# Fairview Mennonite Homes and Parkwood Mennonite Home

# Board of Directors - Agenda

# Thursday, August 27th, 2020 - 6:00 p.m.

# Parkwood Seniors Community / Participation Electronically

|  |  |  |
| --- | --- | --- |
| 1. | Call the meeting to Order:  Fairview Mennonite Homes and Parkwood Mennonite Home  Opening Remarks | Marion Good |
| 2. | Approval of Agenda   * Resolution to Approve joint agenda for Fairview Mennonite Homes and Parkwood Mennonite Home | Marion Good |
| 3. | Devotions (next meeting Ed Nowak) | Nancy Mann |
| 4. | Minutes (Wednesday, July 22nd, 2020)   * Resolution to Approve Fairview Mennonite Homes Minutes * Resolution to Approve Parkwood Mennonite Home Minutes | Marion Good |
| 5. | Business Arising | Marion Good |
| 6. | Report from Leadership |  |
|  | 6.1 Executive Director Key Performance Indicators   * Resolution to approve to Fairview Mennonite Homes * Resolution to approve to Parkwood Mennonite Home | Elaine Shantz |
|  | * 1. Financial Statements * Resolution to approve to Fairview Mennonite Homes * Resolution to approve to Parkwood Mennonite Home | Brent Martin |
|  | * 1. CEO Report * Resolution to approve to Fairview Mennonite Homes * Resolution to approve to Parkwood Mennonite Home | Elaine Shantz |
| 7. | Craigwiel Gardens   * Update to meeting with J. Schlegel and R. Schlegel | Elaine Shantz |
| 8. | Annual General Meeting   * Update | Elaine Shantz |
| 8. | Lightening Round | Marion Good |
| 9. | Motion to Adjourn | Marion Good |

|  |  |  |
| --- | --- | --- |
| **2020 Dates to Remember** | | |
|  | **Monday, September 21, 2020**  **Thursday, September 24, 2020**  **Thursday, October 22, 2020**  **Thursday, November 26, 2020** | Annual General Meeting  Board Meeting  Board Meeting  Board Meeting |

CEO in Camera

Board in Camera

# PARKWOOD MENNONITE HOME

# BOARD of DIRECTORS MEETING MINUTES #2020 – 260

# Wednesday, July 22nd, 2020

|  |  |  |
| --- | --- | --- |
| **Present:**  (electronically) | Marion Good (Chair)  Jennifer Krotz (Secretary)  Ed Nowak (Vice Chair)  Bob Shantz (Treasurer) | Ken Frey  Nancy Mann  Fred Schiedel  John Shantz |
| **Absent:** | Ruth Konrad |  |
| **Staff:** | Elaine Shantz  Brent Martin | Erna Koning (minutes) |

|  |  |  |  |
| --- | --- | --- | --- |
| **A.** | **CONTEXT OF MEETING:** |  | |
| **1.** | **Call to Order, Opening Remarks** |  | |
|  | Marion Good called the joint meeting of Fairview Mennonite Homes and Parkwood Mennonite Home to order at 6:04 p.m.  The meeting was hosted at Parkwood Mennonite Home; all members of the Board of Directors have consented to hold the July 22nd, 2020 meeting electronically (zoom). | |  |
| **2.** | **Approval of the Agenda** |  | |
|  | Motion to Approve the Joint Agenda.  Made by: Jennifer Krotz  Seconded by: John Shantz | Carried | |
| **3.** | **Devotions offered by Jennifer Krotz** |  | |
|  | A Day Off (in the context of a summer off)  Jennifer spoke to the importance of the Sabbath; taking the time to rest.  Summers can be the most hectic, especially given the months that have passed and the uncertainty of the months coming. Jennifer emphasized the underscore of the work rest principle and encouraged board members to find rest and relief. | |  |
| 4**.** | **Minutes of Parkwood Mennonite Home Meeting #2020-259** |  | |
|  | Motion to approve the minutes of #2020-259 dated June 25th, 2020.  Made by: John Shantz Seconded by: Fred Schiedel | Carried | |
| **5.** | **Business Arising**  Discussion arising: none |  | |
| **6.** | **Report from Leadership** |  | |
|  | **6.1 Executive Director Key Performance Indicators**  **Highlights and discussion** |  | |
|  | **Parkwood Highlights**  **Long Term Care**   * Occupancy in the home is low; admission plan developed with Ontario Health * Ministry completed inspection; reviewed critical incidents and complaints; report forthcoming; anticipate findings | |  |
|  | **Retirement**   * No suites available (vacant suites have deposits) | |  |
|  | Motion to approve the Parkwood Mennonite Home Key Performance Indicators.  Made by: Nancy Mann  Seconded by: Bob Shantz | Carried | |
|  | **6.2 Financial Statements**  **Highlights and discussion** |  | |
|  | **Parkwood Highlights**   * Positive report * Pandemic costly for supplies, has limited spending in other areas * Review of increased pandemic staffing; some additional staffing will continue (e.g. screeners, nursing consultants) * Staff premium in place until mid-August | |  |
|  | Motion to approve the Parkwood Mennonite Home Financial Statements  Made by: John Shantz  Seconded by: Fred Schiedel | Carried | |
|  | **6.3 CEO Report**  **Highlights and discussion** | |  |
|  | COVID-19   * Ministry recommendation ltc and retirement staff be covid-19 tested every other week * Fairview Parkwood Communities approach that collection is mandatory for all team members (unable to work without negative result) * Collections are staggered (providing clinic each week)   Visitors   * Indoor visits initiated * Visits are: in common areas; scheduled; criteria for visitors in place   Essential Visitor   * Essential Visitors: people who have/can provide resident care * Draft policy sent to Ministry * Successful applicants will be trained and scheduled to assist/provide support for resident * Parkwood: start date to be determined   Dining   * Dining is integral part of a resident’s day * Public Health direction: residents have to be 6 feet apart; to accommodate, residents are rotating meals dining room | |  |
|  | Affordable Housing (P)   * Progress: meetings with Region, CMHC and CMLS re: funding models (using 60-unit model); all in agreement additional units would be beneficial * Met with J. Schlegel re: potential Schlegel community in neighbourhood (RFI awarded in November); discussion included how communities can compliment and enhance each other * Continuing to work with GSP Group * Next steps: work towards a design; able to take concepts to the next level (cost per units); continue to work with CMHC and CMLS | |  |
|  | Home and Community (P)   * Home & Community Program starts August 10, 2020 * Breann working with Parkwood to introduce program * Staff compliment: 8 PSW (5 have been hired; 3 to be hired) * Program income dependent on volume; potential future income * Noted: community care based on market share; LHIN unable to transfer service (current provider was unable to provide service to residents) * Program provides additional benefit of having consistent staff in the building * Potential costs: increased use of technology | |  |
|  | Huron Crossing   * Negotiations ongoing; anticipate signing by end of week | |  |
|  | Motion to approve the CEO Report for Parkwood Mennonite Home.  Made by: Jennifer Krotz  Seconded by: Ed Nowak | Carried | |
| **7.** | **Board of Directors Appreciation Event** |  | |
|  | * Commitment from large group (anticipate 50 cars) * Fairview: Friday, August 14 * Parkwood: Friday, August 21 * Start at 1:30 p.m.; drive through parking lot; complete loop; working on incorporating music * Next step: investigate volunteer police to help direct traffic |  | |
| **8.** | **Lightening Round** |  | |
|  | Nancy Mann: impressed with how the organization continues to be innovative during difficult times  Erna: blessed to working with the team as the organization works through the pandemic  Brent Martin: status quo  Ed Nowak: continues to be encouraged about information being shared; allows board to make informed decisions; grateful for keeping the channels of communication open  Fred Schiedel: happy to see plans for the resource team office are progressing; bring team together  John Shantz: continue to be amazing by staff dedication, including the stress of regular testing  Bob Shantz: in agreement with comments  Jennifer Krotz: excited for residents that visiting is moving forward  Elaine Shantz: thinking to the days ahead, to look for balance; can be swayed in various directions  Marion Good: amazed at growth of the organization from the first positive case; plans in place with team members to carry out the plans; encourage you and your staff as the communities open; grateful to be living in Canada | |  |
| **9.** | **Motion to Adjourn**  Motion to adjourn meeting at 7:22 p.m.  Made by: Jennifer Krotz  Seconded by: Ken Frey | Carried | |

|  |  |  |
| --- | --- | --- |
| **2020 Dates to Remember** | | |
|  | **Thursday, August 27, 2020**  **Monday, September 21, 2020**  **Thursday, September 24, 2020**  **Thursday, October 22, 2020**  **Thursday, November 26, 2020** | Board Meeting  Annual General Meeting  Board Meeting  Board Meeting  Board Meeting |

CEO in Camera

Board in Camera

# FAIRVIEW MENNONITE HOMES

# BOARD of DIRECTORS MEETING MINUTES #2020 – 575

# Wednesday, July 22nd, 2020

|  |  |  |
| --- | --- | --- |
| **Present:**  (electronically) | Marion Good (Chair)  Jennifer Krotz (Secretary)  Ed Nowak (Vice Chair)  Bob Shantz (Treasurer) | Ken Frey  Nancy Mann  Fred Schiedel  John Shantz |
| **Absent:** | Ruth Konrad |  |
| **Staff:** | Elaine Shantz  Brent Martin | Erna Koning (minutes) |

|  |  |  |  |
| --- | --- | --- | --- |
| **A.** | **CONTEXT OF MEETING:** |  | |
| **1.** | **Call to Order, Opening Remarks** |  | |
|  | Marion Good called the joint meeting of Fairview Mennonite Homes and Parkwood Mennonite Home to order at 6:04 p.m.  The meeting was hosted at Parkwood Mennonite Home; all members of the Board of Directors have consented to hold the July 22nd, 2020 meeting electronically (zoom). | |  |
| **2.** | **Approval of the Agenda** |  | |
|  | Motion to Approve the Joint Agenda.  Made by: Jennifer Krotz  Seconded by: John Shantz | Carried | |
| **3.** | **Devotions offered by Jennifer Krotz** |  | |
|  | A Day Off (in the context of a summer off)  Jennifer spoke to the importance of the Sabbath; taking the time to rest.  Summers can be the most hectic, especially given the months that have passed and the uncertainty of the months coming. Jennifer emphasized the underscore of the work rest principle and encouraged board members to find rest and relief. | |  |
| 4**.** | **Minutes of Fairview Mennonite Homes Meeting #2020-574** |  | |
|  | Motion to approve the minutes of #2020-574 dated June 25th, 2020.  Made by: Ken Frey Seconded by: Ed Nowak | Carried | |
| **5.** | **Business Arising**  Discussion arising: none |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **6.** | **Report from Leadership** |  | |
|  | **6.1 Executive Director Key Performance Indicators**  **Highlights and discussion** |  | |
|  | **Fairview Highlights**  **Long Term Care**   * Resident occupancy is low; admission plan developed with Ontario Health * Negotiating new contract for pharmacy services | |  |
|  | **Retirement**   * Shared the CTV News video of Lydia Ann Bauman celebrating her 105th birthday party * Vacant suites have a deposit | |  |
|  | **Home and Community**   * Staff member tested covid-19 positive during surveillance (asymptomatic); Public Health questioned integrity of swab; staff member being re-tested, awaiting results; home & community staff wear full PPE when providing services; plan developed and will be initiated if re-test is positive | |  |
|  | Motion to approve the Fairview Mennonite Homes Key Performance Indicators.  Made by: Nancy Mann  Seconded by: Bob Shantz | Carried | |
|  | **6.2 Financial Statements**  **Highlights and discussion** |  | |
|  | **Fairview Highlights**   * Tracking below earnings budget; result of a major pool repair * Pandemic costly for supplies, has limited spending in other areas * Review of increased staffing; some additional staffing will continue (e.g. screeners, nursing consultants) * Staff premium in place until mid-August | |  |
|  | Motion to approve the Fairview Mennonite Homes Financial Statements  Made by: John Shantz  Seconded by: Fred Schiedel | Carried | |
|  | **6.3 CEO Report**  **Highlights and discussion** | |  |
|  | Long Term Care Application   * Conversation with Ministry; application is complete * Initiating advocacy - working with francophone partners re: francophone cluster; reaching out to MPPs; discussions with Ontario Health * Next communication from Ministry anticipated in a few months * Slide deck (OLTCA) included in package | |  |
|  | COVID-19   * Ministry recommendation ltc and retirement staff be covid-19 tested every other week * Fairview Parkwood Communities approach that collection is mandatory for all team members (unable to work without negative result) * Collections are staggered (providing clinic each week)   Visitors   * Indoor visitors initiated * Visits are: in common areas; scheduled; criteria for visitors in place   Essential Visitor   * Essential Visitors: people who have/can provide resident care; draft policy sent to Ministry * Successful applicants will be trained and scheduled to assist/provide support for resident * Fairview: scheduled to start August 5th   Dining   * Dining is integral part of a resident’s day * Public Health direction: residents have to be 6 feet apart; to accommodate, residents are rotating meals dining room | |  |
|  | Huron Crossing   * Negotiations ongoing; anticipate signing by end of week * As St. Louis Classroom is moving forward, Finance team has started to pack office | |  |
|  | Property/Langs   * Inquiries have been made; ongoing communication with Bill (Langs) | |  |
|  | Motion to approve the CEO Report for Fairview Mennonite Homes.  Made by: Jennifer Krotz  Seconded by: Ed Nowak | Carried | |
| **7.** | **Ontario Health Team – Cambridge North Dumfries**  **Governance Update** |  | |
|  | * Meeting held in July; additional dates scheduled * Chair and Key Resource have been established * Each meeting features 3 members per meeting (familiarization); developing a 'Strategic Plan' as a key governance step * Next meeting in August |  | |
| **8.** | **Board of Directors Appreciation Event** |  | |
|  | * Commitment from large group (anticipate 50 cars) * Fairview: Friday, August 14 * Start at 1:30 p.m.; drive through parking lot; complete loop; working on incorporating music * Next step: investigate volunteer police to help direct traffic |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **9.** | **Lightening Round** |  | |
|  | Nancy Mann: impressed with how the organization continues to be innovative during difficult times  Erna: blessed to working with the team as the organization works through the pandemic  Brent Martin: status quo  Ed Nowak: continues to be encouraged about information being shared; allows board to make informed decisions; grateful for keeping the channels of communication open  Fred Schiedel: happy to see plans for the resource team office are progressing; bring team together  John Shantz: continue to be amazing by staff dedication including the stress of regular testing  Bob Shantz: in agreement with comments  Jennifer Krotz: excited for residents that visiting is moving forward  Elaine Shantz: thinking to the days ahead, to look for balance; can be swayed in various directions  Marion Good: amazed at growth of the organization from the first positive case; plans in place with team members to carry out the plans; encourage you and your staff as the communities open; grateful to be living in Canada | |  |
| **10.** | **Motion to Adjourn**  Motion to adjourn meeting at 7:22 p.m.  Made by: Jennifer Krotz  Seconded by: Ken Frey | Carried | |

|  |  |  |
| --- | --- | --- |
| **2020 Dates to Remember** | | |
|  | **Thursday, August 27, 2020**  **Monday, September 21, 2020**  **Thursday, September 24, 2020**  **Thursday, October 22, 2020**  **Thursday, November 26, 2020** | Board Meeting  Annual General Meeting  Board Meeting  Board Meeting  Board Meeting |

CEO in Camera

Board in Camera

**Chief Executive Officer (CEO) Board Report**

**Fairview Mennonite Homes**

**Parkwood Mennonite Home**

**July 2020**

**Government Update (s)**

**Case Mix Index (CMI):** The government has announced CMI for August 2020 to July 2021. Fairview and Parkwood are both receiving significant increases in funding. Fairview moved from 1.00 to 1.05; an increase of approximately $175,000 to the nursing envelope. Parkwood moved from 1.02 to 1.07 an increase of approximately $185,000 to the nursing envelope. The maximum increases a home could receive was 5 points over the previous year. The provincial average was 1.02. Fairview and Parkwood both received the full 5 points. The RAI Coordinators have worked incredibly hard over the past two years to move this index. This is an amazing outcome.

**Fairview Long Term Care Bed Application Update**: No further update.

**COVID-19 Wave 2 Preparation:** All Long-Term Care Homes (LTCH) in Ontario West Region have been asked to complete a Wave 2 preparation document. The document focuses on human resources, infection prevention and control, and partnerships.

The purpose is to inform the health system and regional capacity planning, align regional and provincial actions to address the identified gaps and to help inform the homes’ preparedness, stabilization and outbreak/infection management plans.

The intent is to demonstrate preparedness and identify any potential gaps or outstanding needs to be actioned or risks to be mitigated. When completing the preparedness review and action/mitigation plans, an assumption is to be made that all emergency orders remain in effect.

Fairview Parkwood leadership met to complete a draft this week. The final document is to be submitted by August 31st. A copy will be shared with the August Board report.

In addition, as part of the Region Non-Hospital Table and the OHT, a Wave 2 rolling plan has been developed. **See attached**.

**Testing**: Staff at both homes continue to be tested every two weeks. Clinics are set up at each home with an offsetting schedule. They have become quite efficient.

One staff person refused testing and was put off work. The staff person had a psychotic event which resulted in threats to the Executive Director and Director of Program. Legal Advice was sought, and police intervention was activated. The employee is off work until treatment is received and the employee is cleared by medical personnel for work. (F)

**Health Response System Structure**: This has been updated as we look to Wave 2. The organizational framework identifies the decision-making and communication channels. **See attached.**

**Ministry Inspection:** Parkwood received a complaint and critical incident inspection in July 2020. The home received the following:

Complaint: Abuse

1 Order: resident to resident

7 Written Notifications

4 Voluntary Plan Correction

Critical Incident: Related to a fall

2 Written Notifications

2 Voluntary Plan Correction

The report was received on August 19, 2020. It is a disappointing report. A review and plan of action will take place and be implemented prior to the September 18, date for compliance. ***See attached Inspection Reports.*** (P)

**Ontario Health Teams (OHT):** A funding announcement was made for the first two years. Each OHT will receive $375,000 the first year (October 2020) and $750,000 the second year (April 2021). CND OHT will revise their budget for the coming year. (F)

KW4 has been invited to submit a full application to become an OHT. The application is due in September. Planning meetings have been set over the next few weeks. CEO is participating. (P)

**Quality Initiatives/Projects**

**Home and Community**: Home and Community care was started at Parkwood on August 17th. It has been a bit of a challenging start with the Director of Care spending time providing care for residents on several days. A new plan is in place for September integrating the Parkwood staff with Home and Community staff to address the staffing concerns. (P)

**Parkwood Affordable Housing**: Meeting with GSP group, Bill Green Project Consultant, Board Representative – Fred Schiedel, Director Building Services, CFO and CEO. Approval was given to move to the next step of design of a 60 to 80 until building using the parameters given by CMHC for size of units. An optimistic date to see the next plan was set for August 31st. (P)

**Langs Lease Proposal:** No further update. Langs is waiting on an update from the School Board. Unfortunately, due to COVID planning this has been delayed. (F)

**Building updates**

The Court balconies are in process of being removed and replaced. There is considerably more damage than anticipated. From a safety perspective the replacement of the balconies is timely. (F)

The St. Louis classroom in the basement of Fairview is completed. The remainder of the basement is still waiting for paint. This will be completed when the fitness room upstairs is built and equipment can be relocated. (F)

On the main campus a permit has been received allowing the RH suites balcony, front entrance, foyer and dining room renovations to begin. As well, a permit has been received for the Centre dining room renovation. These projects are delayed to September due to construction and material setbacks. (F)

**Resource team offices:** The lease has been reviewed by legal counsel, signed by Board Chair and CEO. The construction schedule is in process. A move-in date has not been finalized. (F)

**Human Resources**Executive Director agreement has been signed back as presented. Further update will be provided at the Board meeting. (P)

**Financial Statements**

As attached.

**Internal and External Meetings**

Meetings in July, August

|  |  |  |
| --- | --- | --- |
| **Meeting** | **Agenda** | **Involvement** |
| **New (one time)** |  |  |
| Jamie Schlegel | Parkwood site | CEO |
| Ron Schlegel, Jamie Schlegel | Craigwiel Gardens | CEO |
| **Ongoing meetings** |  |  |
| ALC Strategy Group weekly meeting | To develop a plan to resolve patient flow - ALC hospital bed crisis. | CEO |
| Ontario Health Testing Strategy Committee – 2 x weekly | To develop Strategy for the province. | CEO |
| Waterloo Region Health Control Group – 2 X monthly | Health Control group planning and problem solving – reporting to Region Council  CEO is LTC/RH representative | CEO, LHIN, Primary Care, 3 Hospitals. |
| Fairview Parkwood COVID Operational Leadership meeting – daily 3 days week | Review legislation, employee and resident status, concerns, updates, write policies | CEO, Resource team, Home Leadership teams, Nurse Consultant, Occupational Health Nurse |
| KW4 – OHT team monthly meeting | Touch base meeting while on hold | CEO |
| CND – OHT – Steering Committee  Weekly meeting | Support during COVID | CEO |
| CND – OHT Operations Committee  Weekly meeting | Core development group | CEO |
| CND- OHT Governors Meeting  Monthly meeting | Developing Terms of Reference | CEO |
| Community of Practice Cambridge LTC – weekly meeting | Sharing Best Practice amongst LTC and RH | CEO, ED and DRC |
| Advantage – as needed | Legislative updates with Q & A | Director Administration, Nurse Consultant, CEO  Parkwood ED |
| OLTCA – as needed | Legislative updates with Q & A | Director Administration, Nurse Consultant, CEO  Fairview ED |

**Risk:**

WSIB appeal has been initiated by an employee of Parkwood. The incident happened in 2016. CEO became aware of this issue due to a change in leadership. The organization has engaged in a WSIB legal specialist to review and handle the case. (P)