# PARKWOOD MENNONITE HOME

# BOARD of DIRECTORS MEETING MINUTES #2020 – 264

# Thursday, November 26th, 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) |

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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 was hosted at Resource Team Office (Huron Crossing); all Board members have consented to hold the November 26th, 2020 meeting virtually (zoom). | |  |
| **2.** | **Approval of the Agenda** |  | |
|  | Motion to Approve the Joint Agenda, adding the Finance Team to the agenda under the Committee Heading.  Made by: Ruth Konrad  Seconded by: Nancy Mann | Carried | |
| **3.** | **Devotions offered by Bob Shantz** |  | |
|  | We Work Best When We Work Together  Christian Broadcasting Network  Bob shared the importance of teams coordinating and blending to reach goals. Pride can hinder the team. However, by modelling unselfishness and valuing the gifts of others, the entire team will win. | |  |
| 4**.** | **Minutes of Parkwood Mennonite Home Meeting #2020-263** |  | |
|  | Motion to approve the minutes of #2020-263 dated October 22nd, 2020.  Made by: Ed Nowak  Seconded by: Ruth Konrad | 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**   * Ministry Inspection follow up (from June); order considered resolved and removed * Critical Incident involving resident and family; reported to Ministry; CEO supporting * Employee Complaint through union; employee requesting long term care wages (i.e. pandemic pay) when filling shifts in retirement * Hand sanitizer issue has been resolved | |  |
|  | **Retirement/Apartments**   * Occupancy down; plan in place to rent all suites in the coming months | |  |
|  | Motion to approve the Parkwood Mennonite Home Inc. Key Performance Indicators.  Made by: Fred Schiedel  Seconded by: Ruth Konrad | Carried | |
|  | **6.2 Financial Statements**  **Highlights and discussion** |  | |
|  | **Parkwood Highlights**   * Strong financial statements; additional revenue mostly in ltc; additional income result of May covid outbreak; Prevention and Containment Funding has doubled; funds have been consistent since June * Suites continue to have strong occupancy; additional $20,000 funding for covid; launch of Home & Community program providing additional revenue * Printing and Stationary line is high as a large quantity of essential caregiver’s name badges were purchased (savings on a per tag basis) | |  |
|  | Motion to approve the Parkwood Mennonite Home Inc. Financial Statements  Made by: John Shantz  Seconded by: Bob Shantz | Carried | |
|  | **6.3 CEO Report**  **Highlights and discussion** | |  |
|  | COVID-19   * No questions related to covid | |  |
|  | Legislation/Inspections – no questions | |  |
|  | OHT   * CND – Government funding announced; no additional contributions needed | |  |
|  | Long Term Care Beds Announcement   * 29 projects announced; focus on re-development of B, C, and D beds; smaller homes receiving additional bed to be more financially viable * Announcement provides clarity to move forward with Parkwood project | |  |
|  | Grant Applications   * Parkwood/WLU/RIA – student cooperative initiative; three-year project; Laura (Volunteer Co-ordinator) spear headed application; will be project lead for duration of initiative * Community Foundation – grant to support screeners and equipment incurred by covid ($20,000) | |  |
|  | Resource Team Office   * Huron Crossing office open as of Monday | |  |
|  | Accreditation 2021   * Will start in January | |  |
|  | Human Resources (Parkwood)   * Assistant Director of Care has advised ED of retirement; nursing team continuing to restructure * Executive Director (Christine) staying for one year; Director of Care (Michelle) staying at Parkwood as nursing team stabilizes; will hire new Director of Care and Michelle will move into an ED-DOC to support both communities |  | |
|  | Quality Review   * Incident resulting in tenant death * Initiated by family (IM); number of system questions, clarification of definitions * Parkwood involvement is low; tenant lived in Suites, however care was provided by outside agency * CEO participated in start of review |  | |
|  | MAID (Parkwood)   * Tenant of the Garden Homes * Leadership Team unaware at the request of tenant and family * Chaplain is providing support for the spouse |  | |
|  | Emergency Succession Plan   * Plan for CEO Succession, if unable to carry out the position for four to twelve months (after twelve months, would move to hire a new CEO) * Succession: Brent, followed by Steve (change in plan) * Organizational charts updated (change in plan) * Emergency contact information updated (change in plan) * Board noted additional adjustments |  | |
|  | Motion to approve the Emergency Succession Plan, with adjustments.  Made by: Bob Shantz  Seconded by: Jennifer Krotz | Carried | |
|  | Motion to approve the CEO Report for Parkwood Mennonite Home Inc.  Made by: Ruth Konrad  Seconded by: Fred Schiedel | Carried | |
| **7.** | **OHT** |  | |
|  | CND   * Details outlined in CEO report * Strategic plan anticipated to be completed in February 2021 * OHT work paused; focus on covid as recommended by Steering and Operations Committees |  | |
| **8.** | **Parkwood Affordable Housing** |  | |
|  | **Master plan**   * Additional information in Board Package * Meetings ongoing (committee); continuing to work with Bill Green (GSP) * Currently under review: dead end parking lanes; enlarging entrance common area * Reviewing grant applications for 3 different scenarios (above market, at market and rent geared to income) * Received proposals from two consultants; B. Green advised of additional consultant; can provide guidance in selection process * Review of preliminary budget figures and amortization |  | |
|  | Motion to resolve the Building Committee continue to forward including making decisions about consultants with respect to the funding application process.  Made by: Fred Schiedel, on behalf of the Building Committee  Seconded by: Ed Nowak | Carried | |
| **9.** | **Committees – Nominating Committee** |  | |
|  | **Nominating Committee**   * Review of November 12, 2020 meeting * Irene Schmidt (currently a delegate) will replace Allan Sauder * John Shantz and Ken Frey have confirmed renewal of second term in 2021 * Bob Shantz will complete third term in 2021   **Finance Committee**   * Continuing to meet * Committee pleased with management of funds and return on investments (5% return) * Upcoming term deposits will be renewed in 14-month term GIC * Discussion: develop process to remove signing authorities upon termination from organization |  | |
| **10.** | **Lightening Round** |  | |
|  | John Shantz: Acknowledge and thanks for developing online Christmas bazaar  Ed Nowak: Appreciative of covid funding from government  Ruth Konrad: Disappointed about project announcement; pleased to focus on affordable housing project  Jennifer Krotz: Looking forward to participating in KW4  Fred Schiedel: Thank you for providing information for board meetings  Ken Frey: To Marion, thinking of your family out west; congratulations to Parkwood on inspection result; and congratulations re: successful grant application  Nancy Mann: Concur with comments made by other Board members; look forward to hearing Christmas ideas  Bob Shantz: Appreciate being part of the project at Parkwood  Brent Martin: Excited to be in the new office; getting settled in  Elaine Shantz: Exciting to be in new office; appreciate being together again; thank you to Bob for reflection at the start of the meeting; teams continue to rise to the next challenge; commitment comes through over and over again  Marion Good: Thank you to Elaine for leading the organization through these trying times; special thanks to Laura Gorman for initiating grant application; reflected on the Auditors General Report and the acknowledgement long term care has been through hard times; recognition covid continues to come in closer | |  |
| **11.** | **Motion to Adjourn**  Motion to adjourn meeting at 9:03 p.m.  Made by: Jennifer Krotz  Seconded by: Nancy Mann | Carried | |

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| **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 |
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CEO in Camera

Board in Camera

# FAIRVIEW MENNONITE HOMES

# BOARD of DIRECTORS MEETING MINUTES #2020 – 579

# Thursday, November 26th, 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) |

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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 was hosted at Resource Team Office (Huron Crossing); all Board members have consented to hold the November 26th, 2020 meeting virtually (zoom). | |  |
| **2.** | **Approval of the Agenda** |  | |
|  | Motion to Approve the Joint Agenda, adding the Finance Team to the agenda under the Committee Heading.  Made by: Ruth Konrad  Seconded by: Nancy Mann | Carried | |
| **3.** | **Devotions offered by Bob Shantz** |  | |
|  | We Work Best When We Work Together  Christian Broadcasting Network  Bob shared the importance of teams coordinating and blending to reach goals. Pride can hinder the team. However, by modelling unselfishness and valuing the gifts of others, the entire team will win. | |  |
| 4**.** | **Minutes of Fairview Mennonite Homes Meeting #2020-578** |  | |
|  | Motion to approve the minutes of #2020-578 dated October 22nd, 2020.  Made by: Fred Schiedel  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** |  | |
|  | **Fairview Highlights**  **Long Term Care /Home and Community**   * Home continues to focus on occupancy; funding is protected until the end of the year; hurdles include a significant number of deaths and outbreak in October; it was noted that residents are frail when they move into the Home * Home is completing all code training in one month * Ministry Inspection follow up (report shared in October); order considered resolved and removed * New Director of Care, Amy Abbott started on Monday * Employee complaints regarding the Ministry $3.00 incentive pandemic pay for Personal Support Workers (PSW); HCW who are grandfathered by Act and PSW in retirement are not part of the program | |  |
|  | **Retirement/Apartments**   * Suites and Preston School Apartments are concerned about future occupancy; new tenants do not want to isolate for 14 days when they move in; currently managing the situation * Challenge as campus is home to various residents/tenants, some are more vulnerable, while others are very active; outbreak would be devasting; continue to mitigate risk by asking residents stay on the campus and implementing essential caregivers’ program to the apartments; CEO hosting town hall tomorrow * Retirement suites dining room refurbishing has started; changes are based on audits and consults with retirement team and Season’s Care dietitian | |  |
|  | Motion to approve the Fairview Mennonite Homes Key Performance Indicators.  Made by: Ken Frey  Seconded by: John Shantz | Carried | |
|  | **6.2 Financial Statements**  **Highlights and discussion** |  | |
|  | **Fairview Highlights**   * Long term care: Strong financial summary; additional revenue related to covid; Prevention and Containment Funding has been received; expenses in keeping with revenue incurred * Suites: strong occupancy throughout the year * Apartments: close to realizing budget; ongoing maintenance continuing; residents not impacted by pandemic financially (income based on pension, not employment) * SALC: hit hard by covid; lost revenue (pool); revenues result of meals, noted incurred costs to produce and distribute; have been able to keep the staff employed (benefit for entire campus); to accommodate members for closing on amenities charitable tax receipts are being given for community members (receipt amount dependent on location in the community) – approved by auditors * Home and Community: good surplus; adjustments to administrative charges (portion of overhead costs) | |  |
|  | Motion to approve the Fairview Mennonite Homes Financial Statements  Made by: John Shantz  Seconded by: Nancy Mann | Carried | |
|  | **6.3 CEO Report**  **Highlights and discussion** | |  |
|  | COVID-19   * No questions related to covid | |  |
|  | Legislatives/Inspections – no questions | |  |
|  | OHT   * KW4 – pending partnership | |  |
|  | Long Term Care Beds Announcement   * 29 projects announced; focus on re-development of B, C, and D beds; smaller homes receiving additional bed to be more financially viable | |  |
|  | Building Updates  Fairview   * Refurbishing projects continue to move forward * Fitness centre is finished and open (operating within covid restrictions)   Resource Team Office   * Huron Crossing office open as of Monday | |  |
|  | Accreditation 2021   * Will start in January | |  |
|  | Emergency Succession Plan   * Plan for CEO Succession, if unable to carry out the position for four to twelve months (after twelve months, would move to hire a new CEO) * Succession: Brent, followed by Steve (change in plan) * Organizational charts updated (change in plan) * Emergency contact information updated (change in plan) * Board noted additional adjustments |  | |
|  | Motion to approve the Emergency Succession Plan, with adjustments.  Made by: Bob Shantz  Seconded by: Jennifer Krotz | Carried | |
|  | Motion to approve the CEO Report for Fairview Mennonite Homes.  Made by: Nancy Mann  Seconded by: John Shantz | Carried | |

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| **7.** | **OHT** |  | |
|  | KW4   * Details outlined in CEO report * Re: membership in KW4 - partner (participate and vote, with corresponding financial obligation) or affiliate (no participation or voting power, with no financial obligation) * CEO recommendation to become a partner member – greater ability to develop relationships / partnerships; a voice for home & community; enhanced importance with potential affordable housing project * Discussion re: human resources capacity; ability to become affiliate if partner membership is ineffective; importance of small partners; developing relationships |  | |
|  | Motion to make a resolution to join the KW4 Ontario Health Team as a partner member, on the terms set out in the information provided on the board portal.  Made by: Jennifer Krotz  Seconded by: Bob Shantz | Carried | |
| **8.** | **Committees – Nominating Committee** |  | |
|  | **Nominating Committee**   * Review of November 12, 2020 meeting * Irene Schmidt (currently a delegate) will replace Allan Sauder * John Shantz and Ken Frey have confirmed renewal of second term in 2021 * Bob Shantz will complete third term in 2021   **Finance Committee**   * Continuing to meet * Committee pleased with management of funds and return on investments (5% return) * Upcoming term deposits will be renewed in 14-month term GIC * Discussion: develop process to remove signing authorities upon termination from organization |  | |
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CEO in Camera

Board in Camera

# PARKWOOD MENNONITE HOME

# BOARD of DIRECTORS MEETING MINUTES #2020 – 265

# Tuesday, December 8th, 2020

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

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| **A.** | **CONTEXT OF MEETING:** |  | |
| **1.** | **Call to Order, Opening Remarks** |  | |
|  | Marion Good called the meeting of Parkwood Mennonite Home Inc. to order at 8:02 a.m.  The meeting was hosted at Resource Team Office (Huron Crossing); all Board members have consented to hold the December 8th, 2020 meeting virtually (zoom). | |  |
| **2.** | **Approval of the Agenda** |  | |
|  | Agenda items include: Parkwood Affordable Housing Master Concept, Support of Application Process; and Recommendation to initiate a Fundraising Capital Campaign.  Motion to Approve the Agenda including of Parkwood Mennonite Home Inc.  Made by: John Shantz  Seconded by: Nancy Mann | Carried | |
| **3.** | **Parkwood - Master Design** |  | |
|  | Master Design document distributed.  Fred reviewed the Master Design document including: background information, community overview, history (preliminary work), preferred master plan (section 6); and potential concessions.  Next Steps:   * Send document for pre-application comments (zoning, potential for minor variance)   Board Discussion   * Balconies: preliminary floor plans design offer flexibility; detailed architectural stage will determine if balconies (sixth floor) will be incorporated into design * Solar Car Port: can be investigated; will add to overall cost * Proforma: Brent utilizing CMHC Viability Tool to examine percentage of market rate units and affordable housing units (require minimum of 30% affordable units at 80% of the median rents within the area) * Mortgage: amortize over 50 years; initial term of 10 years; models using a rate of 2.5% (note: rate does not change based on percentage of affordable housing, assuming the 30% minimum is reached) * Parking: parking maximized in drawings; currently hold 1.1% per unit; additional parking choices (structure or underground) are very expensive | |  |
|  | Motion to accept the Master Plan presented for pre-consultation with the City of Waterloo.  Made by: Fred Schiedel  Seconded by: Bob Shantz | Carried | |
| **4.** | **Application Process** |  | |
|  | Process:   * Interviews conducted with three organizations (two recommended by CMHC; one recommended by GSP Group) * Consideration given to: credentials, experience, costs, local connections, knowledge of the local system, ability to assist local funding; availability   Outcome   * Tim Welsh met all the criteria * Additional information: able to assist with bridge financing, apply for additional grant opportunities; available for the duration of the project * Cost for seed application - $38,850; after seed application would charge hourly rate | |  |
|  | Motion to proceed with the application process including retaining Tim Welsh, as a consultant, to assist with co-investment and seed applications.  Made by: Fred Schiedel  Seconded by: John Shantz | Carried | |
| **5.** | **Initiate Fundraising Campaign** |  | |
|  | Update:   * Fundraising Committee Meeting (Marion G., Ken F., Ed N., Elaine S. and Brenda Hallman * Noted: Brenda Hallman cannot participate directly; agreed to help with project with recommendations   Next Steps:   * Engage a full-time Capital Campaign Fundraiser * Form a Fundraising Committee for Capital Campaign, with involvement of Fundraiser (noted - expressions of interest to be part of committee from Tim Kennel, Doug Shantz) * Feasibility study (potentially done by Fundraiser) | |  |

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|  | Motion to move forward with recommendation to engage a full-time Capital Campaign Fundraiser to initiate a Capital Campaign.  Made by: Ed Nowak  Seconded by: Ken Frey | Carried | |
| **6.** | **Acknowledgements** |  | |
|  | Thank you to Fred Schiedel and Bill Green for your hard work and dedication. | |  |
| **7.** | **Motion to Adjourn**  Motion to adjourn meeting at 8:52 a.m.  Made by: Nancy Mann  Seconded by: John Shantz | Carried | |

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

**Fairview Mennonite Homes**

**Parkwood Mennonite Home**

**November 2020**

**Government/Legislative Updates**

**Increased LTC Staffing Commitment**

Announced on December 17, the Provincial Government is committing to a 1.9 billion dollar staffing increase over the next four years. This will increase care hours from current 2.75 to 4 hours. This will be staged. The question faced is what will be included in this 4 hours - will it focus on PSWs, RPNs and RNs or will it also include Human Resources, Nurse Practitioners, Physicians, Dietitians etc.? As well, with the current CMI funding model remain in place or change to more accurately reflect resident needs?

CEO has been invited to sit on the OLTCA HR task force to work through recommendations. There is a degree of urgency. The first meeting was held on December 18th.

**COVID-19**

**Waterloo Region Public Health (WR)**

As at December 17, 2020: Waterloo Region (WR) continues to evolve, particularly with a rise in outbreaks in hospitals and long-term care, retirement homes and other congregate settings. WR continues to be in the “Red” category of the provincial framework. However, what is happening in the health system is increasingly troubling. Hospitals are overwhelmed, yesterday there was a provincial record for ICU cases related to the pandemic and hospitals are asked to create capacity.

With the shifts in both community and hospital, PH has confirmed the Region will move to Scenario 4B. What this means is described in the attachment to this report.

**Quick Reference for COVID-19 Transmission Scenarios. See attached.**

It is expected there may be a change in the “Red” status to “Grey” lockdown in the coming days based on capacity to respond. PH is advocating with government to shut down WR.

**COVID-19 Testing Update**

**Testing results have slowed down significantly in the Region, due to capacity restraints. CEO was invited to the Region’s Testing table to be part of the discussion to address the situation. Consideration was given to reduce testing back to every two weeks, moving some of the testing HR capacity from “Green” Regions to “Red” and “Lockdown” regions, use of rapid testing every other week etc. There is no easy solution. The MoH will not consider reduction of testing at this time. Further research is taking place with regards to streamlining days of testing i.e., at present homes test on Tuesdays and Wednesdays – could this be spread out over the coming week? CEO has been invited to continue at this table for the immediate future.**

**Vaccine**

**Fairview Parkwood received notice on December 16, that staff lists must be submitted by December 17. This request was made to all LTC homes in WR.**

**Staff will be required to attend an offsite location to be vaccinated. 15% of staff will be administered the vaccination at one time, due to possible side effects that would prevent staff from passing screening. The home will be given blocks of time to schedule staff for the vaccine.**

**It was a Ministry order that LTC homes are required to submit staff lists by 1 p.m. Fairview Parkwood completed the template and submitted by 12:57 p.m.**

**See attached LTC Advisory**

**CEO was engaged by PH to critique communications to LTC homes. Through these discussions, additional information has been gleaned. First shipment of vaccine is expected to be in the Region December 21, 22. Fairview and Parkwood are mid to high on the list PH has prepared. That list is changing daily – due to new homes going into outbreak. The timing over the Christmas season may make this challenging. Fairview Parkwood leadership team will make this a priority.**

**Fairview Parkwood Updates**

**COVID**

**Outbreaks**

**At time of writing, Fairview and Parkwood Communities are free from outbreak or suspected outbreak. There have been three suspect outbreaks at Parkwood in the last month. Two were outside care providers. All have been resolved.**

**Restrictions**

Fairview Parkwood clarified for residents in LTC and RH they are not permitted to go out for family Christmas dinners. Only medical appointments will be approved to leave the campus.

The Fairview apartments continues to be a challenge, as it falls under the Landlord Tenant Act giving apartment residents more freedom; however, the apartments are part of the campus. Additional restrictions have been added which restrict residents to their apartments. ED, Director Housing and CEO held a Zoom townhall with the residents on December 17, to explain the rationale behind the restriction. While there were lots of questions, there was good understanding. (F)

The EDs continue to communicate any changes through one-call messages to residents and families. CEO summarizes messages in written communication posted on the website.

**See attached Letters to Residents and Fairview Apartments**

**Other Legislative Updates**

**Ministry Inspection**

Parkwood MoH inspection - follow-up to October Board Report – Report was received. There were no findings and previous Order was removed. (P)

**Ontario Health Teams (OHT)**

**CND OHT**

Operations Committee met to complete the requirement to Ministry, to identify three performance indicators for the coming year. These were adjusted from the original OHT application commitment due to COVID. The three indicators selected are 1) 7-day provider follow-up post discharge from hospital; 2) Patient/client/resident satisfaction with virtual care; and 3) Number of instances of IPAC supports offered through OHT.

It is agreed that OHT work will focus on COVID support for the immediate future. (F)

**KW4 OHT**

First meeting of partner members was held. It was agreed partner members would meet monthly. KW4 does not have a Joint Board Committee at this time. The CEO or designate from the organization will participate.

The appointed Steering Committee appears to be driving the agenda in these first days. (P)

**Quality Initiatives/Projects**

**LTC Development**

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

**Parkwood Affordable Housing**

Refer to minutes of Board meeting on December 08, 2020.

Bill Green has forwarded the approved Master Concept to the City for review. To date a pre- application meeting has not been established.

Tim Welch from Tim Welch Inc. has accepted the position to act consultant for the SEED funding and CMHC application process. CFO was successful to reduce the cost of contract due to work already completed. An Agreement has been signed.

CEO has been in discussion with Waterloo Region Hospice (through Brenda Hallman) regarding the hiring of a Capital Fundraising Coordinator. It appears an advertisement will need to be placed to determine availability of potential individuals/companies.

**Grant Application**

Three applications for grants are being submitted on December 18, 2020 for consideration.

1. French Health Network of Central Ontario for $20,000 to develop bilingual website for Parkwood (like Fairview). (P)
2. SSF French Health Projects – a letter of intent to hire a Project Coordinator for 3 years to support our work to become a bilingual community. The application request is for $345,000. Marion Good signed a letter of support on behalf of the Board. It is anticipated if the idea is accepted there will be a second part component to the application process. Director, Administration and Communication Consultant have been working on this application.
3. An application to Federal and Provincial Government – Investing in Canada Infra Structure for update HVAC systems and replacement of carpet with hard flooring in LTC. This is a government initiative focusing on Infection Prevention and Control improvements. Application submitted – Parkwood $148,326; Fairview $703,578.

This application was appealing to not-for-profit homes with 80% of project Federal and 20% Provincial. The private sector could only apply for 25% Federal; 6.25% Provincial.

Three quotes needed to be submitted. Which was the most time-consuming part of this application. Director Building Services completed this; CFO finalized the formal application. It is difficult to know whether all or part of these will be considered.

**Building updates**

Fairview Retirement Suites Dining Room and Servery project is completed. Residents were able to return to the Dining Room December 16th. (F)

Fairview Centre Dining room project will start on January 3, 2021. (F)

**Accreditation**

Process will begin in January with an expected survey date October 2021. Director, Administration will be the organization lead. Nurse Consultant has agreed to be support to.

**Human Resources**

Executive Director

A plan is in place to post the ED position for Parkwood in January. (P) This is based on discussion with Interim ED Christine Normandeau who wishes to see the decision finalized. (P)

**Financial Statements**

**See attached November 2020 statements**.

**External Meetings**

**Knowledge Exchange Conference Research Institute for Aging**

**CEO was part of a panel to discuss COVID. CEO’s presentation was with regards to the LTC/RH experience, challenges, opportunities and desired outcome going forward. It was a good opportunity to reflect on the many positive relationships, partnerships and innovations that happened during the pandemic crisis. Other panelists were from Community Care Concepts, Alzheimer’s Society, Hospital and Ontario Health. There were well over 100 attendees on Zoom.**

**Provincial OHT – Orientation**

**CND OHT Transformation lead and CEO were asked to present the experience of the OHT and the work that has been done specifically to develop a Community of Practice for LTC and RHs in Cambridge North Dumphries. This presentation was part of an orientation for new teams that have just been announced. KW4 was a new OHT that was present.**

**Meetings in November/December**

|  |  |  |
| --- | --- | --- |
| **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  1st formal meeting  COVID Community Response  Finalizing Indicators  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 | 4 Hour Funding Announcement | CEO |
| Provincial Testing Committee | Improving turn around time for results | CEO |

**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 second inquiry. Still pending.

**Family Complaints reported to the CEO**

GM: Continued challenge at Parkwood. No further update. (P)

IM: A Quality Review is being completed by the LHIN at family request. CEO and ED have participated in the review. A meeting is bringing together all health care providers with family to discussion findings, gaps and recommendations for system change. Further update will be provided.