

CEO Report – November, 2022

1. Quality Improvement Plan
 - a. Senior Leadership Team has drafted the QIP, which needs to be worked on in 2023. This will be a topic for our next Strategic Development Committee, which will then move to full Board approval in January 2023.
 - b. I will give regular updates on the progress throughout the year.
2. Operational Plan (on the portal)
 - a. This is for Board information, but will be a guiding document for our Department Heads and their teams.
 - b. Part of my CEO report will include updates on this Plan, moving forward.
3. Incident Reports
 - a. There are none to report this month
4. General Updates
 - a. Performance Reviews are ongoing with all staff
 - b. Wage & Rent letters will be distributed next week.
 - c. Employee Wellness Survey was conducted, and results were communicated to staff. Staff Mental Health & Wellness is a priority and will be an area of focus, moving forward.
 - d. Vacancies:
 - i. 1 CW suite, 1 EW suite, and 5 studio suites.
 - e. West Wing Door Replacement is tentatively planned for mid-December
 - f. Accreditation work is consuming a lot of Laura's time. We will bring in some assistance to help facilitate drafting policy and documents.
 - g. Society mail-out is planned for early December, including a year-end ask for donations
5. Darren's Consulting
 - a. Going down to 0.8 FTE began this month
 - b. I helped lead a 3-day leadership training course on November 2-4 (Two vacation days plus the one day off)
 - c. Heading to Grande Prairie on December 7-9 for a project.
 - d. Time is being tracked with the Finance office. Some weeks I will work all 5 days, and others I will take a day or two away, depending on what the Emmanuel Home needs are.