

Executive Director's Report – November 2018

1. Residents

- a. One resident moved on to Long Term Care

2. Staff

- a. Laura Pothoven has been hired as our Operations Manager
- b. Aaron Groot has been hired as our Maintenance Assistant
- c. Elsen Sugut has been hired as an LPN
- d. Margo Marton (LPN) was let go due to poor performance
- e. Christmas Party will be held in mid-January, and we will head to Jubilations theatre for an evening together.

3. New wing

- a. We are having a lot of phone calls and conversations with people who are on the waitlist for the new wing. Lots of discussion about timing and other considerations.

4. Budget

- a. We do need to approve the budget at tonight's meeting. Please see the portal for the proposed 2019 budget, and be prepared for discussion and (hopefully) approval.

5. Life Lease

- a. On the portal you will find a General Info document that has been developed by the Committee.
- b. We will be working on a presentation for the bank, to be had sometime in early December, to begin discussions on the structure of this program.

6. Neerlandia

- a. I made two trips out to Neerlandia over the last few weeks, and met with the Neerlandia CRC to discuss the idea of building on the piece of land beside their church. I'll give more of a verbal update at the Board meeting itself.

7. Other

- a. Brad Kotowich and I met for an initial visit, and he also joined us for our Dept. Heads meeting on November 20th.
- b. Craft Sale Planning is underway. See you December 8th!
- c. Work has begun in preparing for a photos & video project next summer
- d. Staff Handbook and policies are under review, with the goal of updating the resources to match how things have evolved over the past year or two.
- e. Annual performance evaluations are underway
- f. Resident Christmas Dinners are scheduled for December 11th & 13th