

Executive Director's Report – October 2018

1. Residents

- a. 3 residents currently in the hospital
- b. 1 suite being turned over on November 1st
- c. Resident Meeting was held on October 17th. Minutes are uploaded on the portal.
- d. Flu Shot Clinic was held on October 11th.

2. Staff

- a. 1 new Health Care Aide brought on. She did a student placement in June (the best kind of job interview!) and Donna brought her on once she completed all of her education.
- b. Maintenance Assistant quit in early October, we are currently looking for someone (Part time – 20hrs/week)
- c. Performance Reviews will begin in November.
- d. New Role to consider (Draft Job Description on the portal):
 - i. First off, I don't know what title to give it yet. Office Manager vs Operations Manager?
 - 1. This role would be intended to fill some of the growing gaps in our current Administration, as well as implement and oversee Volunteer Recruitment and Management
 - 2. As we prepare for another 50 suites, we are facing at least a 35% increase in leases, tours, finance records, etc. Now is the time to bring someone in to support that growth, so we are more prepared for when the building opens.
 - 3. This role is intended to free up the Executive Director from more of the day to day tasks and conversations that come up.
 - 4. My current thoughts are to first advertise it to our current staff and see if anyone is interested. I'm not sure what that would produce, if anything. If not, then I would post it to the community.
 - 5. Full-time role, but I think we can offer some flexible scheduling, in order to attract the right person.
 - 6. Salary is TBD, but I'm confident we can handle the addition in 2019's budget.

3. Budget

- a. Budget work is going well, and we are on track for another good budget. The final approval will be needed at the November Board meeting.
 - i. The basic points to date:
 - 1. We are working with a 3% rent increase figure
 - 2. An average of 2-3% increase in wages (Current Cost of living Adjustment for Alberta is ~2.2%)
 - 3. Budget includes \$120,000 to contingency, which is quite healthy
 - ii. Stay tuned for the full update in November

4. Projects

- a. Centre Wing landscaping is just about complete.
- b. West Wing stairwells are on going.
- c. LED lighting upgrade in the West Wing will begin next week.

5. Other

- a. Mark your calendars...the Christmas Craft Sale is December 8th!