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

**Fairview Mennonite Homes**

**Parkwood Mennonite Home**

**July 2019**

**Government Update (s)**

Public Inquiry: CEO provided summary to the Board through email communication. Summary is attached for record keeping *(see attachment*).

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| Budget: Government budget announcement for 2019 included termination of the Structural Compliance Funding. Fairview will lose approximately $91,000 annually. On July 26, 2019 a Director’s Memo was received (*see attachment).* The termination has been put on hold until October 2019. The LTC Associations are hopeful a compromise will be reached prior to the October date.  |

**Long Term Care Beds (LTC)**

As previously reported a LTC bed application was submitted June 2019 to the Associate Deputy Minister (ADM). The following questions were raised by the ADM: 1) Increase the application from 75 to 108 beds; 2) consider implications of 50% basic accommodation (rather than the proposed 43% basic), Ministry would fund; and 3) explore bringing the existing building to “New” bed standards. (F)

With direction of the Fairview Executive, the following response was verbally provided to the ADM in a phone conversation on August 13, 2019. 1) To move forward with the 192 (108) bed application.  This does not preclude a future application from Parkwood to increase to 192 (96) beds.  The intention would be to start the Fairview project and have it well underway and stabilized before starting Parkwood.  2) Fairview agrees to increase to 50% basic accommodation if Ministry provides funding through Ministry policy or the LTC bed development agreement. 3) Fairview will bring existing beds up to “New” bed status with a design variance approval for resident bathroom turning circle.

Fairview team is moving forward to complete the updated application changes required; including financial, building design and a new construction schedule. CEO is attempting to schedule an in-person meeting prior to the end of August to present updated application. (F)

**I**n response to the letters of support sent to Minister Fullerton an invitation has been received by CEO for a meeting on September 12, 2019. It is a privilege for to receive such an invitation.

**Demonstration Project (previously named Pilot Project)**

A Demonstration Project to successfully place patients from Grand River Hospital, in Alternative Level Care beds, at Parkwood in the Dementia Home area was presented to the Ministry of Health by the WWLHIN. Further conversation has taken place with the LHIN and Government personnel. As at time of writing a few changes were made to the proposal to ensure compliance is met. It has been resubmitted to project facilitator for consideration. (P)

**Ontario Health Teams (OHT)**

Fairview was a signatory for Cambridge North Dumphries (CND) and Parkwood for KW4 Ontario Health Teams. The Ministry has now communicated the outcome of the 157 self assessments submitted. 31 teams have been invited to submit a “full application” and 43 have been identified “in development”. The remainder are still “in discovery”. CND has been invited to submit a full application by October 9th. KW4 is one of the 43 identified as “in development”.

Fairview: Since the time of CEO email communication to the Board the landscape has shifted. CEO previously stated, “As a Long-Term Care home we may have the option of supporting – but not being a key player for the first year. This would be my preference, as there are so many conflicting messages. Fairview is complicated because LTC is part of the health team; our seniors active living centre might be; retirement is not, independent living is not, and supportive housing is currently with Region”. CEO position has changed somewhat as the process unfolds. Fairview will need to grapple with this position. There is opportunity for a greater involvement. (F)

As part of the application process signatories will be required to decide whether to become: 1) A Member; 2) an Affiliate; or 3) an interested party. It is expected there will be approximately 7 Members and 15-20 Affiliates. The membership will be Primary Care providers, 3 -4 Family Health Teams, Cambridge Memorial Hospital and Langs (primary care provider and community). The question for Fairview which has unfolded is to consider becoming a “Member” in the first year. This discussion has taken place with CEO with the purpose of providing a well-rounded application for CND. (F)

CEO has been selected to participate in Governance Co-Design group and Director Community Development to participate in Transition Co-Design group. Fairview is pleased to be an active participant at these tables. The Governance Co-Design group met and the requirements/commitments for Members and Affiliates is included in the work of this group; providing greater understanding to the pros and cons of becoming a Member. As well, key to the decision process on whether or not to become a Member is the governance structure. CEO will keep Board informed as the process unfolds. A meeting is planned for late September TBD for governors to meet. There will be a quick turnaround timeframe for Fairview Board to decide.  *Attached* is a Slide Deck of Governance Options. The group is looking at Option One and Two. Starting with Option One and moving to Option Two. (F)

Parkwood: The KW4 group will be completing a full application later in the fall. Date for this process to begin will be determined by Government. A meeting of signatories has been confirmed for September 18, 2019. CEO will attend. (P)

**Ministry of Health Inspections**

**Fairview:** Final report of RQI follow-up has been received; a copy delivered to ED and Board Chair. Outcome is confirmed as previously reported.

1. 5 Orders cleared
2. 18 Critical Incidents closed
3. 2 Complaints closed

There are 2 Orders not removed. An action plan has been developed and Director Resident Care is completing education for staff the week of August 19, 2019. (F)

**Parkwood:** Final report has not been received to date. (P)

**Campus Initiatives:**

**Kindness** mentors have been selected. Training will take place on September 11 and 12. The Board is invited to attend a dinner at Fairview on September 10, 2019 at 6 p.m. The participation of the Board is to show support to the leadership team as we roll this initiative across the organization. The Kindness initiative is part of the Strategic Plan.

The roll-out includes:

September 10 – Leadership Education with Olivia McIvor

September 10– Leadership and Board dinner with Olivia McIvor

September 11 & 12 – Twenty front line team members training with Olivia McIvor

September 12 – Planning session for trainees with CEO

September 12 - Graduation of Licenced Kindness mentors

The Kindness Committee is excited to begin this long-planned roll-out of our Kindness strategy.

**Refurbishing** at Fairview continues to move forward slowly. Director Building Services has been striving to receive quotes for this project. This has been difficult due to slow response of trades during summer months. Building Committee will be called together as soon as quotes are received to move this plan forward. (F)

**Human Resources**

Director Spiritual Care and Culture: A search committee has been formed. This group includes Kaye Rempel past Board member; Muriel Bechtel resident; Genevieve Lafierre Entite 2; Christine Normandeau Director Community Shared Services; Laura Gorman Volunteer Co-ordinator Parkwood and CEO. The group met to finalize the job description. The position will be advertised in the church bulletins, Canadian Mennonite, Conrad Grebel, Waterloo Lutheran Seminary etc. The Board is encouraged to use connections to spread the word as we pursue this next step in our senior leadership.

Union: Activity continues. There are now two unions striving to have membership cards signed. HOPE and Unifor. To date neither union has been able to achieve the 40% card signing required to trigger a vole. The Unions have the opportunity to canvas the employees for up to one year from the first card signed to reach their 40%. Fairview leadership continue to provide communication opportunities for the staff. (F)

Executive Assistant has resigned her position to accept another opportunity more suited to her skills and objectives for the future. The Board is invited to wish Barb Montague well, as she takes the next step in her career. Barb has supported the Board, CEO and Fairview campus for over 3 years. Her last day is August 23, 2019.

Director Administration: An inquiry was made to current employer to consider moving the Director Administration start date forward prior to planned date of November 2019. Request was denied. CEO and Shared Services team will look to consulting services to fill the gap for the next 3 months.

**Financial Statements**

Fairview: The Statement of Operations – Consolidated shows significant recovery over April and May. There is still a shortfall from budget of $9,532.

It is important to note additional time was added to meet the RQI requirements in Long Term Care, project development i.e., LTC bed application, building repairs and maintenance by way of catch up on our aging buildings. Food Service and Laundry continue to be resistive of change to meet budget requirements. There is still work to be completed in this area to meet with industry benchmarks. (F)

Parkwood: The Statement of Operations – Consolidated shows Parkwood to be ahead of budget. These were completed at the time of posting. It is anticipated there will be some adjustments when reviewed with the team. (P)

**Internal and External Meetings**

Committee Meetings of the Board: Executive Committee met on August 7, 2019 to discuss LTC bed application recommendations. (F)

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| **Meeting**  | **Agenda** | **Involvement**  |
| IC Funding (changed to CMLS)  | To update LTC Bed application  | CEO |
| Architect x 3  | To update application  | Director Building, CFO, Board representation, CEO |
| LHIN, Behavior Supports Ontario | Demonstration Project update  | CEO |
| Internal – Fairview employee coffee breaks x 3  | Union Q & A communication opportunity  | CEO and Fairview Leadership team |
| MEDA trek – Women Walking to Grow  | Beyond Ourselves 100 km trek  | Director CareDirector CommunityDirector HousingSenior AccountantPharmacistCEO  |
| Glen Boy Consultant  | Fundraising discussion  | CEO |
| CND Ontario Health Team Signatories x 2 | Planning session  | CEO |
| CND OHT Governance Meeting x 1 | Planning session  | CEO |
| IALP Project roll out and technology with LHIN x 3  | Roll-out of initiative  | Director Community/CFO and IT Technician |
| Associate Deputy Minister (ADM) | Conference call meeting to update application  | CEO |
| Silver Group Purchasing contract consideration  | Meeting to negotiate purchasing group for coming year  | EDs, Directors Food Services, Directors Building, CEO |

**Risk**

Director of Care Fairview: Agreement has been reached in termination without cause. The offer of 3 months salary and benefits was accepted. Risk is resolved. (F)

Insurance coverage: Parkwood Garden Homes insurance was declined by current provider due to several water claims (none were paid out). Insurance company Travellers and Broker failed to provide notification. This resulted in a lapse of coverage. Broker acknowledged fiduciary responsibility for this lapse. This was a good opportunity to move insurance to the provider for the remainder of the buildings through HUB (Intact Insurance). Risk is resolved. (P)

CFO is in process to move Fairview Villas to HUB. Current broker has agreed to allow this move without cancellation penalty. Fairview is currently covered by MAX until April 2020. (F)