

Parkwood/Fairview Mennonite Homes

Board Agenda

Thursday, May 25, 2017 @ 5:30 pm
Parkwood Mennonite Home

Welcome, Call to Order and Agenda Review

Doug Shantz

Devotions (*Next Meeting: Kaye Rempel*)

Nancy Mann

Joint Agenda

Auditors Report

Brent Martin

Board Evaluations

Doug Shantz

Annual Meeting

Doug Shantz

Executive Director Position Title Change

Doug Shantz

CEO Job Description (BP13) Approval

Doug Shantz

Fairview

Minutes of March 23, 2017 Meeting

Doug Shantz

Reports

- Executive Director
- Cheque Registers

Tim Kennel

Brent Martin

Adjourn

Parkwood

Minutes of March 23, 2017 Meeting

Doug Shantz

Reports

- Executive Director
- Cheque Registers

Tim Kennel

Brent Martin

Adjourn

In Camera

2017 Dates to Remember

Wednesday, June 7th

Monday, June 19th

Thursday, June 22nd

Thursday, September 28th

Thursday, October 26th

Thursday, November 23rd

Annual General Meeting @ Parkwood

Annual Board Dinner @ Charcoal

Board Meeting @ Fairview

Board Meeting @ Parkwood

Board Meeting @ Fairview

Board Meeting @ Parkwood

Fairview and Parkwood Mennonite Homes
Board Evaluation Results
 June 2017

	Strongly Disagree	Disagree	Maybe/ Not Sure	Agree	Strongly Agree
<i>A. How Well Has the Board Done Its Job?</i>					
The mission and goals of the organization are clear and documented.				3	7
Our organization has a three to five-year strategic plan or a set of clear long range goals and priorities				1	9
The board's meeting agenda clearly reflects our strategic plan or priorities			1	5	4
The organization has a one-year operational or business plan as defined by the Strategic Plan.			1	3	6
The board gives direction to staff on how to achieve the goals primarily by setting or referring to policies.			2	3	5
The board ensures that the organization's accomplishments and challenges are communicated to members and stakeholders.			1	5	4
The board has ensured that members and stakeholders have received reports on how our organization has used its financial and human resources.			1	4	5
<i>OVERALL RATING</i>	Excellent	Very Good	Good	Satisfactory	Poor
	5	5			
<i>B. How Well Has the Board conducted Itself?</i>					
Board members are aware of what is expected of them.				5	5
The agenda of board meetings is well planned so that we are able to get through all necessary board business.				1	9
It seems like most board members come to meetings prepared.				4	6

Fairview and Parkwood Mennonite Homes
Board Evaluation Results
 June 2017

	Strongly Disagree	Disagree	Maybe/ Not Sure	Agree	Strongly Agree
We receive written reports to the Board in advance of our meetings.				2	8
All board members participate in important board discussions.				3	7
We do a good job encouraging and dealing with different points of view.		1	1	3	5
We all support the decisions we make.				2	8
The board has taken responsibility for recruiting new board members.			1	1	8
The board has planned and led the orientation process for new board members.	1	1	5	3	
The board has a plan for director education and further board development.		1	5	4	
Our board meetings are always interesting				7	3
Our board meetings are frequently fun.			1	8	1
OVERALL RATING	Excellent	Very Good	Good	Satisfactory	Poor
	7	3			
<i>C. Board's Relationship With the Executive Director?</i>					
There is a clear understanding of where the board's role ends and the Executive Director's begins.				3	7
There is good two-way communication between the board and the Executive Director.				1	9
The board trusts the judgment of the Executive Director.				2	8
The board provides direction to the Executive Director by setting new policies or clarifying existing ones.				4	6

Fairview and Parkwood Mennonite Homes
Board Evaluation Results
June 2017

	Strongly Disagree	Disagree	Maybe/ Not Sure	Agree	Strongly Agree
The board has discussed as communicated the kinds of information and level of detail it requires from the Executive Director on what is happening in the organization.			2	4	4
The board has developed formal criteria and a process for evaluating the Executive Director.				6	4
The board, or a committee of the board, has formally evaluated the Executive Director within the past 12 months.			2	1	7
The board evaluates the Executive Director primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.			1	4	5
The board provides feedback and shows its appreciation to the Executive Director on a regular basis.			3	3	4
The board ensures that the Executive Director is able to take advantage of professional development opportunities.			1	3	6
<i>OVERALL RATING</i>	Excellent	Very Good	Good	Satisfactory	Poor
	5	5			

PARKWOOD MENNONITE HOME INC

BOARD of DIRECTORS MEETING MINUTES # 2017 – 231 April 27, 2017

Present: Brent Schmidt Marion Good
Kaye Rempel Bob Shantz
Nancy Mann Jennifer Krotz
Brenda Hallman Fred Schiedel

Absent: Doug Shantz

Staff: Tim Kennel, Brent Martin

A. CONTEXT OF THE MEETING

1. **Opening**

Brent Schmidt called the meeting to order at 7:25 p.m.

B. JOINT AGENDA

1. **UPDATE ON STRATEGIC PLAN (Sept/Jan/Aug)** Tim Kennel

Tim reviewed the Strategic Plan, which he advised is a work in progress, pointing out a few significant items.

He advised we are having a difficult time finding counseling for staff located in the Cambridge area in order for them not to have to travel to Shalom Counseling in KW.

Brent Martin advised the website will be live next week and confirmed that all Board documents will be archived on the system.

C. NEAR TERM ISSUES AND REPORTING:

1. **Minutes of Meeting #2017-230**

The minutes of the meeting #2017-230 dated March 23, 2017 were reviewed and accepted on motion by Kaye Rempel.

Seconded by Jennifer Krotz.

Carried.

2. Executive Director's Report

2.1 NURSE PRACTITIONER:

The confirmation letter has now been received for this position shared with the Elliott in Guelph. Liz and I participated in a Webinar on the program and it appears there is still a lot of uncertainty relating to ongoing funding.

2.2 ASSISTANT DIRECTOR OF CARE:

Glen Caswell returned to work on April 19th and will gradually work up to his regular 3 day/week schedule. His first day went very well but he is still mobility challenged and weak from his extended illness.

2.3 ELISABETH & CARF:

Liz is participating in two CARF surveys over the next 2 weeks. She is working with a group surveying 20 Revera Homes in batches of 10. As usual, we look forward to seeing many good practices and improvements that we can also implement.

2.4 STUDENT FUNDING:

We have received funding to hire a student for the summer in the Wellness Centre. This student is in addition to the three IT students working on projects; 1) Survey Monkey reports for resident & family satisfaction surveys, 2) assisting food services in automating Kardexes, updating spreadsheets, 3) fixing bugs in Maintenance Care, 4) reviewing CARF standards, 5) inventory of computers and recommendations.

Two administration students will be assisting Liz and the Director of Care.

2.5 CARF 2018:

This coming fall we will need to again look at Governance Standards for CARF to ensure we are ready for the 2018 survey.

The Executive Director's Report was accepted as presented on motion by Bob Shantz.

Seconded by Fred Schiedel.

Carried.

3. Budget and Cheque Register:

The March 2017 Cheque Register was distributed for the Board's information.

Motion to adjourn the meeting at 7:35 pm by Jennifer Krotz.
Seconded by Marion Good.

Carried.

BANK CODE : MSCU
 PARKWOOD MENNONITE HOME
CHEQUE REGISTER FROM 01APR17 TO 30APR17

BANK.CODE	EFT FLAG	CHEQUE NO	MICR NUMBER	VENDOR NAME	DATE WRITTEN	CHEQUE AMT	VOID DATE	VOID AMT
MSCU	N	MMCU014514	14514	PETTY CASH	13 APR 17	124.70		0.00
MSCU	N	MMCU014515	14515	PETTY CASH	20 APR 17	71.15		0.00
MSCU	N	MMCU011465	11465A	MDM GROUP INSURANCE PLA	01 APR 17	10055.10		0.00
MSCU	N	MMCU011470	11470A	ARJOHUNTLEIGH CANADA IN	05 APR 17	11352.50		0.00
MSCU	N	MMCU011471	11471A	BELL MOBILITY	05 APR 17	130.02		0.00
MSCU	N	MMCU011473	11473A	JAMES D. ENGLISH, INTER	05 APR 17	3644.76		0.00
MSCU	N	MMCU011474	11474A	N'L SEC/TREAS HUMANITY FUND	05 APR 17	106.60		0.00
MSCU	N	MMCU011475	11475A	WESTBURNE RUDDY ELECTRI	05 APR 17	480.20		0.00
MSCU	N	MMCU011476	11476A	WATERLOO NORTH HYDRO	05 APR 17	22919.82		0.00
MSCU	N	MMCU011535	11535A	DAWN FULFORD	17 APR 17	225.04		0.00
MSCU	N	MMCU000115	11536A	CUETS FINANCIAL	19 APR 17	518.08		0.00
MSCU	N	MMCU011586	11586A	ALTUS BUSINESS CONSULTA	26 APR 17	30470.50		0.00
MSCU	N	MMCU011587	11587A	NTS LTD. GARY STROME	27 APR 17	478.00		0.00
MSCU	N	MMCU011472	11472AA	BELL CANADA LTD.	05 APR 17	622.55		0.00
MSCU	N	MMCUDD1704	DD170403	RECEIVER GENERAL FOR CA	03 APR 17	53090.48		0.00
MSCU	N	MMCUDD1704	DD170404	NADA MDM GROUP INSURANCE PLA	04 APR 17	13662.02		0.00
MSCU	N	MMCUDD1704	DD170412	N MINISTER OF FINANCE - E	12 APR 17	12091.85		0.00
MSCU	N	MMCUDD1704	DD170417	HT RECEIVER GENERAL FOR CA	17 APR 17	53498.71		0.00
MSCU	N	MMCUDD1704	DD170420	NADA CUETS FINANCIAL - TW	20 APR 17	419.27		0.00
MSCU	N	MMCUDD1704	DD170426	WORKPLACE SAFETY AND IN	26 APR 17	16098.86		0.00
MSCU	N	MMCUDD1704	DD170403A	SURANCE BOARD INDUSTRIAL ALLIANCE SER	03 APR 17	24326.56		0.00
MSCU	N	SMCU18580	11477	VICES ABELL PEST CONTROL INC.	12 APR 17	316.72		0.00
MSCU	N	SMCU18581	11478	AGROPUR, DIVISION NATRE	12 APR 17	3693.75		0.00
MSCU	N	SMCU18582	11479	L ANN ALEXANDER	12 APR 17	2515.34		0.00
MSCU	N	SMCU18583	11480	C ARJOHUNTLEIGH CANADA IN	12 APR 17	55.00		0.00
MSCU	N	SMCU18584	11481	NG ATOMIC PLUMBING & HEATI	12 APR 17	1798.19		0.00
MSCU	N	SMCU18585	11482	ICE BRYSON'S APPLIANCE SERV	12 APR 17	466.79		0.00
MSCU	N	SMCU18586	11483	CANADA BREAD CO. LTD. T	12 APR 17	600.47		0.00

BANK CODE : MSCU
 PARKWOOD MENNONITE HOME
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BANK.CODE	EFT FLAG	CHEQUE NO	MICR NUMBER	VENDOR NAME	DATE WRITTEN	CHEQUE AMT	VOID DATE	VOID AMT
MSCU	N	SMCU18587	11484	CARDINAL HEALTH CANADA	12 APR 17	4698.87		0.00
MSCU	N	SMCU18588	11486	INC. CHECKERS CLEANING SUPPL	12 APR 17	1516.07		0.00
MSCU	N	SMCU18589	11487	COTE LOCK SERVICE	12 APR 17	559.36		0.00
MSCU	N	SMCU18590	11488	DALEX CANADA INC.	12 APR 17	621.50		0.00
MSCU	N	SMCU18591	11489	DELTA ELEVATOR COMPANY	12 APR 17	752.39		0.00
MSCU	N	SMCU18592	11490	LTD. DEN TECH ELECTRIC INC	12 APR 17	366.50		0.00
MSCU	N	SMCU18593	11491	DIVERSEY CANADA, INC.	12 APR 17	2793.23		0.00
MSCU	N	SMCU18594	11492	DOCUMENT IMAGING PARTNE	12 APR 17	60.17		0.00
MSCU	N	SMCU18595	11493	RS INC. DON'S PRODUCE INC	12 APR 17	1336.50		0.00
MSCU	N	SMCU18596	11494	FRANK'S MAINTENANCE PRO	12 APR 17	1353.15		0.00
MSCU	N	SMCU18597	11495	DUCTS INC. FRID & RUSSELL BUSINESS	12 APR 17	698.50		0.00
MSCU	N	SMCU18598	11496	PRODUCTS GENERAL REFRIGERATION	12 APR 17	4059.68		0.00
MSCU	N	SMCU18599	11497	GEOFF BROWN	12 APR 17	100.00		0.00
MSCU	N	SMCU18600	11498	GRAND RIVER NEW HORIZON	12 APR 17	125.00		0.00
MSCU	N	SMCU18601	11499	S BAND HAPPY HARMONICAS	12 APR 17	125.00		0.00
MSCU	N	SMCU18602	11500	HIPSAVER CANADA / DERMA	12 APR 17	79.16		0.00
MSCU	N	SMCU18603	11501	SAVER CANADA HUBERT DISTRIBUTING	12 APR 17	71.78		0.00
MSCU	N	SMCU18604	11502	INDUSTRIAL ALLIANCE INS	12 APR 17	421.20		0.00
MSCU	N	SMCU18605	11503	URANCE JENNY TURNER- WALSH	12 APR 17	140.00		0.00
MSCU	N	SMCU18606	11504	KW SILVER STARS	12 APR 17	125.00		0.00
MSCU	N	SMCU18607	11505	L3 CONSULTING GROUP INC	12 APR 17	1216.40		0.00
MSCU	N	SMCU18608	11506	LEILA GHAFER	12 APR 17	90.00		0.00
MSCU	N	SMCU18609	11507	MAVIS HICKNELL	12 APR 17	140.00		0.00
MSCU	N	SMCU18610	11508	MIP INC	12 APR 17	1715.73		0.00
MSCU	N	SMCU18611	11509	NABCO CANADA INC.	12 APR 17	2674.71		0.00
MSCU	N	SMCU18612	11510	NELLA CUTLERY INC.	12 APR 17	18.00		0.00
MSCU	N	SMCU18613	11511	ONTARIO ASSOCIATION OF	12 APR 17	50.00		0.00
MSCU	N	SMCU18614	11512	RESIDENTS' COUNCILS ORGANIZATIONAL SOLUTION	12 APR 17	251.71		0.00
MSCU	N	SMCU18615	11513	S INC. OTIS CANADA INC.	12 APR 17	741.40		0.00
MSCU	N	SMCU18616	11514	PAUL HOCK	12 APR 17	150.00		0.00
MSCU	N	SMCU18617	11515	PAUL WURDELL	12 APR 17	360.00		0.00
MSCU	N	SMCU18618	11516	PLUMBERS SPECIALTY SUPP	12 APR 17	146.35		0.00
MSCU	N	SMCU18619	11517	LY PPG AC CANADA INC	12 APR 17	232.71		0.00
MSCU	N	SMCU18620	11518	REGIONAL MECHANICAL	12 APR 17	3994.55		0.00
MSCU	N	SMCU18621	11519	REMEDY'S RX SPECIALTY P	12 APR 17	83.27	12 APR 17	83.27
MSCU	N	SMCU18622	11520	HARMACY RICK RATHWELL	12 APR 17	75.00		0.00
MSCU	N	SMCU18623	11521	RIGHTFAST WEB SERVICES	12 APR 17	45.90		0.00
MSCU	N	SMCU18624	11522	SARAH MCLEOD	12 APR 17	70.00		0.00

PARKWOOD MENNONITE HOME
 CHEQUE REGISTER FROM 01APR17 TO 30APR17

BANK CODE : MSCU

BANK.CODE	EFT FLAG	CHEQUE NO	MICR NUMBER	VENDOR NAME	DATE WRITTEN	CHEQUE AMT	VOID DATE	VOID AMT
MSCU	N	SMCU18625	11523	SIGNMAKERS	12 APR 17	20.91		0.00
MSCU	N	SMCU18626	11524	SONIA BAUMAN	12 APR 17	590.00		0.00
MSCU	N	SMCU18627	11525	SUPREME STEAM KLEAN	12 APR 17	661.05		0.00
MSCU	N	SMCU18628	11526	SWAN DUST CONTROL LIMIT ED	12 APR 17	116.40		0.00
MSCU	N	SMCU18629	11527	SYSCO FOOD SERVICES	12 APR 17	12794.16		0.00
MSCU	N	SMCU18630	11528	TODD STAFFORD	12 APR 17	2445.26		0.00
MSCU	N	SMCU18631	11529	TORBRAM ELECTRIC SUPPLY CORP.	12 APR 17	512.12		0.00
MSCU	N	SMCU18632	11530	UNION GAS LIMITED	12 APR 17	12510.23		0.00
MSCU	N	SMCU18633	11531	WAYNE DONALD	12 APR 17	1135.65	12 APR 17	1135.65
MSCU	N	SMCU18634	11532	WESTBURNE RUDDY ELECTRI C	12 APR 17	299.45		0.00
MSCU	N	SMCU18635	11533	WILLOWDALE PHYSIOTHERAP Y CLINIC	12 APR 17	6743.00		0.00
MSCU	N	SMCU18636	11537	ABELL PEST CONTROL INC.	26 APR 17	340.88		0.00
MSCU	N	SMCU18637	11538	AGROPUR, DIVISION NATRE L	26 APR 17	2528.35		0.00
MSCU	N	SMCU18638	11539	ANN ALEXANDER	26 APR 17	1914.87		0.00
MSCU	N	SMCU18639	11540	ARJOHUNTLEIGH CANADA IN C	26 APR 17	4639.74		0.00
MSCU	N	SMCU18640	11541	ATOMIC PLUMBING & HEATI NG	26 APR 17	10438.03		0.00
MSCU	N	SMCU18641	11542	BELL CANADA LTD.	26 APR 17	729.47		0.00
MSCU	N	SMCU18642	11543	BRYSON'S APPLIANCE SERV ICE	26 APR 17	67.74		0.00
MSCU	N	SMCU18643	11544	CARDINAL HEALTH CANADA INC.	26 APR 17	3595.64		0.00
MSCU	N	SMCU18644	11545	CHECKERS CLEANING SUPPL Y	26 APR 17	2453.32		0.00
MSCU	N	SMCU18645	11546	CITY OF WATERLOO,THE	26 APR 17	8992.02		0.00
MSCU	N	SMCU18646	11547	DELTA ELEVATOR COMPANY LTD.	26 APR 17	752.39		0.00
MSCU	N	SMCU18647	11548	DEN TECH ELECTRIC INC	26 APR 17	1434.44		0.00
MSCU	N	SMCU18648	11549	DIVERSEY CANADA, INC.	26 APR 17	909.53		0.00
MSCU	N	SMCU18649	11550	DON'S PRODUCE INC	26 APR 17	1585.80		0.00
MSCU	N	SMCU18650	11551	ESTATE OF JOHN GEDDES	26 APR 17	348.74		0.00
MSCU	N	SMCU18651	11552	ESTATE OF WILLIAM RALST ON	26 APR 17	752.25		0.00
MSCU	N	SMCU18652	11553	FRANK'S MAINTENANCE PRO DUCTS INC.	26 APR 17	9014.73		0.00
MSCU	N	SMCU18653	11554	FRID & RUSSELL BUSINESS PRODUCTS	26 APR 17	576.35		0.00
MSCU	N	SMCU18654	11555	GARY STROME	26 APR 17	478.00	26 APR 17	478.00
MSCU	N	SMCU18655	11556	HIPSAVER CANADA / DERMA SAVER CANADA	26 APR 17	79.16		0.00
MSCU	N	SMCU18656	11557	HUMANITY FUND	26 APR 17	106.39		0.00
MSCU	N	SMCU18657	11558	JAMES D. ENGLISH, INTER N'L SEC/TREAS	26 APR 17	3707.69		0.00
MSCU	N	SMCU18658	11559	JENNIFER KING	26 APR 17	131.55		0.00
MSCU	N	SMCU18659	11560	JENNY TURNER- WALSH	26 APR 17	660.00		0.00
MSCU	N	SMCU18660	11561	JOHANNA BAAK	26 APR 17	4042.06		0.00

PARKWOOD MENNONITE HOME
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BANK.CODE	EFT FLAG	CHEQUE NO	MICR NUMBER	VENDOR NAME	DATE WRITTEN	CHEQUE AMT	VOID DATE	VOID AMT
MSCU	N	SMCU18661	11562	LIFE LABS	26 APR 17	390.00		0.00
MSCU	N	SMCU18662	11563	MEGA-LAB MANUFACTURING CO. LTD.	26 APR 17	469.74		0.00
MSCU	N	SMCU18663	11564	MITCHELL PROPERTY MAINT ENANCE INC.	26 APR 17	17141.34		0.00
MSCU	N	SMCU18664	11565	NABCO CANADA INC.	26 APR 17	40.79		0.00
MSCU	N	SMCU18665	11566	NELCO MECHANICAL LTD	26 APR 17	4077.82		0.00
MSCU	N	SMCU18666	11567	PITNEY WORKS	26 APR 17	340.10		0.00
MSCU	N	SMCU18667	11568	POINTCLICKCARE TECHNOLO GIES INC.	26 APR 17	1490.26		0.00
MSCU	N	SMCU18668	11569	PPG AC CANADA INC	26 APR 17	532.32		0.00
MSCU	N	SMCU18669	11570	REGION OF WATERLOO PUBL IC HEALTH	26 APR 17	80.00		0.00
MSCU	N	SMCU18670	11571	RIEPERT SALT & SUPPLIES INC.	26 APR 17	740.38		0.00
MSCU	N	SMCU18671	11572	SHALOM COUNSELLING SERV ICES	26 APR 17	970.00		0.00
MSCU	N	SMCU18672	11573	SHRED-IT INTERNATIONAL ULC	26 APR 17	335.34		0.00
MSCU	N	SMCU18673	11574	SIGNMAKERS	26 APR 17	177.81		0.00
MSCU	N	SMCU18674	11575	SONIA BAUMAN	26 APR 17	365.00		0.00
MSCU	N	SMCU18675	11576	STACEY LICHTY	26 APR 17	29.90		0.00
MSCU	N	SMCU18676	11577	STOP RESTAURANT SUPPLY	26 APR 17	1105.38		0.00
MSCU	N	SMCU18677	11578	SUNRISE JUICES LTD	26 APR 17	1375.51		0.00
MSCU	N	SMCU18678	11579	SWAN DUST CONTROL LIMIT ED	26 APR 17	58.20		0.00
MSCU	N	SMCU18679	11580	SYSCO FOOD SERVICES	26 APR 17	11725.61		0.00
MSCU	N	SMCU18680	11581	T & T POWER GROUP	26 APR 17	1429.86		0.00
MSCU	N	SMCU18681	11582	UTC FIRE & SECURITY CAN ADA	26 APR 17	1755.91		0.00
MSCU	N	SMCU18682	11583	WASTE MANAGEMENT	26 APR 17	1804.26		0.00
MSCU	N	SMCU18683	11584	WAYNE DONALD	26 APR 17	525.45		0.00
MSCU	N	SMCU18684	11585	WESTBURNE RUDDY ELECTRI C	26 APR 17	1456.47		0.00
	N					442416.64		1696.92
***						442416.64		1696.92
						442416.64		1696.92

126 records listed.

PARKWOOD MENNONITE HOME INC.

EXECUTIVE DIRECTOR REPORT

MAY, 2017

1. SUMMER STUDENT:

A new student from the Student Grant Program (new to PMH) will be starting in the Wellness Centre working with the co-op summer student in Kinesiology (2nd year for PMH)

2. CHAPLAINCY PROGRAM:

Kendra Whitfield Ellis (casual chaplain assist at PMH) has accepted a full-time position at Waterloo North Mennonite church...last day was May 16th. Bev Suderman Gladwell will likely increase from 3 days to 4 days/week until a replacement is found.

3. THERAPEUTIC GARDEN:

First of three phases of planting in the Therapeutic Gardens has occurred; trees and shrubs have been planted by St. Jacob's Nursery.

4. BIG BIKE FOR HEART & STROKE:

The Big Bike for Stroke, in support of the Heart and Stroke Foundation, is being supported by PMH staff. It will be held on Tuesday, June 13th from 11:30 – 12:30 in Uptown Waterloo and we have a 29 seat bike. If anyone is interested in joining us please let Jennifer King know at jking@parkwoodmh.com. Jennifer King, Program Director, looks for opportunities for PMH to support other community charities as part of our outreach program.

5. ELDERLY PERSONS CENTRES (EPC):

We are again looking for opportunities for the Wellness Centre at Parkwood to be designated as an EPC. There have been recent budget announcements that there are increased dollars available for EPC. We are well situated as our space is already available and most of our programs are operational.

6. CHALLENGING FAMILIES:

We have had a rash of challenging families accompanying a number of recent LTC admissions (displaying mental health issues, socially inappropriate behavior and anger management issues). It is challenging sometimes to determine who is the Power of Attorney or Substitute Decision Maker. We are thankful for the Social Work Co-op student who has been a wonderful support. She is at PMH until the end of June. We will need to look at how we provide additional social work support in the future.

FAIRVIEW MENNONITE HOMES

BOARD of DIRECTORS MEETING MINUTES # 2017 – 546 April 27, 2017

Present: Brent Schmidt
Kaye Rempel
Nancy Mann
Brenda Hallman

Marion Good
Bob Shantz
Jennifer Krotz
Fred Schiedel

Absent: Doug Shantz

Staff: Tim Kennel, Brent Martin

A. CONTEXT OF THE MEETING

1. **Opening:**

Brent Schmidt called the meeting to order at 6:37 p.m.

2. **Devotions**

Brenda Hallman reflected on her term as a Board Member advising she has enjoyed it and has felt it was a very good fit as she knows the business. She noted it is a gift to make a difference on a board. She has enjoyed the time at the dinners before meetings as it is a valuable time to get to know each other on a different level rather than just the person across the board table.

Brenda read from an inspirational book called “Inner Peace for Busy People” by Joan Borysenko.

B. JOINT AGENDA

1. **UPDATE ON STRATEGIC PLAN (Sept/Jan/Aug)** Tim Kennel

Tim reviewed the Strategic Plan, which he advised is a work in progress, pointing out a few significant items.

He advised we are having a difficult time finding counseling for staff located in the Cambridge area in order for them not to have to travel to Shalom Counseling in KW.

Brent Martin advised the website will be live next week and confirmed that all Board documents will be archived on the system.

C. NEAR TERM ISSUES AND REPORTING:**1. Minutes of Meeting #17-545**

Brenda will be added as ‘Present’ to the minutes of the previous meeting.

Tim reviewed the recommended menu for the Annual Board Dinner at The Charcoal Steakhouse on June 19th. The Board approved the menu.

Tim confirmed with the Board that Fairview does not pay for any alcoholic drinks.

The minutes of the meeting #2017-545 dated March 23, 2017 were reviewed and accepted on motion by Kaye Rempel.

Seconded by Fred Schiedel.

Carried.

2. Executive Director’s Report:**2.1 FAIRVIEW APARTMENTS WINDOW PROJECT:**

Contractors are now on site daily installing windows. Tenants are encouraged to vacate the units while the work is being done. Our maintenance staff / painter is following the installers to do any touch up work required and also to complete the annual preventative maintenance review in each apartment.

2.2 PENNY FOX:

Our new Director of Care, Penny Fox, began work just last week on April 18th and will have a 4 week orientation with Marlene Goerz, the current DOC who is retiring. We are excited to welcome Penny to her new role.

2.3 MARLENE GOERZ:

Marlene’s health has recently been very concerning. She was taken to hospital from work on March 24th and has had to reduce her hours due to ongoing fatigue. She is undergoing a series of tests and to this point they have all been negative.

Her Retirement Tea is scheduled for May 18th at 2:00 PM. Board representation would be wonderful. More than anything we want Marlene to have a long and healthy retirement.

2.4 TRADE FORCE:

Brent reviewed an Energy Reduction Proposal provided from Trade Force. This was not originally included in the Capital Budget plan however Brent advised we have cash reserves and investments to use towards it.

The Board asked Tim to take this to the Region prior to them making a decision to approve. Tim and Brent will bring back a proposal on moving forward with this.

2.5 RETAINING WALL:

Tim advised we received the invoice for the retaining wall and it is as expected.

2.6 Microsoft Navigation:

Fairview is ready to proceed with this new system although it will take a full year to implement as there is a significant amount of work to do.

The Executive Director’s Report was accepted as presented on motion by Brenda Hallman.

Seconded by Nancy Mann.

Carried.

3. Budget and Cheque Register

The March 2017 Cheque Register was distributed for the Board’s information.

Motion to adjourn the meeting at 7:25 pm by Brenda Hallman.

Seconded by Marion Good.

Carried.

FAIRVIEW MENNONITE HOMES
EXECUTIVE DIRECTOR'S REPORT

May, 2017

1. AUDIT:

The auditors have finished their 2 week on-site review. They are now at work back at their offices. They will be meeting with the Board at the May 25th meeting. The audit went well and we are unaware of any 'issues'.

2. HOARDING RESIDENT:

She has refused to vacate her apartment as per the order received from the Housing Adjudicator. We are in touch with the sheriff and expect that this will become a nasty forced eviction. We were on site early on May 15th. The area outside her apartment was full of items. We were unable to enter the apartment as she had barricaded the door. Stay tuned.

3. MARLENE GOERZ:

May 18th is Marlene's last day as well as the date of her Retirement Tea. She is relaxed and happy to report that she will never have to do certain things ever again. Penny has stepped right up to the plate, seems to be a strong leader and first impressions from staff seem quite positive.

Marlene will be available as a resource to Penny as long as Penny needs her support.

4. VOLUNTEER APPRECIATION:

We had another wonderful Volunteer Appreciation Event on April 27th where we had a chance to honour 100 of our volunteers. This year we had a Chinese/Asian theme complete with a Kung Fu demonstration and a Lion Dance. The volunteers attending gave it 'rave' reviews!

5. FAIRVIEW APARTMENTS:

The window replacement project is proceeding. It is a little slower than we had originally thought, taking a little over a week per floor to complete. Residents seem happy with the new windows, however, the fact that it takes most of a day to complete is a bit frustrating for some people.

6. CANADA DAY CELEBRATIONS:

Fairview will be hosting Canada Day celebrations on Thursday, June 29th in the Centre courtyard. Our event starts with entertainment at 4:00 pm followed by a barbecue from 5:00 – 7:00 pm. The theme for the event is "Seniors Celebrating Canada". We will have stories/testimonials from a few of our residents on their life in Canada. Board Members would be most welcome to join us.

BANK CODE : BMO
 CHEQUE REGISTER FROM FAIRVIEW MENNONITE HOME
 01APR17 TO 30APR17

BANK.CODE	EFT FLAG	CHEQUE NO	MICR NUMBER	VENDOR NAME	DATE WRITTEN	CHEQUE AMT	VOID DATE	VOID AMT
BMO	N	MSYS017336	17336	ARJOHUNT LEIGH CANADA I NC.	12 APR 17	550.82		0.00
BMO	N	MSYS017337	17337	EXECULINK TELECOM	12 APR 17	3392.46		0.00
BMO	N	MSYS017338	17338	PAULINA BALCH	12 APR 17	115.39		0.00
BMO	N	MSYS017339	17339	PITNEY BOWES (BOX 278)	12 APR 17	1187.48		0.00
BMO	N	MSYS017340	17340	UNION GAS LIMITED	12 APR 17	114.85	12 APR 17	114.85
BMO	N	MSYS017341	17341	UNION GAS LIMITED	12 APR 17	114.85		0.00
BMO	N	MSYS017342	17342	CORP OF CITY OF CAMBRID GE	13 APR 17	27677.67	13 APR 17	27677.67
BMO	N	MSYS017343	17343	WILLOWDALE PHYSIOTHERAP Y SERVICES	19 APR 17	5572.00		0.00
BMO	N	MSYS017405	17405	EILEEN SCHOENFELD	24 APR 17	384.55		0.00
BMO	N	MSYS017406	17406	REGION OF WATERLOO	25 APR 17	128089.24		0.00
BMO	N	MSYS017407	17407	AMY KAVELMAN	26 APR 17	71.39		0.00
BMO	N	MSYS017408	17408	WATERLOO KUNG-FU ACADEM Y	26 APR 17	395.50		0.00
BMO	N	MSYS017409	17409	LOIS RIVERS	26 APR 17	52.09		0.00
BMO	N	MSYS017410	17410	HEATHER CONGDON	26 APR 17	199.64		0.00
BMO	N	MSYS017411	17411	BELL MOBILITY	26 APR 17	261.25		0.00
BMO	N	MSYS017412	17412	CORP OF CITY OF CAMBRID GE	26 APR 17	5078.14		0.00
BMO	N	MSYS017413	17413	MARILYN REIST	26 APR 17	100.00		0.00
BMO	N	MSYS017414	17414	ALTUS BUSINESS CONSULTA NTS LTD	26 APR 17	56588.09		0.00
BMO	N	MSYS017415	17415	PETTY CASH	27 APR 17	379.10		0.00
BMO	N	MSYS017280 1	172801	MDM GROUP INSURANCE PLA N	01 APR 17	4379.56		0.00
BMO	N	MSYS017342 A	17342A	CORP OF CITY OF CAMBRID GE	13 APR 17	27677.67		0.00
BMO	N	MSYSDD1704 03	DD170403	INDUSTRIAL ALLIANCE SER VICES	03 APR 17	19798.49		0.00
BMO	N	MSYSDD1704 04	DD170404	RECEIVER GENERAL FOR CA NADA	04 APR 17	56961.52		0.00
BMO	N	MSYSDD1704 11	DD170411	RECEIVER GENERAL FOR CA NADA	11 APR 17	57189.20		0.00
BMO	N	MSYSDD1704 13	DD170413	MINISTER OF FINANCE - E HT	13 APR 17	8367.00		0.00
BMO	N	MSYSDD1704 25	DD170425	RECEIVER GENERAL FOR CA NADA	25 APR 17	61401.66		0.00
BMO	N	MSYSDD1704 03A	DD170403A	INDUSTRIAL ALLIANCE SER VICES	03 APR 17	1782.74		0.00
BMO	N	MSYSDD1704 04A	DD170404A	MDM GROUP INSURANCE PLA N	04 APR 17	10524.54		0.00
BMO	N	SSYS32666	17283	AAA STEAM CARPET CLEANI NG LTD.	06 APR 17	1607.99		0.00
BMO	N	SSYS32667	17284	ACCESS DENTAL HYGIENE	06 APR 17	429.00		0.00
BMO	N	SSYS32668	17285	ACE'S APPLIANCE	06 APR 17	400.02		0.00
BMO	N	SSYS32669	17286	AGE-WISE SOLUTIONS INC.	06 APR 17	1140.00		0.00
BMO	N	SSYS32670	17287	AGROPUR, DIVISION NATRE L	06 APR 17	454.57		0.00
BMO	N	SSYS32671	17288	ALTRUCK INTERNATIONAL T RUCK CENTRES	06 APR 17	3446.53		0.00
BMO	N	SSYS32672	17289	AMRE SUPPLY (ONTARIO) L TD.	06 APR 17	719.22		0.00
BMO	N	SSYS32673	17290	ARJOHUNT LEIGH CANADA I NC.	06 APR 17	13232.86		0.00
BMO	N	SSYS32674	17291	AUDREY WISMER	06 APR 17	200.71		0.00
BMO	N	SSYS32675	17292	BETH BECKER	06 APR 17	50.00		0.00
BMO	N	SSYS32676	17293	CAMBRIDGE MEMORIAL HOSP ITAL	06 APR 17	294.95		0.00
BMO	N	SSYS32677	17294	CANADA BREAD CO. LTD. T 6249	06 APR 17	55.88		0.00
BMO	N	SSYS32678	17295	CANADA BREAD T6249 **	06 APR 17	19.96		0.00
BMO	N	SSYS32679	17296	CARDINAL HEALTH CANADA INC.	06 APR 17	2605.14		0.00
BMO	N	SSYS32680	17297	EILEEN SCHOENFELD	06 APR 17	410.80		0.00
BMO	N	SSYS32681	17298	EMILY WORT	06 APR 17	51.98		0.00
BMO	N	SSYS32682	17299	ENERGY + INC.	06 APR 17	46907.97		0.00
BMO	N	SSYS32683	17300	ESTATE OF NELLIE KINSIE	06 APR 17	265.36		0.00
BMO	N	SSYS32684	17301	ESTATE OF NORMA BROWN	06 APR 17	506.07		0.00
BMO	N	SSYS32685	17302	FEDERAL EXPRESS CANADA LTD.	06 APR 17	51.75		0.00
BMO	N	SSYS32686	17303	FLANAGAN FOODSERVICE IN C.	06 APR 17	7689.78		0.00
BMO	N	SSYS32687	17304	FRID AND RUSSELL BUSINE SS PRODUCTS	06 APR 17	325.20		0.00
BMO	N	SSYS32688	17305	G&K SERVICES CANADA INC	06 APR 17	264.27		0.00
BMO	N	SSYS32689	17306	GEOFF BROWN	06 APR 17	120.00		0.00
BMO	N	SSYS32690	17307	GERRIE ELECTRIC WHOLESA LE LIMITED	06 APR 17	202.43		0.00
BMO	N	SSYS32691	17308	HEATHER CONGDON	06 APR 17	46.69		0.00
BMO	N	SSYS32692	17309	HOME CARE ASSISTANCE WA TERLOO	06 APR 17	3661.20		0.00
BMO	N	SSYS32693	17310	HOME DEPOT CREDIT SERVI CES	06 APR 17	8.11		0.00
BMO	N	SSYS32694	17311	INGRID PFOHL	06 APR 17	262.62		0.00
BMO	N	SSYS32695	17312	KIM ATKINS	06 APR 17	100.00		0.00
BMO	N	SSYS32696	17313	KIMBERLY LOPEZ	06 APR 17	50.00		0.00
BMO	N	SSYS32697	17314	MARLENE GOERZ	06 APR 17	63.02		0.00
BMO	N	SSYS32698	17315	MEDICAL MART	06 APR 17	147.04		0.00
BMO	N	SSYS32699	17316	MENNONITE CENTRAL COMMI TTEE	06 APR 17	288.10		0.00
BMO	N	SSYS32700	17317	MINISTER OF FINANCE / M TO	06 APR 17	50.00		0.00
BMO	N	SSYS32701	17318	PAULETTE DAWSON	06 APR 17	80.00		0.00
BMO	N	SSYS32702	17319	PITNEY WORKS	06 APR 17	1146.97		0.00
BMO	N	SSYS32703	17320	RELIANCE HOME COMFORT	06 APR 17	343.95		0.00

BANK CODE : BMO		FAIRVIEW MENNONITE HOME CHEQUE REGISTER FROM 01APR17 TO 30APR17						
BANK CODE	EFT FLAG	CHEQUE NO	MICR NUMBER	VENDOR NAME	DATE WRITTEN	CHEQUE AMT	VOID DATE	VOID AMT
BMO	N	SSYS32704	17321	ROGERS CABLE SYSTEMS	06 APR 17	67.77		0.00
BMO	N	SSYS32705	17322	SCHINDLER ELEVATOR CORP ORATION	06 APR 17	1076.21		0.00
BMO	N	SSYS32706	17323	SHERWIN WILLIAMS CO.	06 APR 17	190.81		0.00
BMO	N	SSYS32707	17324	SIEMENS CANADA LTD.	06 APR 17	1004.57		0.00
BMO	N	SSYS32708	17325	SYLVIA TSANDELIS	06 APR 17	50.00		0.00
BMO	N	SSYS32709	17326	SYSCO SOUTHWESTERN ONTA RIO	06 APR 17	2131.58		0.00
BMO	N	SSYS32710	17327	THERM-ALL HEATING COOLI NG REFRIGERATION INC.	06 APR 17	207.92		0.00
BMO	N	SSYS32711	17328	THYSSENKRUPP ELEVATOR	06 APR 17	986.03		0.00
BMO	N	SSYS32712	17329	TIMOTHY KENNEL	06 APR 17	525.00		0.00
BMO	N	SSYS32713	17330	TRANSIT - HOGG FUEL & S UPPLY LIMITED	06 APR 17	69.65		0.00
BMO	N	SSYS32714	17331	UNION GAS LIMITED	06 APR 17	16206.87		0.00
BMO	N	SSYS32715	17332	UWO-CANADIAN CENTRE FOR ACTIVITY	06 APR 17	197.75		0.00
BMO	N	SSYS32716	17333	WALL'S PIANO TUNING	06 APR 17	302.60		0.00
BMO	N	SSYS32717	17334	WAYNE BARRY	06 APR 17	145.48		0.00
BMO	N	SSYS32718	17335	WORKPLACE SAFETY & INSU RANCE BOARD	06 APR 17	12319.00		0.00
BMO	N	SSYS32719	17344	AAA AIR CONDITIONING IN C.	19 APR 17	2549.28		0.00
BMO	N	SSYS32720	17345	AGROPUR, DIVISION NATRE L	19 APR 17	2953.47		0.00
BMO	N	SSYS32721	17346	ALPINE SPECIALTY CHEMIC ALS LIMITED	19 APR 17	999.62		0.00
BMO	N	SSYS32722	17347	AMRE SUPPLY (ONTARIO) L TD.	19 APR 17	471.94		0.00
BMO	N	SSYS32723	17348	BAYSHORE SPECIALTY RX L TD	19 APR 17	86.69		0.00
BMO	N	SSYS32724	17349	BELL CANADA*	19 APR 17	96.73		0.00
BMO	N	SSYS32725	17350	BEYOND BY AERUS	19 APR 17	96.04		0.00
BMO	N	SSYS32726	17351	BOTELHO ASPHALTING	19 APR 17	5791.25		0.00
BMO	N	SSYS32727	17352	CAMBRIDGE FOOD BANK	19 APR 17	393.00		0.00
BMO	N	SSYS32728	17353	CANADA BREAD CO. LTD. T 6249	19 APR 17	301.96		0.00
BMO	N	SSYS32729	17354	CANADA BREAD T6249 **	19 APR 17	40.48		0.00
BMO	N	SSYS32730	17355	CARDINAL HEALTH CANADA INC.	19 APR 17	5230.29		0.00
BMO	N	SSYS32731	17356	CHRISTINE NORMANDEAU	19 APR 17	100.55		0.00
BMO	N	SSYS32732	17357	COINAMATIC COMMERCIAL L AUNDDRY INC.	19 APR 17	189.22		0.00
BMO	N	SSYS32733	17358	CORP OF CITY OF CAMBRID GE	19 APR 17	203.39		0.00
BMO	N	SSYS32734	17359	CULLIGAN	19 APR 17	49.41		0.00
BMO	N	SSYS32735	17360	DELTA ELEVATOR	19 APR 17	1345.66		0.00
BMO	N	SSYS32736	17361	DOCUMENT IMAGING PARTNE RS	19 APR 17	1319.84		0.00
BMO	N	SSYS32737	17362	DOUG SHANTZ	19 APR 17	170.57		0.00
BMO	N	SSYS32738	17363	EILEEN SCHOENFELD	19 APR 17	365.70		0.00
BMO	N	SSYS32739	17364	EMILY WORT	19 APR 17	137.46		0.00
BMO	N	SSYS32740	17365	FLANAGAN FOODSERVICE IN C.	19 APR 17	12589.16		0.00
BMO	N	SSYS32741	17366	FLYNN CANADA LTD.	19 APR 17	14238.00		0.00
BMO	N	SSYS32742	17367	G&K SERVICES CANADA INC	19 APR 17	513.89		0.00
BMO	N	SSYS32743	17368	GERRIE ELECTRIC WHOLESA LE LIMITED	19 APR 17	513.03		0.00
BMO	N	SSYS32744	17369	GNXCOR INC.	19 APR 17	258.04		0.00
BMO	N	SSYS32745	17370	HAROLD STECHO ELECTRIC LTD.	19 APR 17	1358.35		0.00
BMO	N	SSYS32746	17371	HOME DEPOT CREDIT SERVI CES	19 APR 17	42.74		0.00
BMO	N	SSYS32747	17372	INGRID PFOHL	19 APR 17	172.28		0.00
BMO	N	SSYS32748	17373	IPHARM	19 APR 17	1461.31		0.00
BMO	N	SSYS32749	17374	JONAS TV & APPLIANCE LI MITED	19 APR 17	960.48		0.00
BMO	N	SSYS32750	17375	JULIE KAINÉ	19 APR 17	137.00		0.00
BMO	N	SSYS32751	17376	KATIE HAMPTON	19 APR 17	858.80		0.00
BMO	N	SSYS32752	17377	LIFELABS	19 APR 17	675.00		0.00
BMO	N	SSYS32753	17378	LINDSAY WEBSTER	19 APR 17	1584.00		0.00
BMO	N	SSYS32754	17379	LISAARD HOUSE	19 APR 17	574.00		0.00
BMO	N	SSYS32755	17380	LIVING OUTDOORS LTD.	19 APR 17	641.39		0.00
BMO	N	SSYS32756	17381	MEGA-LAB MANUFACTURING CO. LTD	19 APR 17	2130.28		0.00
BMO	N	SSYS32757	17382	MELANIE ARMSTRONG	19 APR 17	197.75		0.00
BMO	N	SSYS32758	17383	NELLA CUTLERY (HAMILTON) INC.	19 APR 17	25.00		0.00
BMO	N	SSYS32759	17384	PRESTON TOWNE HOME HARD WARE	19 APR 17	183.36		0.00
BMO	N	SSYS32760	17385	PRINTER COPIER SUPPLIES	19 APR 17	270.07		0.00
BMO	N	SSYS32761	17386	RICHARDSON FIRE SYSTEMS INC	19 APR 17	279.11		0.00
BMO	N	SSYS32762	17387	RIEPERT SALT & SUPPLIES INC.	19 APR 17	420.81		0.00
BMO	N	SSYS32763	17388	RYAN RATTIE	19 APR 17	1045.99		0.00
BMO	N	SSYS32764	17389	SCHINDLER ELEVATOR CORP ORATION	19 APR 17	290.19		0.00
BMO	N	SSYS32765	17390	SHERWIN WILLIAMS CO.	19 APR 17	325.32		0.00
BMO	N	SSYS32766	17391	SHIRLEY BRUBACHER	19 APR 17	104.00		0.00
BMO	N	SSYS32767	17392	SHRED ALL LTD.	19 APR 17	322.05		0.00
BMO	N	SSYS32768	17393	SIGNMAKERS	19 APR 17	11.07		0.00
BMO	N	SSYS32769	17394	SYSCO SOUTHWESTERN ONTA RIO	19 APR 17	4179.30		0.00
BMO	N	SSYS32770	17395	TAMARA COLAIZZI	19 APR 17	162.45		0.00
BMO	N	SSYS32771	17396	THE GLORYLAND CHORUS	19 APR 17	100.00		0.00
BMO	N	SSYS32772	17397	THERM-ALL HEATING COOLI	19 APR 17	92.66		0.00

BANK CODE : BMO FAIRVIEW MENNONITE HOME
 CHEQUE REGISTER FROM 01APR17 TO 30APR17

BANK.CODE	EFT FLAG	CHEQUE NO	MICR NUMBER	VENDOR NAME	DATE WRITTEN	CHEQUE AMT	VOID DATE	VOID AMT
BMO	N	SSYS32773	17398	NG REFRIGERATION INC.	19 APR 17	465.56		0.00
BMO	N	SSYS32774	17399	TIM THE KEY MAN	19 APR 17	7673.42		0.00
BMO	N	SSYS32775	17401	TOM GOWING WATER TREATM ENT	19 APR 17	226.91		0.00
BMO	N	SSYS32776	17402	TRANSIT - HOGG FUEL & S UPPLY LIMITED	19 APR 17	1101.52		0.00
BMO	N	SSYS32777	17403	WASTE SOLUTIONS CANADA	19 APR 17	812.24		0.00
BMO	N	SSYS32778	17404	WATOPIA - DIVISON OF WA TERPHORIA WILLOWDALE PHYSIOTHERAP Y SERVICES	19 APR 17	5572.00	19 APR 17	5572.00
	N					687049.35		33364.52
***						687049.35		33364.52
						687049.35		33364.52

141 records listed.