



**CENTRAL EAST ACCOMMODATION &
CARE ALLIANCE INC (CEACA)
MANAGEMENT COMMITTEE MEETING**

**HELD TUESDAY, 23RD FEBRUARY 2021 AT
10.00AM**

**KELLERBERRIN RECREATION
& LEISURE CENTRE**

MINUTES

1. OPENING

The Chairman welcomed all attendees and opened the meeting at 10.10am.

The Chairman spoke of the Shelter WA *Innovations for Supply Award* presented to CEACA at the end of last year and advised that it would be kept at the Shire of Merredin.

The Chairman also advised the meeting that CEACA would be farewelling the current CEO, Nick Hopkin, today and welcoming Richard Marshall as the new CEO. Richard Marshall brings with him a wealth of knowledge in the Finance and Corporate areas and will be spending the first 3 months of his contract reviewing the CEACA operations and structure. A report will be produced for the Members to consider. The Chairman advised that Nick Hopkin will be available to support Richard Marshall in the early days to ensure a smooth transition and thanked him for making himself available.

The Chairman thanked everyone who dialled in or attended the Special General Meeting teleconference on the 4th of January 2021 to amend the Constitution, as many were on holiday at the time.

1.2 DECLARATION OF QUORUM

It was agreed that there was a quorum at the meeting.

1.3 RECORD OF ATTENDANCE AND APOLOGIES

Attendees

Terry Waldron	-	CEACA Chairman
Nicholas Hopkin	-	CEACA CEO (Outgoing)
Richard Marshall	-	CEACA CEO (Incoming)
Jo Trachy	-	CEACA Operations Manager

Members

Stephen Strange	-	Shire of Bruce Rock
Rodney Forsyth	-	Shire of Kellerberrin
Darren Simmons	-	Shire of Koorda
John Nuttall	-	Shire of Mt Marshall
Julie Flockart	-	Shire of Merredin
Gary Shadbolt	-	Shire of Mukinbudin
Eileen O'Connell	-	Shire of Nungarin
Freda Tarr	-	Shire of Trayning
Louis Geier	-	Shire of Westonia

Observers

Lennin Pervan	-	Shire of Kellerberrin
Mark Dacombe	-	Shire of Merredin
Leanne Parola	-	Shire of Trayning
Melanie Brown	-	Shire of Trayning
Dirk Sellenger	-	Shire of Mukinbudin
Darren Mollenoyux	-	Shire of Bruce Rock
Dirk Sellenger	-	Shire of Mukinbudin
Jamie Criddle	-	Shire of Westonia

Apologies

Raymond Griffiths	-	Shire of Kellerberrin
Jannah Stratford	-	Shire of Koorda
Tony Sachse	-	Shire of Mt Marshall
Leonard Long	-	Shire of Nungarin
Quentin Davies	-	Shire of Wyalkatchem
Peter Klein	-	Shire of Wyalkatchem
Wayne Della Bosca	-	Shire of Yilgarn
Peter Clarke	-	Shire of Yilgarn

1.4 CONFLICTS OF INTEREST

Freda Tarr – Family business KTY Electrical conduct work for CEACA from time to time.

Chairman – On the Board of the WACA and one of Richard Marshall's current roles is WACA Company Secretary.

1.5 MINUTES OF THE MANAGEMENT COMMITTEE MEETING

1.5.1 MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 23RD NOVEMBER 2020

RECOMMENDATION

That the Minutes of the Management Committee Meeting held on 23rd November 2020 be accepted as a true and accurate record of proceedings.

Amendment to the Minutes:

- Jamie Criddle was not an apology for the meeting, just late arriving.

RESOLUTION

It was resolved by the Committee that the Minutes of the Management Committee Meeting held on 23rd November 2020 be accepted as a true and accurate record of proceedings, subject to the amendment listed.

CARRIED

1.5.2 MINUTES OF THE SPECIAL GENERAL MEETING HELD ON 23RD NOVEMBER 2020

RECOMMENDATION

That the Minutes of the Special General Meeting held on 23rd November 2020 be accepted as a true and accurate record of proceedings.

Amendments to the Minutes:

- Page 1 – Resolution '*It was resolved by the Committee that Gary Shadbolt be appointed as the Central East Aged Care Alliance Inc **Acting** Chair for until the 2021 Annual General Meeting*' be changed to '*It was resolved by the Committee that Gary Shadbolt be appointed as the Central East Aged Care Alliance Inc **Deputy** Chair until the 2021 Annual General Meeting*'.
- Page 3 – Ordinary Member Elections – *Raymond Griffiths was asked if he would like to be considered for the position of Ordinary Member by the Chairman and Members present. Raymond Griffiths will consider the invitation over the next week and will advise the Chairman of his decision*" be changed to "*Raymond Griffiths was nominated by Gary Shadbolt and Seconded by Stephen Strange*'.
- Recommendation to be changed to "*That John Nuttall from Shire of Mt Marshall, Julie Flockart from Shire of Merredin and Raymond Griffiths from Shire of Kellerberrin be appointed as CEACA Ordinary Members until the 2021 AGM*".

RESOLUTION

It was resolved by the Committee that the Minutes of the Special General Meeting held on 23rd November 2020 be accepted as a true and accurate record of proceedings, subject to the amendments listed above.

CARRIED

1.5.3 MINUTES OF THE SPECIAL GENERAL MEETING HELD ON 4TH JANUARY 2021

RECOMMENDATION

That the Minutes of the Special General Meeting held on 4th January 2021 be accepted as a true and accurate record of proceedings.

Amendment to the Minutes;

- Raymond Griffiths was present at the meeting and arrived approx. 45 mins late.

RESOLUTION

It was resolved by the Committee that the Minutes of the Special General Meeting held on 4th January 2021 be accepted as a true and accurate record of proceedings, subject to the amendment listed above.

CARRIED

1.5.2 ACTION ITEMS

The following outstanding items were highlighted:

- Internal road naming (Shire of Merredin). The Member for Merredin advised that the issue of responsibility for these two internal roads is being discussed at Council as they do not believe that they are responsible for them. The Shire of Merredin will discuss with the CEACA CEO directly.
- Bruce Rock Opening – Chairman advised that an opening will not be held until the project is finalised with Pindan.
- Executive Committee Charter – Operations Manager has drafted and awaiting approval by CEO.

- Management Accounts – CEACA CEO advised that the accounts have followed the same format and it will be left to the new CEO, Richard Marshall to present differently in future.
- Access Housing invoices – CEACA CEO has been following up on this item since June 2020. CEACA wrote to Access Housing again in the second week of February and they advised they would respond. CEACA CEO has suggested that if CEACA have not heard anything by 5th March 2021, CEACA can assume that they have accepted his proposal. CEACA are waiting on a credit note. The CEACA CEO is happy with Kott Gunning’s advice on this matter and will send the history of the issue to Richard Marshall.
- Burswood Aged Care – Chairman advised that he is meeting with this organisation tomorrow to discuss future opportunities for both organisations to work together to deliver services to the elderly in the region.

2.0 MATTERS FOR DECISION

2.1 ADD NEW CEO AS A BANK SIGNATORY

RECOMMENDATION

That the Management Committee of CEACA approve for the incoming CEO, Richard Marshall, to be added as a bank signatory for all CEACA Inc bank accounts and to obtain a CEACA debit card.

RESOLUTION

It was resolved by the Management Committee of CEACA to approve for the incoming CEO, Richard Marshall, to be added as a bank signatory for all CEACA Inc bank accounts and to obtain a CEACA debit card.

CARRIED

ACTION ITEM:

For Richard Marshall to be added as a signatory to the CEACA Inc bank accounts and order a CEACA credit card, signed Minutes of the Meeting held today will need to be provided to Westpac. Note: The limit on the card is \$1,000. The existing credit card held by Nicholas Hopkin will be cut up and disposed of.

3.0 MATTERS FOR DISCUSSION

3.1 Chief Executive Officer Report

Strategic Priorities

The Chairman advised the Members that he is currently working with three bodies in relation to future service provision for the elderly in the region and they are:

- Burswood Aged Care – The CEACA Chairman and Burswood Aged Care will meet tomorrow at 10.00am to look at their involvement in aged care in Wheatbelt, how they could assist and what the costs would be.
- Directions Workforce Solutions - A meeting (via RDA) has been held this organisation who provide training in aged care. They will be presenting their ideas to CEACA on the 9th of March. They are already working on training local people in Northam but may also consider offering training/Cert III to schools in 12-18 months’ time.
- Virtual Village (Pingelly) – An idea driven by Helen Morton. The idea has been finalised and they are waiting for funding. Helen has been approached by other Shires including Wyalkatchem, who are interested in the concept. The virtual village involves utilising locals and their existing skills on a voluntary basis to support their community and may also involve upskilling these members. The downside is that volunteers can only deliver a certain level of services in home care if not working under a licensed provider.
- The Federal Government has indicated that they will spend in aged care, however, how that filters through to individual organisations is unknown at this stage. They are keen to invest in individual projects.
- When all meetings have been held, information will be sent to all CEACA Members.
- Richard Marshall will be spending the first 3 months of his contract term reviewing the current operations and structure and this will give us a better idea of what CEACA can or cannot do in the future.

Questions/Comments:

Member	Burswood Aged Care do need to make money from their ventures however, they seem to be serious and are progressing well, including renting out property in Kellerberrin recently for their staff members.
Member	CEACA are still at the point of looking at options and conducting the research. We need to take it slowly and wait to see what plans the current Members have in relation to CEACA prior to making any decisions or investing too much time and resources in future projects. It would be advisable to invite Helen Morton to a future CEACA meeting to keep Members involved and understand the concept. Members need to be honest where we are at with regards to CEACA and its future.
Chairman	Richard Marshall has a couple of ideas and needs to work with the Operations Manager to come up with a plan for CEACA. A report to include financial modelling, will be presented to all Members.

- Member The \$20k Shire contributions are of concern to many and it is putting pressure on smaller Shires. The Chairman responded by advising that Richard Marshall will present his report by the next meeting and this will give us a starting point for discussions including contributions and how CEACA is going to operate in future. The goal in the first part of the project was to get as many people in the units as possible and that has been achieved with 97% occupancy. We must however be realistic as to what is possible for CEACA to achieve. The CEACA CEO commented that the Shires will be working on budgets in May/June and will need a decision on contributions prior. The Chairman agreed and advised that Richard Marshall should have an idea by mid-April 2021.
- Member CEACA need to be aware that Shire support may change depending on our decisions. The Chairman acknowledged this and added that CEACA are aware of the concerns the Shires have.
- Member CEACA is an incorporating body across 11 Shires, however the charitable status has complicated it somewhat as it may mean that we are not able to look at future projects or opportunities if they are seen to derive a profit. If this were the case, we may be in a position where we must reverse it later. The CEACA CEO responded and said that if CEACA participated in future profitable projects, they could do so if they direct any profits to the ILU's and their benefit. No need to reverse it.
- Chairman We must remember if there was no CEACA, the Shires would still need to invest money into their local elderly population for accommodation and services. The Shires are benefiting from the 71 units that have been placed in their areas and they are nearly all occupied.
- Member CEACA could also consider Baptist Care and Avivo who are already providing services in the region. The Chairman responded by saying that Directions Workforce Solutions are already talking to existing providers in the region regarding future opportunities and it is not necessary for us to approach them. If the ideas presented to us are worth investigating further, we will ask them to present in future.
- Member All Shires are working on different ideas which is messy. It could be an opportunity for CEACA to be the link that brings them all together. The Chairman responded by saying that all providers want to make money and compete and that is an issue. CEACA cannot promise that they will come up with one idea that will solve all the issues in the region related to services but will endeavour to bring to the table an idea that may improve services on offer. The CEACA CEO commented that the issue is that the Home Care Services model is consumer driven and is driven by scale. CEACA would need scale to make it worthwhile for any provider and this is something that the region struggles with. The current model needs to be broken for the region to work.
- Member Acknowledge the work that the Chairman is putting into the research into aged care for the region, however, enquired as to whether a consultant would be needed to assist. The Chairman advised that at this time, a Consultant is not required. The Member asked if we had a budget for future consultancy work. The CEACA CEO advised that CEACA have \$16k in the budget for this purpose.
- Member Are Pingelly Shire dealing with Federal or State for funding? The Chairman advised that one avenue they are pursuing is via the RDA, one is State and two other Shires are going in with them.
- Member CEACA held a meeting with Ken Wyatt some time ago and CEACA was promised \$270k for 5 years to conduct a study into aged care. The elections were then held and everything changed, however Federal Government were supporting it. The Chairman responded by saying that Richard Kobelke has indicated that there is funding available, however they prefer to allocate it to specific projects.
- CEACA CEO Helen Morton from Pingelly is only working on low level care as it is not possible for her to become a provider. They will still have issues with volunteers eg. workers compensation. They have no firm solution. Their plan is to utilise local people who may be retired or wish to volunteer. CEACA will ask Helen to attend a future meeting to ensure Members get an idea of the concept.

The CEACA CEO commented further on his report:

- Public Benevolent Institution granted. This is a sub-section of Charitable and gives CEACA Deductible Gift Receivable status, opens to better funding and FBT exemption. CEACA employees can also salary sacrifice, giving CEACA an edge over other employers.
- FAA – amended 72 units to 71 and still with Shire of Merredin. A condition of the FAA is that CEACA install solar. CEACA has paid a 10% deposit and panels will be installed as soon as defects are signed off. Once finalised, the Shire of Merredin can transfer the project money to CEACA.
- Management Accounts- Profit & Loss. Variance to forecast only \$3k adverse. Variations included rental income from two tenants of Kununoppin who have since entered payment plans, we paid the yearly pest control inspections for 71 units. The big expenses were the pumps for Westonia.
- Cashflow – Encouraging increase from June-December. By end of year, ILU's will be positive.

Questions/Comments:

Member	Asked why the Income and Expenses – Consolidated only shows \$110k for General Subscriptions. The CEO responded by saying that Members pay \$220k per annum, but we half it and show \$110k in Income, the balance in the Balance Sheet under 'Current Liabilities' and the full amount in the Cashflow – Contributions Received as we are basing it on the 6 months reporting.
Member	Asked what the budgeted rental income if 100% occupancy for the full year would be. The CEO responded by saying that based on the low income rent of \$160pw, the figure would be \$590k. This is worst case scenario as some of our tenants are paying \$210pw rent.
Member	The difficulty for CEACA Members is explaining to Councils where we are spending the \$20k and why they are contributing \$20k for 2 units when Merredin are contributing the same for 27. The Chairman responded by saying that neither he or the CEO were present when the decision was made for all Shires to contribute \$20k, however it is important that it is discussed now and a decision made so that we can move forward as an organisation. The Chairman reiterated his earlier comment that if there was no CEACA and no units built, all Shires would still have to spend on accommodation and services for the elderly.
Chairman	Richard Marshall will arrange to meet with some Shires to discuss the future of CEACA, contributions and other issues when he has had an opportunity to finalise his report. A suggestion was made by a Member to conduct the meetings when all Councillors are present, not just the CEO. The Chairman advised that they would endeavour to choose a date when Councillors and CEO are available.

Project Status

- Cash being held by the Shire of Merredin at end of January 2021 is \$543k. Cost to complete is \$416k, giving us a surplus of \$126k.
- A saving of \$30k in relation to rock breaking in Bruce Rock has been identified by the Superintendent.
- The sewer/pumps in 3 locations – Kununoppin, Nungarin and Westonia (6 units) appear not to be fit for purpose and are currently costing CEACA money due to failure. The Superintendent has estimated that it will cost \$20k per unit to rectify (\$120k). CEACA has \$125k in contingency funds that would cover this if required.
- Pindan is in the process of completing work on defects and when they have advised that all are complete, CEACA will send Perth Property Inspections out to conduct final checks. They will produce a report for the Building Superintendent indicating if all items have been attended to. River Engineering will then visit all units to ensure they are happy to sign off the project and will also conduct extensive testing on the sewer/pumps. The Superintendent, if satisfied, will sign off on the project, but if not, will negotiate with Pindan and retain funds to cover the outstanding defects from the \$200k retention bond.

Questions/Comments:

Member	Asked why the pumps/sewer issue has not been listed as a defect. The Operations Manager responded by saying CEACA are not able to list it as a defect and Pindan will not accept it as one until testing has been conducted by River Engineering at the end of the defect liability period. If they find that the unit is defective or does not match with what was meant to be installed, it will be.
CEACA CEO	According to River Engineering, the CEACA Project Manager (Access Housing), chose the cheaper unit and as the Standards do not specifically say what should be installed as a minimum, it may be very hard for CEACA to argue that it is a defect. The Operations Manager added to that when the \$5m funding was taken away from the project, it meant that there were many cost cutting decisions made. It does not appear that research was conducted prior to making the decision.
MEMBER	CEACA should lodge a claim against Access Housing. The Operations Manager responded that in her opinion, CEACA should have a claim against Access Housing for their poor decision which now has the potential to cost CEACA \$120k, however CEACA need to gather sufficient evidence that it is either defective or not fit for purpose prior to claiming. We were not working for CEACA at the time the decision was made and need to be sure of what was agreed, by whom and why.
MEMBER	There are clear processes that everyone must follow when equipment is being installed at build stage and must be signed off by the Department of Health, so maybe CEACA can approach them. The Operations Manager responded that contact was made with the EHO and he advised that he signed off on the plan that Pindan had produced, however he could not guarantee that was what had been installed. A lot of work has been done on this issue and we have not simply let it go. We have been in touch with Pindan to obtain plans and sign off from their Plumber, we have spoken to the EHO and the Shire, we have obtained advice from Electricians and Plumbers and have also enlisted the help of River Engineering to investigate the issue as they are experts in this field. Once we have all the information to hand, we can decide how to deal with the issue.
MEMBER	Asked how CEACA are managing the issue in the meantime. The Operations Manager responded by saying that an agreement has been made with Wheatbelt Liquid Waste. They regularly visit these three Shires and will conduct regular checks of the tanks. If they are not of concern, they will carry on with their normal business in town, but if they need pumping, they will do so and invoice us. We are aware that pumping is expensive and thankfully we have only had to do it a couple of times. It

is cheaper doing it when they are already on site rather than sending them out on a special trip and paying for travel and time.

ACTION ITEM: CEO, Operations Manager, Superintendent and CEO's from relevant Shires to meet to discuss.

MEMBER Commended the Operations Manager for the work put into defects, occupancy and building relations with tenants to sort issues out. It is not easy, especially with 71 units and 97% of them occupied.

3.2 Operational Report

The CEACA Operations Manager spoke to the Operational Report and gave the following update:

- 69 of the 71 units are occupied and we expect that to rise to 70 by the end of this week and 71 by early March. We are signing up new tenants to the Beacon property this week and another for the Southern Cross unit soon. The Southern Cross unit will be occupied by a short-term Lessee (3 months) until they can source accommodation in Merredin and will then be offered on a longer-term basis to another applicant who has a disability.
- Tenant from Bruce Rock is terminating in May. A local couple (over 65yrs) have already submitted an application.
- Termination in Kellerberrin was due to the tenant moving into high care and that unit has already been re-leased.
- A marketing trial was conducted using Gumtree for the units that had no interest in Beacon and Southern Cross. Very pleasing results and included an application from an ex-resident of Beacon. We have reviewed the applicants in the same way as others and sent rejection letters to unsuitable applicants. Worthwhile exercise and has resulted in occupants applying for both units.
- Market Creations who manage the CEACA website have advised that the platform they operate with is being discontinued. CEACA have three options with regards to their website a) upgrade software to latest version of Spark \$990.00 and website remains the same b) Retire old site and create new one on new platform for \$4,500 or pay \$165 and they will provide CEACA with the file to take to another internet provider. The Members have recommended that the Operations Manager obtain quotations from other providers prior to forming a decision and some Shires can offer this service for a fee.
- Insurance Claim in Nungarin is progressing with two quotes obtained for repairs and sent to the Insurer. When we have received approval, repairs will begin. The tenant was unfortunately involved in a very serious road traffic accident and therefore we have decided to work with the insurer, the Shire and the contractors to get the repairs done to the building prior to Winter arriving without having to involve the family at this stage. A Member asked why we were not claiming on the tenant's motor vehicle insurance. The Operations Manager responded that due to the serious nature of the accident, a decision was made not to bother the family until we are advised to do so by the Insurer. The tenant is in no position to deal with the issue as she is still hospitalised and the family have lost a family member due to the accident. A Member added that the Shire of Nungarin is very happy with the sensitive way in which the CEACA Operations Manager is dealing with the issue and is appreciative that the family are not being approached at this time. The tenant is still in hospital with multiple serious injuries and therefore agree with the strategy to have repairs done and then decide how we will deal with the claim. Insurer agrees with the plan.

3.3 Pindan Defects (River Engineering Report)

This item was discussed as part of the CEO update.

4.0 MATTERS FOR NOTING

4.1 Appointment of New CEO

Agreed at Executive Meeting held on the 4th January 2021.

4.2 Amendment to Constitution – Special Meeting

Minutes tabled at the meeting. This item was discussed as part of Item 1.5.3.

4.3 Any other Business

The Chairman acknowledged the hard work that Nick Hopkin, CEO, had put into the organisation over the last 2 years to get it to the position it is in today. Nick joined at a critical time for CEACA and with the help of his Operations Manager, has achieved some very pleasing results for the organisation. The Chairman thanked Nick and wished him well in his future endeavours.

Nick Hopkin thanked the Chairman, the Members for their support, wished the new CEO well and offered his assistance wherever necessary to ensure a smooth transition. He also acknowledged the hard work that had been put in by the Operations Manager.

5.0 NEXT MEETING

The next Management Committee meeting will be held on 1.00pm Merredin Recreation Centre on 27th April 2021.

6.0 CLOSE MEETING

The Chairman thanked everyone for attending and there being no further business, the meeting closed at 11.50am.

DECLARATION

These minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Management Committee Meeting held _____.

Signed _____

Person presiding at the meeting at which these minutes were confirmed.