# Fairview Mennonite Homes and Parkwood Mennonite Home

# Board of Directors - Agenda

# Thursday, February 25th, 2021 - 6:00 p.m.

# Huron Crossing Resource Office / Participation Electronically

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| 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 Marion Good) | Ken Frey |
| 4. | Minutes (Thursday, January 28th, 2021)   * Resolution to Approve Fairview Mennonite Homes Minutes * Resolution to Approve Parkwood Mennonite Home Inc. 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 |
|  | * Resolution to acknowledge MNP as the Auditor for 2020-21 |  |
|  | * 1. CEO Report | Elaine Shantz |
|  | * Resolution to approve the 2021 Strategic Plan Addendum |  |
|  | * Resolution to approve the Fundraising activities recommendations as needed  1. Target of fundraising initiative 5 million 2. Board commitment of 1 million from reserves to start the campaign 3. Cochairs of the Committee to be presented for approval. 4. Rick Martin as spokesperson for the initiative. 5. A small strategy group of the fundraising committee to include 2 Cochairs appointed, Ed Nowak (Board Representative) Rick Martin, Jim Erb and Elaine Shantz. 6. Additional members to be invited to form the Committee include Doug Shantz, Tim Kennel, Brenda Hallman and Deb Dueck. An additional 3 members to be invited. |  |
|  | Resolution to approve the signing of the lease with Lang’s as presented. |  |
|  | * Resolution to approve to Fairview Mennonite Homes * Resolution to approve to Parkwood Mennonite Home | Elaine Shantz |
| 7. | Ontario Health Teams   * CND * KW4 | Ken Frey  Elaine Shantz |
| 8. | Parkwood Affordable Housing   * Update | Elaine Shantz |
|  | Resolution to approve the recommendation of the Building Committee to appoint (XX) as the project Architect. |  |
| 9. | Committees   * Finance Committee * Nominating Committee | Ed Nowak  Nancy Mann |
| 10. | Lightening Round | Marion Good |
| 11. | Motion to Adjourn | Marion Good |

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| **2021 Dates to Remember** | | |
|  | **Thursday, March 25th, 2021**  **Thursday, April 22nd, 2021**  **Thursday, May 27th, 2021**  **June**  **Thursday, June 24th, 2021**  **Thursday, September 23rd, 2021**  **Thursday, October 28th, 2021**  **Thursday, November 25th, 2021** | Board Meeting  Board Meeting  Board Meeting  Annual General Meeting  Board Meeting  Board Meeting  Board Meeting  Board Meeting |

CEO in Camera

Board in Camera

# PARKWOOD MENNONITE HOME

# BOARD of DIRECTORS MEETING MINUTES #2021 – 265

# Thursday, January 28th, 2021

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

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| **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 6:02 p.m.  The meeting hosted at the Resource Team Office (Huron Crossing); all Board members have consented to hold the January 28th, 2021 meeting virtually (zoom). | |  |
| **2.** | **Approval of the Agenda** |  | |
|  | Motion to Approve the Joint Agenda.  Made by: Ed Nowak  Seconded by: Ruth Konrad | Carried | |
| **3.** | **Devotions offered by John Shantz** |  | |
|  | John reflected on ability to relate to the how some in long term care may feel - fear, anxiety, panic, doubt, desperation and anguish; relates these feelings to the time when his family thought they lost their son at Disney World.  Keep Breathing (Meditations for Meetings)  A scuba diver understands the importance of breath - regardless of the situation they have to keep breathing. The same is true for organizations - when there is a set back one needs to focus on the goals and objectives to remain steady. | |  |
| 4**.** | **Minutes of Parkwood Mennonite Home Meeting #2020-264** |  | |
|  | Motion to approve the minutes of #2020-264 dated November 26th, 2020.  Made by: Ken Frey Seconded by: Fred Schiedel | Carried | |

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|  | **Minutes of Parkwood Mennonite Home Building Meeting - December 2020** |  | | |
|  | Motion to approve the minutes of the Parkwood Mennonite Home Building Meeting - December 2020.  Made by: Nancy Mann  Seconded by: John Shantz | 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/Home and Community**   * Suspect outbreak declared over * Occupancy protection extended to February 28th, 2021 * Second dose of resident vaccinations has been scheduled   Discussion   * Review of KPI presented to Board; Board to consider if changes are necessary   Rapid Antigen Testing   * To be initiated February 16th; fully implemented February 22nd * Applicable to everyone who enters the community * Leaders working to operationalize initiative (human resources, layout) | | |  |
|  | **Retirement/Apartments**   * Occupancy is a concern - unable to tour; concerns relating to risk * Second dose of resident vaccination has been scheduled | | |  |
|  | Motion to approve the Parkwood Mennonite Home Inc. Key Performance Indicators.  Made by: Fred Schiedel  Seconded by: Jennifer Krotz | Carried | | |
|  | **6.2 Financial Statements**  **Highlights and discussion** |  | | |
|  | **Parkwood Highlights**  Long-Term Care   * Continues to receive sufficient prevention and containment funding for covid * Identifying all covid expenses for reconciliation * Increased CMI contributing to positive results   Retirement Suites   * Small decline in revenues; maintaining accommodations budget * Negative impact of rent is offset by Home & Community Program * Clinical Co-ordinator has been hired (temporary position)   Garden Homes   * Continue to do well | | |  |
|  | Motion to approve the Parkwood Mennonite Home Inc. Financial Statements  Made by: Jennifer Krotz  Seconded by: Ruth Konrad | Carried | | |
|  | **6.3 CEO Report**  **Highlights and discussion** | | |  |
|  | COVID-19   * Staff Vaccinations: over 80% have been vaccinated; majority of staff received second dose; outstanding staff are impacted by Pfizer vaccine shortage * Essential Care Givers have been invited to return | | |  |
|  | Affordable Housing   * Proposals from architectural groups anticipated February 8th, 2021 * Next steps: interviews and recommendations | | |  |
|  | Fundraising   * Next steps: meetings will be arranged with Jim Erb, Rick Martin and Carl Zehr * Meeting with Rick Martin (potential honourary chair) * Director, Fundraising has been posted to Charity Village, AFP, Church Bulletins and shared through personal Board connections | | |  |
|  | Grant Applications   * SiiP grant to support intergenerational partnerships announced; goal of making social connections (3-year grant) | | |  |
|  | Accreditation   * Long-Term Care and Home & Community * Accreditation Canada selected (change from CARF); interactive process | | |  |
|  | Human Resources (Parkwood)   * Announcements relating to Executive Director and Director of Care * Privacy Breach - action has been taken |  | | |
|  | Motion to approve the CEO Report for Parkwood Mennonite Home Inc.  Made by: Bob Shantz  Seconded by: Ken Frey | Carried | | |
| **7.** | **Ontario Health Teams (OHT)** |  | | |
|  | KW4   * Steering Committee meeting monthly * Work on the Frail and the Elderly; transitioned to Christine Normandeau | |  | |
| **8.** | **Parkwood Affordable Housing** |  | | |
|  | **Update**   * Please see board report |  | | |
| **9.** | **Board Retreat** |  | | |
|  | Next Steps   * Build a plan based on January session |  | | |
|  | **Advantage Education**   * Positive feedback re: Advantage Education Engagement Education for Board members |  | | |
| **10.** | **Lightening Round** |  | | |
|  | Jennifer Krotz: thank you to Elaine for comprehensive correspondence  John Shantz: thank you for sharing Advantage education  Nancy Mann: level of communication is very helpful  Ed Nowak: blessed to have long term care and retirement residents and staff vaccinated  Elaine Shantz: thanks to administrative team  Fred Schiedel: thank you to Brent for continued dedication  Ruth Konrad: wish the leadership stamina as they start new initiatives  Bob Shantz: thank you to Elaine; serving on external committees helps to elevate profile in the community  Brent Martin: express thanks for the Administrators (Executive Directors) for their work  Marion Good: expression of gratitude; great organization from a financial perspective, opportunities of growth; strength of the Communities  Erna Koning: appreciation to the leadership teams in the Homes for their hard work | | |  |
| **11.** | **Motion to Adjourn**  Motion to adjourn meeting at 7:58 p.m.  Made by: Fred Schiedel  Seconded by: Jennifer Krotz | Carried | | |

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CEO in Camera

Board in Camera

# FAIRVIEW MENNONITE HOMES

# BOARD of DIRECTORS MEETING MINUTES #2021 – 580

# Thursday, January 28th, 2021

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

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| **2.** | **Approval of the Agenda** |  | |
|  | Motion to Approve the Joint Agenda.  Made by: Ed Nowak  Seconded by: Ruth Konrad | Carried | |
| **3.** | **Devotions offered by John Shantz** |  | |
|  | John reflected on ability to relate to the how some in long term care may feel - fear, anxiety, panic, doubt, desperation and anguish; relates these feelings to the time when his family thought they lost their son at Disney World.  Keep Breathing (Meditations for Meetings)  A scuba diver understands the importance of breath - regardless of the situation they have to keep breathing. The same is true for organizations - when there is a set back one needs to focus on the goals and objectives to remain steady. | |  |
| 4**.** | **Minutes of Fairview Mennonite Homes Meeting #2020-579** |  | |
|  | Motion to approve the minutes of #2020-579 dated November 26th, 2020.  Made by: John Shantz  Seconded by: Nancy Mann | 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**   * Home remains in suspect outbreak; considered low risk (staff member tested positive during surveillance) * Noted: no admissions if the home is in outbreak; informed admissions if home is in suspect outbreak; current admissions are crisis residents with high acuity * Home has also had a high number of deaths in long term care * Occupancy protection extended to February 28th, 2021 * Second dose of resident vaccinations has been scheduled   Rapid Antigen Testing   * To be initiated February 16th; fully implemented February 22nd * Applicable to everyone who enters the community * Leaders working to operationalize initiative (human resources, layout)   Security   * Related to screening – applicable if screeners are reallocated staff) * Security company contacted; can support | |  |
|  | **Retirement/Apartments**   * Maintaining occupancy in suites and apartments * Second dose of resident vaccinations has been scheduled | |  |
|  | **Home & Community**   * No questions | |  |
|  | Motion to approve the Fairview Mennonite Homes Key Performance Indicators.  Made by: Bob Shantz  Seconded by: Ed Nowak | Carried | |
|  | **6.2 Financial Statements**  **Highlights and discussion** |  | |
|  | **Fairview Highlights**  Long-Term Care   * Continues to receive sufficient prevention and containment funding for covid * Identifying all covid expenses for reconciliation * Increased CMI contributing to positive results   Retirement and Independent Living   * Occupancy remains strong * Apartments expenses reflect ongoing environmental/building work * Noted: suites do not receive prevention and containment funding   Home & Community   * Continues to have a greater than projected revenue * Exploring 24/7 one-on-one care (time from hospital to long-term care) and nursing services | |  |
|  | Motion to approve the Fairview Mennonite Homes Financial Statements  Made by: John Shantz  Seconded by: Ed Nowak | Carried | |
|  | **6.3 CEO Report**  **Highlights and discussion** | |  |
|  | COVID-19   * Staff Vaccinations: over 80% have been vaccinated; majority of staff received second dose; outstanding staff are impacted by Pfizer vaccine shortage * Essential Care Givers have been invited to return | |  |
|  | Accreditation   * Long-Term Care and Home & Community * Accreditation Canada selected (change from CARF); interactive process | |  |
|  | Motion to approve the CEO Report for Fairview Mennonite Homes.  Made by: Bob Shantz  Seconded by: Ken Frey | Carried | |
| **7.** | **Ontario Health Teams (OHT)** |  | |
|  | CND   * January 25th meeting productive; detailed reporting regarding partnerships pertaining to covid * Upcoming: expanded memberships; new members and associated fees * Budget: reviewed implementation (use government funding; save membership fund for special projects) * Strategic plan deferred due to pandemic |  | |
| **8.** | **Board Retreat** |  | |
|  | Next Steps   * Build a plan based on January session |  | |
|  | **Advantage Education**   * Positive feedback re: Advantage Education Engagement Education for Board members |  | |
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CEO in Camera

Board in Camera

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

**Fairview Mennonite Homes**

**Parkwood Mennonite Home**

**January 2021**

**Government/Legislative Updates**

Key updates as at February 17, 2021 include: 1) Updates to mandatory rapid testing with small concessions made to streamline operations in homes; 2) Updates to security guard oversight in homes; and 3) Vaccination updates and prioritization; 4) Not-for-profit versus private sector in upcoming provincial election campaigns; 5) OLTCA response to the Commission.

1. Rapid test Pan Bio Implementation in LTC: This is rapid antigen test will be used for surveillance in LTC and RH. It is not a diagnostic test. The test takes 15 minutes to receive results. Homes are required to implement fully by March 15th, providing surveillance testing in the home for staff, students, volunteers, essential care givers and general visitors (service providers). Once a home has fully implemented, testing is 3 times a week on non-consecutive workdays, or day of testing when attending two times a week or less, or on two consecutive workdays. If an individual is positive a PCR test will be done immediately and sent to PH lab for verification.
2. Security Company: LTC homes have been instructed to have third-party oversight of screening. After significant pushback, further clarification indicated if staff were hired specifically for screening since March 2020 those staff could continue in the role. Otherwise a third party was required to be on-sight 24 hours per day. Sector awaits further clarification. This measure is being viewed by the Associations as purely political.
3. Vaccinations have been reprioritized by the Ministry. A clear Directive has been given to ensure prioritization is followed without exception. The next focus will be on seniors over age 80.
4. Campaign rumblings: It has been communicated through the Associations that a key campaign focus will be on Not-for-Profit versus Private Sector LTC. This is causing a significant conflict between Advantage and OLTCA. Advantage submitted their budget proposals to the Ministry advocating for Not-for-Profit in LTC and wage parity with hospital. This is disturbing news during a time when focus should be on the Associations partnering for sector change.
5. **See attached OLTCA Submission to Commission**

**COVID-19**

**Waterloo Region Public Health (WR)**

As at February 16, 2021 Waterloo Region was moved to red zone. This did not bring significant changes for LTC or RH with the exception of allowing the hairdresser to come into the home. Essential Caregivers, 2 per resident, with the mandated on-site testing, are permitted. General visitors are still not allowed into the home unless a resident is at end-of-life.

Public Health measures are paying off. Provincially and regionally, cases are decreasing. Concerns continue to be raised about variants in our Region. Variants appear to be highly transmittable. Public Health recommends to continue with physical distancing and the use of face masks. To control the growth of the variant the rate needs to be at 0.7. our region currently sits at 0.9. There are 4 known cases of the variant in the Region. There are 10 active outbreaks in LTC and RH, down from 35 early January.

It is expected Waterloo Region will be receiving from 10,000 to 12,000 doses of the Pfizer vaccine in the next week. A new prioritization plan is being developed to begin vaccination of older adults over the age of 80. Older adults will continue to receive their second dose in the 21-28-day timeframe; all others vaccinated will be subject to a 35-42 day wait time between doses.

**Fairview Parkwood Updates**

**COVID**

**Outbreaks**

**As at February 17, 2021 Fairview and Parkwood Long Term Care and Retirement Suites had resolved all suspect outbreaks. There are no residents in isolation due to a positive case; only for the purposes of admission and/or readmit protocol. It is a moment to be incredibly grateful to the hard work of the Fairview Parkwood team. It is noted as a significant accomplishment of containment.**

**Vaccines**

**Fairview and Parkwood residents in LTC and RH have been vaccinated (second dose). Over 80% of staff have received both doses of the vaccine. Additional staff and residents have received a first dose of the vaccination by the mobile team. CEO has been invited to help develop a plan to achieve ongoing vaccination of new residents and team members for the Region. Due to the fragile nature of the Pfizer vaccine this is proving to be a challenge with out wasting doses.**

**Other Legislative Updates**

**Ministry Inspection**

No inspections to report in January/February.

**Ontario Health Teams (OHT)**

**CND OHT**

The OHT members continue to meet on a weekly basis for a COVID update. Focus continues to be COVID related. CEO and OHT Transition Lead are holding bi-weekly Community of Practice meetings to support LTC and RHs. The Joint Board Committee approved the budget as presented by the Operations Committee.

**See attached OHT Approved Budget**

**KW4 OHT**

Monthly meetings are held as framework is developed. Focus is to support the community during COVID. Executive Director from Parkwood is attending a frail and elderly committee design group. The OHT is struggling to find its footing during the pandemic. It is a large OHT and KW4 has been hit hard during the pandemic.

**Quality Initiatives/Projects**

**Strategic Plan and Board Retreat:** An addendum to the 2019- 2021 Strategic Plan has been prepared for the remaining 10 months of the Strategic Plan. This is submitted for Board review and approval.

**Resolution: To approve the 2021 Strategic Plan Addendum.**

**LTC Development**

**No further updates. The attachment provided is a summary of Bed allocations in the province by way of information.**

**See attached LTC Bed Allocation Report (shared with OLTCA Advocacy Group)**

**Parkwood Affordable Housing**

SEED Application has been developed. CFO and CEO have reviewed application. Revisions were recommended. Plan is to submit application within the next week.

**See attachment of SEED Fund Application.** (Will follow)

**Master Plan Concept** was reviewed by the City of Waterloo. A site plan pre-consultation document was received on February 17, 2021. Project Advisor Bill Green and Kevin Muir from GSP Group will review and provide a summary to the Building Committee.

**Architect:** Proposals were received from WalterFedy, MartinSimmons and Facet/Brian Shantz. These were reviewed by the Building Committee; interviews were held with WalterFedy and MartinSimmons. A second interview will be held with both candidates, CEO and Project Advisor, for additional clarification. The Building Committee will hold a meeting to make a final selection next week.

**See attached proposal from architect firm recommended for the project**. (Will follow.)

**Resolution**: To approve the recommendation of the Building Committee to appoint (XX) as the project Architect.

**Fundraising Activities**:

Discussion was held during Board Retreat on January 23rd. Based on discussion additional conversation has taken place with various stakeholders. This includes conversation with Rick Martin from Wallenstein Feeds and Jim Erb Waterloo Region Counsellor. The following topics will be discussed at the Board meeting with recommendation for approval.

1. Target of fundraising initiative 5 million
2. Board commitment of 1 million from reserves to start the campaign
3. Cochairs of the Committee to be presented for approval.
4. Rick Martin as spokesperson for the initiative.
5. A small strategy group of the fundraising committee to include 2 Cochairs appointed, Ed Nowak (Board Representative) Rick Martin, Jim Erb and Elaine Shantz.
6. Additional members to be invited to form the Committee include Doug Shantz, Tim Kennel, Brenda Hallman and Deb Dueck. An additional 3 members to be invited.

**Resolution: To support the recommendations as presented.**

Note: Ken Frey has been an integral part of our early discussions providing the history of previous campaign. Ken is also on the Building Committee. On a go forward, basis Ken will be an informal member of the fundraising committee, participating as needed.

See previous Parkwood Campaign package which was prepared by Ken for the first fundraising campaign.

**See Capital Campaign Parkwood**

As a starting point for the 2021 Affordable Housing project a draft document has been prepared as our story and case for moving forward. Input was provided by Marion, Ed, Jim, Rick, Bob and Ken.

**See attached Draft Key Messages Parkwood.**

Board Chair and CEO met with Paula Curtis a fundraising coach and philanthropist to discuss the approach of the committee. A summary of this meeting will be shared with the newly formed strategy group to determine next steps. Discussion will include approach to hiring a Campaign Development Director.

**Grant Applications**

Wilfrid Laurier announced the grant award to Fairview Parkwood Communities. This is a welcome partnership as Parkwood continues to strengthen local relationships.

**See link below for grant announcement.**

<https://www.wlu.ca/news/spotlights/2021/feb/fairview-parkwood-communities-receives-374000-in-funding.html>

**Building updates**

The Centre dining room has neared completion. Outdoor stucco work is underway and balcony work is beginning. (F)

**Accreditation**

Director Administration and Nurse Consultants have reviewed the required standards. The next step will be to bring forward assignments for leadership teams.

**Human Resources**

**Director Resident Care** Amy Abbot resigned her position due to personal home life situation. Her plan is not to work for a period of time. This is a disappointment to the home as a significant investment of time was made to support her orientation. Amy was well liked by the team.

Hiring a replacement is extremely difficult during this time.

**Financial Statements**

**See attached January 2021 statements**.

In addition to the financials, the COVID Protection and Containment funding reconciliation has been prepared. CFO spent significant time reconciling this complex funding.

**See attached Protection and Containment Summary.**

Budget process is underway for 2021-2022. This has been deferred to March 2021 Board meeting to provide additional time to review with the leadership teams.

Deloitte sale: Senior Partner Elaine Read met with CFO and CEO to inform of Deloitte sale of small to mid size accounts to MNP Accounting. Elaine is moving to the new firm and will continue to be the partner conducting our audit. For 2020/21 year there is a commitment the team will remain the same.

**Resolution: To acknowledge MNP as the auditor for 2020/21 year.**

**External Meetings**

**Meetings in January/February**

CEO has been invited to join Advantage Not for Profit group. First meeting was held in January.

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| **Meeting** | **Agenda** | **Involvement** |
| **Regular**  OLTCA Advocacy - monthly  KW4 Signatory - monthly  CND OHT Steering - biweekly  CND OHT Operations - biweekly  Community Practice – biweekly  Region Three Committee - monthly  Non-Hospital Table - daily  WR Health Control Group - biweekly | Campaign development  Design meeting  COVID Community Response  Finalizing budget  Facilitate home COVID issues  Not for profit support group  Emergency Response  COVID collaboration | CEO  ED (P)  CEO  CEO  ED (F) & CEO  ED (P)  CEO  CEO |
| **Task force** |  |  |
| OLTCA Human Resources Task Force | Commission Report | CEO |
| Regional Testing Advisory Committee  OH Rapid Testing Committee | Science and testing requirements  Advocacy for best practice | CEO  CEO |

**Risk**

**Insurance**

OLTCA continues to advocate to government regarding insurance issues in the sector. Several homes were refused renewal due to COVID outbreaks and non-compliance. These appear to have been resolved, however rate of insurance continues to rise. Many homes are facing their annual renewal in the spring. This is an ongoing point of concern for homes that have been faced with class action suits, as is the rising premiums and exclusions for all of us.

**Family Complaints reported to the CEO**

None to report; all complaints forwarded to the CEO have been resolved.

**Other**

**Lang’s Parking Agreement:**

Though collaboration with Bill Davidson at Lang’s, Building Committee has reviewed a Lease Agreement. There was overall consensus with the Agreement Proposed. A few questions were raised for clarification. It is anticipated these will be resolved and a recommendation will be brought forth from the group assigned to review the lease to the Board meeting for approval.

Summary of the proposed lease: Langs will use the land for 14 parking spaces. This will be combined with the parking leased from the WCSB. Payment of $42 per space, per month, for an annual fee of $7056. The initial agreement is for 10 years with an option of 2 additional five-year terms. The City has confirmed the property will remain residential zoning. An MPAC review would be completed if Fairview developed the remaining land. Insurance is covered by Langs. WCSB has the same lease agreement and fee structure; this has been signed. Langs hopes to begin construction in March 2021.

**See attached Lease Agreement.** (Will follow)