

Executive Director's Report

March 2018

1. Residents

- a. 1 resident currently in the hospital

2. Staff

- a. No staff changes in March
- b. I have begun working on a draft job description for what an Emmanuel Home site manager would look like. It would be an interesting change for Emmanuel Home itself, if we decide to pull the trigger on it, as it would be a new level of management.

3. Resident Support Program

- a. Tini has identified 23 residents who will be on a regular visiting schedule
- b. 'Memory Lane' (2nd floor hallway, between Centre & West Wing) has been put together as a place for the residents to come and enjoy.
- c. Signs and white boards put up in the hallways that contain the SL suites, to foster reminders and queues about their environment

4. Financial Audit

- a. Audit happened in mid-February. Nothing significant to report, as things look good.
- b. Curt will attend the Board meeting and present to the Board

5. Expansion Planning

- a. Tender closes on March 28th, should have the final construction budget 7-10 days after.
- b. Building Committee will meet first week of April to review bids and discuss next steps.
- c. We have 42 people who have made clear indication that they want to be called as soon as applications are being accepted. That doesn't mean they will all move in, but we are in really good shape so far.
- d. I've communicated with Fort Road Victory Church and am confident that we will have a good working relationship as we use their access to help with the construction.
- e. Stay tuned for the date of our groundbreaking ceremony.

6. Utilities Review

- a. We've reviewed the transmission & distribution charges for our utilities, and, with our broker's help, anticipate a \$4-5k savings per year, moving forward, because of a re-classification of our building (based on usage).

7. Insurance

- a. 4% increase in our insurance premium (annual renewal date is April 1st).
- b. We continue to have a very good claim history
 - i. Only 3 claims in the last 8 years, for a total of \$14,907
- c. Working on gathering quotes for the construction insurance
- d. Resident Insurance Program off to a relatively good start in its first full year. We will need to monitor the impact of hearing aids being frequently misplaced. Possible solution would be raising the deductible or capping the limit that can be claimed for a lost hearing aid.
 - i. For this renewal, the premium goes up ~\$3.50 per suite (already included in rent), which I am satisfied with.