proulx reviewed the budget for 2019. The total LTC operations increased 1.28%. After factoring in the change in the cost sharing arrangements between the municipalities and Bell Lane Terrace, the total increase to the City of Brantford is 1.68% and to the County of Brant is .08%.

Items 5.1 & 5.3 were voted on and approved.

CARRIED

6.0 ITEMS FOR CONSIDERATION

Moved by Councillor Wheat
Seconded by Councillor Gatward

THAT all Items for Consideration (6.1) BE APPROVED

Item 6.1 was separated for discussion purposes.

6.1 2019-2020 Community Annual Planning Submission Report as per the Ministry of Health and Long Term Care Multi-Sector Accountability Agreement. [Financial Impact- None] (JNH2019-03)

- A. THAT John Noble Home Committee of Management APPROVE the Multi-Sector Service Accountability Agreement (M-SAA) with the Hamilton Niagara Haldimand Brant Local Health Integrated Network (LHIN) in preparing a Community Annual Planning Submission (CAPS) 2019-2020 as the John Noble Home Day and Stay has met the obligations of the Agreement; and
- B. THAT the Chair of the John Noble Home Committee of Management BE AUTHORIZED to sign the CAPS Submission Signature Page; and
- C. THAT the Chair of the John Noble Home Committee of Management BE AUTHORIZED to sign a letter advocating on behalf of the Program for an increase in the Ministry's base funding annually to the program.

J. Miller explained that the Day and Stay has not received an increase to base funding in over 7 years from the LHIN. The Home is requesting that the Board assist the Home in advocating for a funding increase to the program.

Councillor Wheat suggested that Mayor Bailey request a meeting with the Minister of Health and Long Term Care at the Good Roads convention.

J. Miller will prepare speaking notes for Board Members to use for advocacy.

Councillor Gatward suggested that our LHIN representative be informed of the Boards intentions out of courtesy.

Item 6.1 was voted on and approved.

CARRIED

7. PRIVATE AND CONFIDENTIAL ITEMS

Moved by Councillor Gatward
Seconded by Mayor Bailey

THAT the Committee MOVE IN-CAMERA to discuss matters related to an employee's conduct (1:30p.m.):

Personal matters about an identifiable individual, including municipal or local board employees

MOTION TO MOVE IN-CAMERA CARRIED

The Committee met In-Camera, provided direction to Staff and returned to Open Session at 1:39 p.m.

8. CORRESPONDENCE

None

9. RESOLUTIONS

None

10. NOTICES OF MOTION

None

11. QUESTIONS

Mayor Bailey asked if the Home is considering a capital campaign to raise funds. J. Miller explained that the Home can accept donations but are governed by specific rules regarding fundraising.

12. NEXT MEETING

The next meeting of the John Noble Home Committee of Management will be held on Wednesday, February 13, 2019 at 1 p.m. in the Sherman Board Room of the John Noble Home.

13. ADJOURNMENT

Meeting was adjourned at 1:41 p.m.

Councillor Carpenter,
Chair

Sarah MacCuish,
Administrative Assistant