# Fairview Mennonite Homes and Parkwood Mennonite Home

# Board of Directors - Agenda

# Thursday, November 26th, 2020 - 6:00 p.m.

# Parkwood Seniors Community / 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 John Shantz) | Bob Shantz |
| 4. | Minutes (Thursday, October 22nd, 2020)   * 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 |
|  | * 1. CEO Report * Emergency Succession Plan * Resolution to approve to Fairview Mennonite Homes * Resolution to approve to Parkwood Mennonite Home | Elaine Shantz |
| 7. | Ontario Health Teams   * CND * KW4 | Ken Frey  Jennifer Krotz |
| 8. | Parkwood Affordable Housing   * Update | Elaine Shantz |
| 9. | Committee Update   * Nominating Committee | Nancy Mann |
| 10. | Lightening Round | Marion Good |
| 11. | Motion to Adjourn | Marion Good |

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| **2020 Dates to Remember** | | |
|  | **Thursday, November 26th, 2020** | Board Meeting |
|  |  |  |
| **2021 Dates to Remember** | | |
|  | **Saturday, January 23rd, 2021**  **Thursday, January 28th, 2021**  **Thursday, February 25th, 2021**  **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 Retreat  Board Meeting  Board Meeting  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 #2020 – 263

# Thursday, October 22nd, 2020

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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) |
| **Guests:** | Mona Krolak (HUB Insurance) |  |

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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 Parkwood Mennonite Home; all Board members have consented to hold the October 22nd, 2020 meeting virtually (zoom).  Opening remarks: Marion spoke to uncertain times; trust in faith | |  |
| **2.** | **Approval of the Agenda** |  | |
|  | Motion to Approve the Joint Agenda.  Made by: Jennifer Krotz  Seconded by: Fred Schiedel | Carried | |
| **3.** | **Devotions offered by Fred Schiedel** |  | |
|  | Fred reflected the importance of looking forward, using the example of the perfectly plowed lines in the field; created by a farmer who only looked forward.  Luke 9:62  “But Jesus said to him, “No one, after putting his to the plow and looking back, is fit for the kingdom of God.”  *Set Your Sights*: attention and focus need to be on what is ahead, not what was in the past  *Don’t Hold on to the Past*: let go of old friendships and habits that conflict with what is ahead  *Focus Forward*: regardless of the draw, need to resist temptation to turn back, keep your eyes and mind focused – what lies ahead is more beneficial | |  |
| 4**.** | **Minutes of Parkwood Mennonite Home Meeting #2020-262** |  | |
|  | Motion to approve the minutes of #2020-262 dated September 24th, 2020.  Made by: Ed Nowak Seconded by: Fred Schiedel | Carried | |
| **5.** | **Business Arising**  Discussion arising: none |  | |
| **6.** | **Insurance Review** |  | |
|  | Review of Premium / Coverage Comparison   * Review of the past seven months (start of pandemic) * Will maintain coverage under the program   Property   * No change (re: property damage) * Deducible – no change * Cyber expense removed; does not affect the organization - has a separate Cyber Reliable Policy   Umbrella Liability   * Six million reduced to five million (maximum Northbridge can provide 10 million for both due to reduced capacity)   Increase Aggregate Limits   * No current capacity by Northbridge; no market for new senior care * Separating organizations; splitting may be a possibility * Board would like to investigate splitting insurance (two policies)   Discussion   * Outbreak and negative publicity resulting in issues for subscribing companies * Policies and lawsuits resulting from COVID-19 * Board insurance coverage review; Jennifer reviewed indemnity by-laws; currently 10 million * Greatest liability are employees * Importance of good governance and documentation |  | |
| **7.** | **Report from Leadership** |  | |
|  | **7.1 Executive Director Key Performance Indicators**  **Highlights and discussion** |  | |
|  | **Parkwood Highlights**  **Long Term Care /Home and Community**   * Reviewed in CEO Report | |  |
|  | **Retirement/Apartments**   * RHRA initiated alert status is Waterloo Region * CEO raised at non-hospital table; may be retracted | |  |
|  | Motion to approve the Parkwood Mennonite Home Key Performance Indicators.  Made by: Ed Nowak  Seconded by: Fred Schiedel | Carried | |
|  | **7.2 Financial Statements**  **Highlights and discussion** |  | |
|  | **Parkwood Highlights**   * Positive financial * Additional revenue – CMI $12,000; MOH $11,000 * Covid Prevention and Containment Funding – related to outbreaks, Parkwood has received $70,000 | |  |
|  | Motion to approve the Parkwood Mennonite Home Financial Statements  Made by: Bob Shantz  Seconded by: Fred Schiedel | Carried | |
|  | **7.3 CEO Report**  **Highlights and discussion** | |  |
|  | IPAC Audit   * Outside company did an IPAC inspection (independent audits provide baseline to develop plan for all departments) | |  |
|  | Initiatives   * Incentive PSW Funding (4 PSW positions) * Communication with churches re: emergency response team (paid positions) | |  |
|  | Media   * Report on long-term care; focus on homes with infractions from 2015 to 2019 * Fairview Parkwood not included * Communication strategy in place | |  |
|  | Human Resources   * Director of Care – final stages of interviews; candidate has close connection to Fairview and Parkwood * Director of Care – anticipating new hire | |  |
|  | Advocacy Committee   * Not for profit representative on the committee * Provides connection with broader sector | |  |
|  | Risk   * Review of families that are potential risk for media, claims, etc. * Continuing to keep Executive Committee involved |  | |
|  | Motion to approve the CEO Report for Parkwood Mennonite Home.  Made by: Ken Frey  Seconded by: Nancy Mann | Carried | |
| **8.** | **OHT** |  | |
|  | KW4   * OHT status granted |  | |
| **9.** | **Parkwood Affordable Housing** |  | |
|  | Proposed site plan presented and reviewed  Discussion re: benefits of revised site plan (maximizing the building; additional units, closer amenities; additional parking)  Decision to move forward with site plan parallel to University Avenue  Decision to move forward with plan – next steps   * CMHC (2022 funding) * Building layout * Make up of units * Affordable housing and above market units   Decisions supported by: Bob, John, Ed, Marion, Ken, Ruth, Jennifer, Nancy  Next steps – building committee to meet utilizing the current plan |  | |
| **10.** | **Committees – Nominating Committee** |  | |
|  | Upcoming Vacancies   * 2021 Board of Directors vacancy (Bob Shantz) * 2021 Nominating Committee (Allan Sauder)   Review of candidates: Irene Schmidt (Rockway); Carol Shantz (Waterloo North); Leroy Shantz (Waterloo North)  Nancy and John will follow up with candidates |  | |
| **11.** | **Lightening Round** |  | |
|  | Ken Frey: David Rudy passed on Monday morning; zoom visitation scheduled for Sunday afternoon (Ken can provide details)  Jennifer Krotz: Indemnity Clause review – clauses are robust; no change needed  John Shantz: Impressed with new programs (St. Louis, Surge Learning, Caregiver Programs)  Nancy Mann: Remarkable how things are still moving forward despite pandemic  Ed Nowak: Impressed with strong financial picture: CMI, insurance premiums  Elaine Shantz: Appreciate team approach reminded of wave 1 quote – live in faith, not in fear; potential wave 2 quote – be the most reasonable voice in the room  Fred Schiedel: Impressed with team at Fairview; thankful for input re: affordable housing design  Ruth Konrad: Appreciative of Insurance Presentation  Bob Shantz: Thank you to Ken; pushed to investigate options; resulted in stronger design for affordable housing  Brent Martin: Huron Crossing office is coming together  Erna Koning: Thank you to everyone who supported the Kindness Walk  Marion Good: Grateful for new initiatives that are opening up; a lot of good things happening; Important to step back and be grateful for what we have - went to BC (without other family); thankful it is just covid that is keeping us apart | |  |
| **12.** | **Motion to Adjourn**  Motion to adjourn meeting at 8:56 p.m.  Made by: Fred Schiedel  Seconded by: Ken Frey | Carried | |

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CEO in Camera

Board in Camera

# FAIRVIEW MENNONITE HOMES

# BOARD of DIRECTORS MEETING MINUTES #2020 – 578

# Thursday, October 22nd, 2020

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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) |
| **Guests:** | Mona Krolak (HUB Insurance) |  |

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| **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 Parkwood Mennonite Home; all Board members have consented to hold the October 22nd, 2020 meeting virtually (zoom).  Opening remarks: Marion spoke to uncertain times; trust in faith | |  |
| **2.** | **Approval of the Agenda** |  | |
|  | Motion to Approve the Joint Agenda.  Made by: Jennifer Krotz  Seconded by: Fred Schiedel | Carried | |
| **3.** | **Devotions offered by Fred Schiedel** |  | |
|  | Fred reflected the importance of looking forward, using the example of the perfectly plowed lines in the field; created by a farmer who only looked forward.  Luke 9:62  “But Jesus said to him, “No one, after putting his to the plow and looking back, is fit for the kingdom of God.”  *Set Your Sights*: attention and focus need to be on what is ahead, not what was in the past  *Don’t Hold on to the Past*: let go of old friendships and habits to conflict with what is ahead  *Focus Forward*: regardless of the draw, need to resist temptation to turn back, keep your eyes and mind focused – what lies ahead is more beneficial | |  |
| 4**.** | **Minutes of Fairview Mennonite Homes Meeting #2020-577** |  | |
|  | Motion to approve the minutes of #2020-577 dated September 24th, 2020.  Made by: John Shantz Seconded by: Bob Shantz | Carried | |
| **5.** | **Business Arising**  Discussion arising: none |  | |
| **6.** | **Insurance Review** |  | |
|  | Review of Premium / Coverage Comparison   * Review of the past seven months (start of pandemic) * Will maintain coverage under the program   Property   * No change (re: property damage) * Deducible – no change * Cyber expense removed; does not affect the organization - has a separate Cyber Reliable Policy   Umbrella Liability   * Six million reduced to five million (maximum Northbridge can provide 10 million for both due to reduced capacity)   Increase Aggregate Limits   * No current capacity by Northbridge; no market for new senior care * Separating organizations; splitting may be a possibility * Board would like to investigate splitting insurance (two policies)   Discussion   * Outbreak and negative publicity resulting in issues for subscribing companies * Policies and lawsuits resulting from COVID-19 * Board insurance coverage review; Jennifer reviewed indemnity by-laws; currently 10 million * Greatest liability are employees * Importance of good governance and documentation |  | |
| **7.** | **Report from Leadership** |  | |
|  | **7.1 Executive Director Key Performance Indicators**  **Highlights and discussion** |  | |
|  | **Fairview Highlights**  **Long Term Care**   * Currently in outbreak; 14-day isolation for Preston home area has ended; proud of how team came together * Discussion regarding differences in outbreak in hospitals and long-term care * Essential caregivers have proven to be crucial for residents | |  |
|  | **Retirement**   * RHRA initiated alert status is Waterloo Region * CEO raised at non-hospital table; may be retracted | |  |
|  | Motion to approve the Fairview Mennonite Homes Key Performance Indicators.  Made by: Nancy Mann  Seconded by: John Shantz | Carried | |
|  | **7.2 Financial Statements**  **Highlights and discussion** |  | |
|  | **Fairview Highlights**   * Strong month in September * Unbudgeted revenues Minor Capital Funding (previously Structural Compliance Funding) discontinued fall 2019, government introduced new stream; received $45,000 retroactive funding and $7,000 per month moving forward * Student Grant (summer): received $23,000; receive additional funding when program is complete * Home & Community Program: additional $12,000 due to Parkwood program * Increase to CMI $10,000 per month and additional MOH funding * Anticipating COVID Prevention and Containment Funding   Expenses   * First month with no covid payments * Starting to increase staffing, in anticipation of second wave | |  |
|  | Motion to approve the Fairview Mennonite Homes Financial Statements  Made by: John Shantz  Seconded by: Ruth Konrad | Carried | |
|  | **7.3 CEO Report**  **Highlights and discussion** | |  |
|  | IPAC Audit   * Outside company did an IPAC inspection (independent audits provide baseline to develop plan for all departments) | |  |
|  | Inspections (Ministry)   * Continuing even though the home is outbreak | |  |
|  | Initiatives   * Incentive PSW Funding (4 PSW positions) * Communication with churches re: emergency response team (paid positions) | |  |
|  | Media   * Report on long-term care; focus on homes with infractions from 2015 to 2019 * Fairview Parkwood not included * Communication strategy in place | |  |
|  | Grant application / Francophone Funds   * Additional grant worth $48,000 – next steps in Francophone project | |  |
|  | Human Resources   * Director of Care – final stages of interviews; candidate has close connection to Fairview and Parkwood * Director of Care – anticipating new hire | |  |
|  | Advocacy Committee   * Not for profit representative on the committee * Provides connection with broader sector | |  |
|  | Risk   * Review of families that are potential risk for media, claims, etc. * Continuing to keep Executive Committee involved |  | |
|  | Motion to approve the CEO Report for Fairview Mennonite Homes.  Made by: Ken Frey  Seconded by: Nancy Mann | Carried | |
| **8.** | **OHT** |  | |
|  | CND   * No updated; Meeting scheduled November |  | |
| **9.** | **Committees – Nominating Committee** |  | |
|  | Upcoming Vacancies   * 2021 Board of Directors vacancy (Bob Shantz) * 2021 Nominating Committee (Allan Sauder)   Review of candidates: Irene Schmidt (Rockway); Carol Shantz (Waterloo North); Leroy Shantz (Waterloo North)  Nancy and John will follow up with candidates |  | |
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CEO in Camera

Board in Camera

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

**Fairview Mennonite Homes**

**Parkwood Mennonite Home**

**October 2020**

**Government/Legislative Updates**

**COVID-19**

**Waterloo Region Public Health**

Dr. Sui Lui Wang Medical Officer of Health Waterloo Region provided a presentation made to the Board of Health on November 16th. Key messages; 1) Waterloo Region is outpacing the province; moving past Peel Region; 2) COVID is widely circulating with-in the Region; specifically showing rapid spread in the Mennonite Community; 3) individuals testing positive in Wave 1 had contact tracing of 2 or 3 people; Wave 2 tracing is averaging 19 contacts. 4) We are at scale up 4A; this moves the region to prioritize care in some settings. 5) We are speeding fully into Red Zone. If we do not make major changes now, we will continue towards the Lockdown Zone.

**See attached Update to Board of Health November 16.**

**COVID-19 Testing Guidance Update**

Testing guidelines for staff, essential caregivers and support workers in LTC will be changing for public health unit regions in Orange-Restrict, Red-Control and Lockdown levels. Waterloo Region is currently in Orange and expected to move to Red in the next few days. Starting **next week:**

* Staff, essential caregivers and support workers who provide direct care to residents need to be tested for COVID-19 weekly and show proof of a negative test result.
* Support workers who do not provide direct care to residents must verbally attest to having received a negative COVID-19 test result in the past two weeks and not subsequently tested positive.

There is currently no definition for lockdown, but we expect that the Ministry will be sharing this shortly.

**Funding**

The province provided further details in regard to additional Infection Prevention and Control (IPAC) funding that was announced earlier. Each home will receive one-time funding of approximately $10,000 for education and infection control staffing. As well, a hub and spoke model is to be implemented with each LHIN (legacy). This will allow for an infection control practitioner in each OHT area based on population. Patrick Gaskin and CEO are leads for CND IPAC strategies. A posting has been initiated for this position. There is no further information with regards to KW4 strategy.

**Fairview Parkwood COVID-19 Updates**

**LTC Outbreaks**

**Outbreak reported on October 16, 2020 at Fairview has been cleared. One resident tested positive. No other residents, team members or visitors were affected. (F)**

**Restrictions**

As at November 15, 2020 Fairview Parkwood Communities adhered to direction from Waterloo Region Public Health to enhance restrictions for both communities as follows:

Visiting: All indoor visits, by “general visitors” have been discontinued; indoor visits are limited to essential caregivers (one caregiver can visit at a time).

Essential Caregiver: Long-Term Care and Retirement residents are encouraged to designate an essential caregiver who may visit with the resident in their suite. An essential caregiver must have a negative Covid test result. Only one essential caregiver may visit at a time.

Leaving the Community: Short stay and temporary absences have been discontinued. Residents are permitted outside, given they remain on the property and maintain a distance of at least 2 metres from any other person; this will help avoid community contact.

Residents may leave to attend medical appointments; if accompanied by another person, the accompanying person follow the Public Health infection prevention and control methods, have a negative covid-19 test result within the past two weeks and has not tested positive thereafter, pass active screening, both the resident and accompanying person must wear a mask for the duration of the outing (including travel time in the car), practice hand hygiene often.

Fairview Apartments: Additional guidelines were developed to be implemented November 20, 2020. Residents must follow the restrictions of LTC and RH. Visitors are restricted to one essential caregiver; the visitor must have COVID negative test. Rationale for these restrictions is due to the proximity of the apartments to LTC and RH. (F)

All restrictions have been communicated through a one-call and written notification. CEO letter has been posted on Fairview Parkwood website.

**Testing**

Fairview Parkwood have determined that all staff and leaders will be tested weekly. As outlined above this new direction is going to be difficult for staff. It is important for leadership to “lead by example” even though leadership do not provide direct care.

**Other Legislative Updates**

**Ministry Inspection**

MoH Inspector was on-site in Fairview LTC to review a Critical Incident related to a fall. The outcome of the inspection was 1 WN and 1VPN. The Inspector was complimentary of Fairview’s head injury and falls protocol, indicating it was far beyond other homes. (F)

**See attached Ministry Review (F)**

MoH Inspector arrived on-site in Parkwood LTC on November 18, 2020 to follow-up on Order issues in June 2020. There were no findings from this inspection. Exit interview from Inspector included the following: Home has complied with duty to protect; no evidence of resident to resident abuse; staff were very helpful to Inspector; solid strategies have been put in place in a very challenging dementia home area. While the Inspector could not lift the Orders that were issued in June, until matrix is completed, this is an incredible accomplishment for Parkwood! Report to follow in the next week. (P)

**Ontario Health Teams (OHT)**

**CND OHT**

Joint Board Committee (JBC) met on October 26, 2020. Fairview Board was represented by Ken Frey. CEO also joined as an observer.

The following is a summary from the JBC:

* Opportunity for more meaningful engagement in developing and finalizing the Collaborative Decision-Making Arrangement (CDMA).
* The Strategic Planning Process has been approved by the Joint Board Committee. The OHT’s first Strategic Plan will be short-term (1 year, 2021-2022), given the evolving Ministry expectations around OHTs.
* The Ministry of Health has recently sent an Update for Approved OHTs, which was shared with the JBC that includes accountabilities (e.g. COVID response, engagement of providers and patients, families and caregivers, OHT expansion plans and collaborative Quality Improvement Plan). The CND OHT Transformation Lead is reviewing and updating 2020-2021 Work Plan priorities, based on expectations set out in this communication.
* Continued and ongoing discussion about the role of the JBC, including the decision-making authority of the JBC and Member Boards.

CND OHT Steering Committee:

* Is currently conducting focus groups as a first step in the Strategic Planning process.

CND OHT Operations Committee:

* CEO and Transformation Lead are holding Community of Practice zoom meetings for LTC and RHs in Cambridge as a Wave 2 Pandemic initiative. Partnerships continued to be enhanced in Cambridge due to the OHT.
* Discussion is taking place regarding new affiliates and members. There are currently 18 members. It is believed that over 20 members will create a need to revamp the current framework. The informal consensus of the Operations Committee is to move slowly with regards to increasing size. (F)

**KW4 OHT**

Marion Good Board Chair, Jennifer Krotz Board Secretary and CEO attended a presentation to potential partners and affiliates of the KW4 OHT.

**See attached KW4 OHT Leaders November 12 slide deck**

A decision will need to be made whether to become a partner member or an affiliate member of KW4 OHT. Partner members and affiliate members will be part of the discussion; only partner members make the decisions and have a right to vote. Partner members are required to make a financial contribution.

The benefits of becoming a partner member are outlined on **Slides 4 and 5**.

A new category of Strategic Member has been established. This includes municipalities and academic institutions**. Slides 8 and 9**

Next steps: 1) A final version of the CDMA has been distributed for Board review. 2) Parkwood Board decision required by November 30, 2020 whether to become an affiliate member or a partner member. **Slide 28**

The financial requirement is $19,008 for 2021/2022.

**See attached A-KW4 FY19/20, B-KW4 – Original and Updated, C-KW4 Payment Schedule**

**See Attached final version of the Collaborative Decision-Making Agreement**

**See Attached Sample Board Resolution**

Notes: 1. Fundraising revenue for the organization is used to determine the fee. This could have an impact in 2021/22. 2. The calculations are based on all organizations becoming partner members. If some organizations remain affiliates the outstanding financial obligation will be redistributed. 3. CND intends to operate with Ministry funds going forward. This does not appear to be the plan for KW4.

**Quality Initiatives/Projects**

**LTC Development**

**No update to report. (F)**

**Parkwood Affordable Housing**

GSP Group provided an update Master Plan based on feedback from the Building Committee and Board. Kevin Muir from GSP group is setting up a time with the City of Waterloo for a Pre-Application meeting, hopefully in the next two weeks. This meeting will provide feedback and information to move to a formal application.

**See attached Parkwood Preferred Master Plan Concept**

CFO and CEO met with CMHC. A new advisor has been assigned to our file - Jamie Stephens.  The meeting broadened our thinking regarding the model of financing. Consideration was being given to Rental Construction Financing, however Jamie is encouraging the National Housing Co-Investment Fund. A part of the Co-Investment fund will be non-repayable based on social outcomes – affordability, energy efficiency and accessibility.

Three potential models were discussed, leaning towards Model 3 (see attachment referenced below) which fits with our mission to provide housing, care and services for the older adult with a modest income. It also gives balance to the community. The affordable housing model requires 30 % of the suites to be 80% market value or below.

**See attached Parkwood CMHC discussion November 12**

Next steps:

* Approach potential consultants to submit proposal to advise and act on Parkwood’s behalf through the application process.
* Kevin Muir to meet with City
* Kevin Muir, GSP Group, and Steve Burrows to submit proposals for next phase of the project; meeting with City completes current engagement
* Bill Green to submit proposal to act as Independent Consultant for the project; indicated some additional time would be donated
* CFO to prepare budges for 3 models

Building Committee meeting is set for next week; the Committee will provide further update at the November Board meeting.

**Grant Application**

As noted in October Board Report Parkwood submitted an intergenerational partnership funding application in partnership with Wilfrid Laurier University to the Research Institute for Aging (RIA) to introduce a virtual experience linking seniors, care partners and students. The experiences would include lectures, discussion groups, musical performances, care partner support groups, research interviews, knowledge sharing and skills training.

The grant of $369,012 has been awarded to Parkwood. This is a significant and exciting opportunity for Parkwood. Laura Gorman Volunteer Coordinator spearheaded the application, along with other members of the team who participated in writing, budgets etc. Parkwood is providing some additional information and when complete CEO will sign final documents. (P)

**See attached SIIP Funding Application**

**Langs Lease Proposal**

No further update to report.

**St. Louis Classroom**

Tour was provided to Catholic School Board leadership with positive feedback all around. The class is off to a great start. This model was built on the Schlegel Research Institute for Aging living classroom model. CEO was interviewed for an RIA newsletter article. This partnership is contributing to the organization’s visibility in the community. (F)

**Building updates**

Fairview refurbishing continues as supplies and trades are available. A few highlights for October are as follows:

* The Courts balconies have been successfully replaced and completed. A quote from a resident thankyou: *“I would like to thank you and all in Fairview management for their concern and attention regarding the balconies at Fairview Court. It was a long and tedious but necessary process but well worth the wait. The company and the men that completed the project were dedicated, hard working and at all times courteous. The finished product is a testament to their efforts and to the commitment of Fairview Mennonite Homes. Please share my sentiments with all involved. Again Chris, thank you for a job well done.” Jim Butler*
* Fitness Centre is complete. Recreation team was hoping to open to the community next week. Given the escalation of COVID, it appears the Centre will only be available on a limited basis to residents on campus.
* Suites dining room refurbishment is underway. The project is scheduled to take 3 weeks.
* Centre dining room will follow with same contractor in December.
* RH Suites balcony is scheduled as soon as supplies arrive on-site. Continued delays due to COVID.

**Resource team office**

Offices have been turned over to Resource team. Furniture has been installed and moving is underway. Resource team will be onsite November 23rd. COVID guidelines have been developed and flex hours implemented to support the safety of the team.

**Accreditation**

Fairview Parkwood has committed to accreditation for summer 2021; actual date has not been set. This will be with Accreditation Canada (AC). The previous Accreditation was with CARF. The decision was made to make the change for the following reasons: 1) Current leadership team has a comfort level with Accreditation Canada; 2) AC will do a corporate accreditation including Home and Community; which is a requirement in our agreement with the LHIN. CARF does individual homes and does not accredit Home and Community. A Primer will be completed because this is the first time with AC.

**Human Resources**

**Director of Care**

Amy Abbott has been hired for DRC at Fairview. Amy will start on November 23 with Sharon and Dale supporting for the first weeks. Amy grew up in Cambridge, knows the home well as her grandparents both worked at Fairview. Currently she is employed at the LHIN in Orangeville in palliative care. Her goal has been to become a DRC. Leadership is looking forward to Amy joining the team. (F)

**See attached Bio Amy Abbott**

Interviews are underway to hire a DRC in training for Parkwood to work under the leadership of Michelle Rak. (P)

**Financial Statements**

**See attached October 2020 statements**.

**External Meetings**

**OLTCA Member Meeting**

**CEO participated in the OLTCA member meeting. Due to COVID and the inability to hold annual conferences. The Association had a deficit of 1.7M. They reduced their team by 5 members and are leasing out their offices to reduce expenditures. The Association is asking homes to support the coming year with increased membership fees. Fairview Parkwood has supported both the Not-for-Profit Association and OLTCA. A decision may need to be made to support only one in 2020. Membership in OLTCA is a great resource to the organization.**

**Meetings in October/November**

|  |  |  |
| --- | --- | --- |
| **Meeting** | **Agenda** | **Involvement** |
| **Regular**  OLTCA Advocacy  KW4 Signatory  CND OHT Steering  CND OHT Operations  Community of Practice  Non-Hospital Table (Daily)  WR Health Control Group | Campaign development  Membership  Strategic Planning  Strategic Planning  Facilitate home COVID issues  Emergency Response  COVID collaboration | CEO  CEO  CEO  CEO  ED Fairview & CEO  CEO  CEO |
| **Task force or one time** |  |  |
| OLTCA Human Resources Task Force | Staffing shortages in LTC | CEO |
| Waterloo Regions ALC Bed allocation | Transition team hospital to LTC | ED Parkwood & CEO |
| KW4 Leadership | Membership | Board Chair, Secretary & CEO |
| CND Joint Board Committee | Decision making responsibilities | Board member & CEO |
| CND OHT IPAC Forum | Community forum | CEO and IC Nurse |

**Risk**

**Insurance renewal**

Question raised at October Board meeting to HUB Insurance whether to separate the insurance policy to the two entities – Fairview and Parkwood is pending. No response to date.

**Family Complaints reported to the CEO**

PK: No further communication from this family member. (FA)

SC: Last communication to CEO was complimentary in nature. SC is now communicating with the Director Retirement with a much less antagonistic approach. (F)

GM: Continued challenge at Parkwood. The most recent event was a disparaging email about the Assistant Director Resident Care; who was copied on the email. ADRC has taken this personally and is requesting CEO hire legal counsel to issue a “cease and desist” order. CEO will strive to solve this latest event without engaging legal counsel in an interaction with GM. (P)

IM: A Quality Review is being completed by the LHIN at family request. Resident in Parkwood Retirement Suites passed away in February 2020. Resident was high risk for falls. Resident was home for Christmas with family, was admitted to St. Mary’s General Hospital due to confusion and high risk of fall, transferred to Freeport, back to Parkwood Suites as a crisis placement wait list for LTC with one on one home and community care (Care partners was provider), home and community care was contracted out to another provider due to shortages, IM had a fall in the presence of 24/7 care provider which resulted in a broken hip, transferred to GRH for surgery, resident died day after surgery. Family believes her death could have been prevented. Parkwood staff were not providing care at time of fall. Parkwood staff became involved to call 911 and family. All parties have agreed to a quality review.