

Department Head Meeting Minutes - January 26, 2018

Welcome everyone – Darren opens in a word of prayer.

1. Project Planning & Updates

- **Expansion** – Darren had a meeting with Credit Union last week and financing for the new building looks good. From February 12-28 we can look at the plans. Once we start digging (which looks like the month of April), the residents in the East Wing will not be able park in that parkade for a long period of time and all of the cars that park in the lot where the bus is parked, etc. will not be able to park there, either.
- **West End** – The board is looking at some sites, so stay tuned.
- **Neerlandia** – This little town is also interested in having a building like Emmanuel Home. Darren will be going there soon to talk and they will try to figure out if they want to operate on their own or a potential partnership.

2. Resident Support Coordinator

- **Part time (20 hrs/week, Mon, Tues and Thurs.** Tini Oort is the perfect fit for this position. She speaks Dutch and does well with the residents. She will be working with Donna, Aria and Sonja to get ideas on what and who needs to have extra help. This will be great for residents who need some special attention once in a while. This position will come from money raised from fundraising (campaigns and the race that is planned for the spring).

3. Employment Standards Changes

- **Payroll Changes** - We will *not* have a paid holiday on the August Long Weekend anymore due some changes. The government's new regulations will cost Emmanuel Home around \$20,000.00 per year. Pat has been working hard to figure out the changes that happened this year so far.
- **Education**- Darren will email with some resources for educating staff about the changes that had to be made. Staff should try to read it and be familiar with it.
- For staff ordering food or coffee from Siebe, Staples or Global we need see finance to sign a form for ordering.
- Staff emergency contact list will be on the top shelf in Sonja's office.

4. **Question**- When Darren is away on a vacation do we feel the need to formalize a plan to deal with things that come up, or are we (as department heads) able to deal with these situations as

they arise? All the staff at this meeting said they would be fine to handle problems and if there was a situation one of them wasn't sure about, they can go to another department Head and discuss it with them. Brian has number for all the contractors and for other emergencies we will call the fire department, police and ambulance if we need too.

On February 8, 2018 Emmanuel Home will be 45 years old. Mary will have coffee and cake on Feb. 8 for anyone that wants to come and see pictures and talk about the good old days of EH.

Our resident meeting will be held on March 1, 2018.

Staff are to keep track of their holidays this year as we had some staff that didn't take enough days off last year. It's better if you use all your holidays before the end of the year.

Jane and Donna are going on a vacation in February.

On Thursday February 1st. we will have our staff meeting @ 1:00.