



NDHC BOARD MEETING AGENDA

Date: Wednesday, June 28, 2023, 2:00 PM
Location: DNSSAB Boardroom
200 McIntyre Street East, North Bay, ON, P1B 8V6

Members
Chris Mayne- Chair
Lana Mitchell- Vice Chair
Amanda Smith
Dan O'Mara
Ethel LaValley
Mark King
Melanie Chenier
Peter Chirico
Terry Kelly

Staff
David Plumstead - Manager, Planning, Outcomes & Analytics
Donna Mayer - Manager, Project Development
Justin Avery - Manager, Finance
Lynn Démoré-Pitre - Director of Children's Services
Marianne Zadra - Recording Secretary
Melanie Shaye - Director of Corporate Services

1. Call to Order

Recommended Resolution:

THAT the Board of Directors accept the Roll Call as read by the Recording Secretary for the NDHC Board meeting of June 28 at ____ PM.

1.1 Declaration of Conflict of Interest

2. Opening remarks by the Chair

3. Approval of Agenda for June 28, 2023

Recommended Resolution:

THAT the Board accept the Agenda for Wednesday June 28, 2023.

4. Approval of Minutes May 24, 2023

Recommended Resolution:

THAT the Board adopt the minutes of the proceedings of the NDHC Board meeting of May 24, 2023.

- 5. **Delegations**
- 6. **Consent Agenda**

Recommended Resolution:

THAT the Board receives for information, Consent Agenda items 6.1 and 6.2.

6.1 NDHC15-23 North East Model of Care Nipissing Expansion

This report provides information about plans to formalize and sustain a defined partnership between the North East Community Care and the NDHC that supports the building of healthy and safe NDHC tenant communities.

6.2 NDHC16-23 eScribe Software

Information about the eScribe meeting management software being implemented in the fall of 2023.

7. Managers' Reports

There are no Managers' Reports

8. Move In Camera

Recommended Resolution:

THAT the Board move in camera at TIME to discuss a matter of disposition of property.

8.1 Matter of Disposition of Land

9. Other / New Business

10. Next Meeting Date

Recommended Resolution:

Tentatively set for September 27, 2023.

11. Adjournment

Recommended Resolution:

THAT the NDHC Board meeting be adjourned at ____ PM.



MINUTES OF PROCEEDINGS

NDHC BOARD MEETING –Wednesday, May 24, 2023 Via Zoom Teleconference and in DNSSAB Boardroom

MEMBERS PRESENT:

Councillor Lana Mitchell (Vice-Chair)
Councillor Mélanie Chenier
Mayor Peter Chirico
Councillor Terry Kelly
Councillor Mark King
Mayor Ethel LaValley
Mayor Dan O'Mara

REGRETS:

Councillor Chris Mayne (Chair)

1.0 CALL TO ORDER

- 1.1 The Vice Chair called the meeting to order at 12:04 P.M. and roll call was taken.
- 1.2 Declarations of Conflict & Pecuniary Interest – There were no declarations.
- 1.3 The Chair welcomed all to the meeting.

2.0 ADOPTION OF AGENDA

RESOLUTION #2023-22

MOVED BY: Terry Kelly
SECONDED BY: Mark King

BE IT RESOLVED, that the Agenda for the NDHC Board meeting for May 24, 2023 be adopted as presented.

CARRIED

3.0 APPROVAL OF MINUTES

Meeting Minutes (April 26, 2023)

RESOLUTION # 2023-23

MOVED BY: Mélanie Chenier
SECONDED BY: Peter Chirico

THAT the minutes of the Board meeting held; Wednesday, April 26, 2023 be approved, as presented.

CARRIED

4.0 DELEGATIONS – Auditor Dean Decaire presented a review of the NDHC Audited Financial Statement.

RESOLUTION # 2023-24

MOVED BY: Mark King
SECONDED BY: Peter Chirico

BE IT RESOLVED that the NDHC Financial Statements for the year ending December 31, 2022, be approved, as presented.

CARRIED

5.0 Consent Agenda

RESOLUTION #2023-25

MOVED BY: Dan O'Mara
SECONDED BY: Mark King

THAT the Board receives for information or approval, Consent Agenda item 5.1 and 5.2.

5.1 NDHC13-23 Appointment of Auditors for 2023 – this report provides information on the process of appointing a new auditor and the deferment of this process until a Request for Proposals is completed.

5.2 Waive Election of Directors (motion only)

Whereas the NDHC Board of Directors were appointed in January of 2023 at the beginning of the 2023-2026 term; and,

Whereas NDHC By-Laws state the election of officers occur during the Annual General Meeting;

Be it Resolved THAT the election of Directors be waived for 2023.

CARRIED

6.0 MANAGERS' REPORTS

6.1 NDHC14-23 NDHC Annual Report

RESOLUTION #2023-26

THAT the NDHC Board accepts report NDHC12-23 on the Nipissing District Housing Corporation 2022 Annual Report.

MOVED BY: Terry Kelly

SECONDED BY: Ethel LaValley

6.2 NDHC11-23 Mackay Homes Capital Repair Update - an update on the capital repair and retrofit work at Mackay Homes and is for information purposes.

CARRIED

8.0 NEW BUSINESS – there was no new business

9.0 MEETING ADJOURNMENT

RESOLUTION: #2023-27

MOVED BY: Dan O'Mara

SECONDED BY: Mélanie Chenier

THAT the meeting of the NDHC Board be adjourned at 1:06 PM and that the next meeting will be held at a yet to be determined date.

CARRIED

CHRIS MAYNE
CHAIR OF THE BOARD

CATHERINE MATHESON
CHIEF EXECUTIVE OFFICER

Minutes of Proceedings Recorder: Marianne Zadra



BOARD REPORT NDHC15-23

☒ For Information or ☐ For Approval

Date: June 28, 2023

Purpose: North East Model of Care Nipissing Expansion

Prepared by: TracyAnn Bethune, Director of NDHC

Reviewed by: Justin Avery, Manager of Finance

Approved by: Catherine Matheson, Chief Executive Officer

Alignment with Strategic Plan: Healthy, Sustainable Communities

☒ Maximize Impact ☒ Remove Barriers ☒ Seamless Access ☒ Learn & Grow

This report provides information about plans to formalize and sustain a defined partnership between the North East Community Care and the NDHC that supports the building of healthy and safe NDHC tenant communities.

BACKGROUND

Between January and April 2022, an evaluation of the Ontario Health North Neighbourhood Model of Care (NMC) was conducted by Ontario Health in the designated Sudbury Housing site to identify opportunities and outcomes. As a result, in February 2023, the CEO of NDHC was approached with an opportunity to participate in a program expansion into the Nipissing District. Following a meeting and discussion, it was agreed that the Golden Age Towers in North Bay would be a good fit to begin the operation of the new model of health care for its senior tenants. The community partners involved are Victoria Order of Nurses (VON), March

of Dimes, Community Paramedicine and Ontario Health North. Further community partners may be accessed to maximize resources.

NDHC's role is to provide a designated appropriate space on-site in which the program can operate, assist with tenant engagement, participate in team huddles, and support the fundamental principles of the NMC. Other than the donated office space in the building, this program is being offered at no cost to NDHC.

CURRENT STATUS/STEPS TAKEN TO DATE

The objectives of this program are to work with a set framework of:

- Ongoing collaboration and coordination between the NMC Partners and the NDHC;
- Set-up of onsite office at the Golden Age Towers, and
- Development and engagement of tenants as active partners in the tenant-centred approach; with consideration of MFIPPA/PHIPA regulations

RESOURCES REQUIRED, RISKS AND MITIGATION

Key Deliverables are:

1. To provide support and assistance with health care system coordination and navigation for tenants
2. Development of trustful relationships in supporting tenants direct their own care
3. Building trustful relationships with other partners and providers
4. Establish performance management and data collection framework for evaluation
5. Onsite health care coordinator Monday to Friday from 8:30AM to 4:30PM.
6. Promote access to personal health care for tenants

CONCLUSION

This integrated partnership plans to focus on tenant health and overall tenant wellness at the Golden Age Towers. It is an opportunity to promote access to the health care system, ultimately enabling healthier, independent living of tenants.



BOARD REPORT NDHC16-23

☒ For Information or ☐ For Approval

Date: June 28, 2023

Purpose: **Escribe Software**

Prepared by: Melanie Shaye, Director of Corporate Services

Reviewed by: Justin Avery, Manager of Finance

Approved by: Catherine Matheson, Chief Executive Officer

Alignment with Strategic Plan: Healthy, Sustainable Communities

☒ Maximize Impact ☒ Remove Barriers ☒ Seamless Access ☒ Learn & Grow

BACKGROUND

The COVID-19 pandemic prompted staff to look for ways to share information with the Board and the public in more timely and seamless ways. Board meetings moved to the Zoom videoconferencing platform as of March 18, 2020 and prompted staff to explore options for improving Board agenda management in a virtual setting, as well as the management of Board meetings.

The Request for Proposal (RFP) 2022-07 for Electronic Agenda Management Solution was issued in order to secure a vendor for online Board agenda management software. eScribe Software Limited was awarded the contract for a three (3) year term, with the option of two (2), one (1) year extensions.

The software will allow for the simultaneous hosting and recording of meetings, including features such as timestamps for ease of viewing of the video. The software provides

timesaving tools such as the creation of report and agenda templates and automatic generation of draft meeting minutes.

Staff will have functionality in eScribe to create and edit reports, while the platform also allows for collaboration and customization. This platform will facilitate version control of each report, reducing the potential for errors.

Confidentiality is an important consideration, and eScribe will ensure in-camera reports are restricted to only those who should be privy to confidential information.

eScribe is an end-to-end meeting management solution that is intended to boost accountability and efficiency, while addressing increasing transparency and accessibility requirements. eScribe is a Canadian company that focuses primarily on municipalities and school boards.



The software also makes the recording of meetings more manageable. Going forward, public Board meetings will be recorded, and will be available for viewing after the meeting on the www.dnssab.ca website. In accordance with DNSSAB By-law #2, it will be stated in the agenda that the proceedings will be recorded.

CURRENT STATUS/STEPS TAKEN TO DATE

In preparation for the implementation of eScribe software, staff will provide Board members with training in the early fall of 2023 on the use of the software, as well as communication training to support the use of recorded meetings. The following municipalities within Nipissing District are already using eScribe, so it is anticipated the software will be familiar

to many of you.

- East Ferris
- North Bay
- Temagami
- West Nipissing

Communication Strategy Development for Board Members

The DNSSAB will be coordinating a communication strategy development session for Board members with a third party in fall 2023. The session will focus on better understanding the Board's priorities and goals for communication, both internally and externally, and will further enhance effective communication during meetings.

CONCLUSION

As a meeting management platform, eScribe provides an effective and efficient way to conduct Board and committee meetings, while boosting transparency and accessibility, whether meetings are in person or virtual. DNSSAB plans to fully implement eScribe in fall of 2023.