

CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

Minutes of Board Meeting held via Zoom, April 29, 2020

Roll Call: Present: Allan Brennan, Hilda VanVeen-Gritter, Anko Buwalda, Mary Velthuisen, Kelvin VanDasselaar, Marjean Verseveldt, Darren Sinke, Laura Pothoven. Regrets: Evert Vroon.

1. *Opening:* Kelvin Van Dasselaar welcomed everyone, read from Deuteronomy 4, Our Daily Bread devotional, and then opened the meeting with prayer.
2. *Additions to the Agenda:*
 - a. Motion for Westend Contractor selection.
 - b. Staff Bonuses.
3. *Minutes of April 7, 2020 Board Meeting* were reviewed as circulated. **Motion carried:** to accept the minutes of the April 7, 2020 meeting.
4. *Business Arising from Previous meetings/Unfinished Business:*
 - a. Possible Society Name Change: Discussion held a length regarding name suggestions. Emmanuel Seniors Housing Society appears to be the popular choice. It was decided that the Board would make the decision. The final choice of name (Emmanuel Seniors Housing Society) will be presented at the AGM this fall and then approved by the Society by way of voting.
Motion carried: to change the name of the society to the Emmanuel Seniors Housing Society.
5. *Executive Director's Report:*
 - a. Notice of Resignation: Received from Donna Callahan, this is effective August 31st, 2020. Donna Callahan is our Director of Programs, which oversees the following departments: Healthcare, Housekeeping, Kitchen, and Recreation. This resignation comes from a combination of things. She would like to pursue her degree and focus on that in the fall, spend time with her grandchildren and is ready to retire from working at Emmanuel Home. She will remain active until then and assist in the help with the Covid Pandemic. This transition to figure out the approach, to fill the gap and hire, will take approximately a couple of months. We have to re-group as a leadership team and make those decisions soon. It was noted that no medical background is required replacement hire.
 - b. Covid19 Update: We are receiving a good response from residents and families for the most part. It has been a wide range of responses but with that, it has been mostly positive, for which we are thankful. We continue to see no signs of Covid here in the building. There have been a lot of back and forth conversations of why certain residents don't follow the rules and why do I have to. We are trying our best to capture that issue and address it, knowing that it will never be perfect because our building is unique in that we fall under the Supportive Living umbrella even though that only consists of 10% of our population. With the rest being Independent. The Screening Desk Staff are doing a great and thorough job of making sure everyone is screened.
We have experienced a recent case with a grieving family, upset due to the inability to have contact with their mom prior to her death. The death was unexpected, and because of the rules it prevented any time spent with her. Now the move out is affected also, the family is restricted to a day and can't process or have the time to go through her belongings. This is heart breaking and not a natural way that we as operators like to conduct these affairs.
 - c. Covid Order Update: The most recent order came out this afternoon, clarifying outside visits with families. The restrictions are complicated, with visits allowed, but must be scheduled with operator during day-time hours and only with the residents designated essential visitor, the

resident themselves and one other person. The visitors must be masked, and maintain a 6 ft. distance. Policing this will be hard and seem extreme. It's a problem and we are not sure yet on how we are going to roll this out. We have a meeting tomorrow to flesh this out.

d. North Wing Update: There have been 12 suites moved into so far, with means 45 move-ins left. We will try to accommodate 11 per month, so that it paces out the move-ins and sets us up to be finished before July. It's noticeably a bigger building now and staff are adjusting to that. Landscaping is currently out for tender, with the work set to start towards the end of May. The Café is currently being worked on and that is ongoing. It was noted from the Board that the North Wing common area is beautiful, and very well done.

e. DSL update: The AHS meeting was postponed for a third time, it is now scheduled for May 7, 2020. There is some frustration on our part that they haven't said a thing. The contract expires August 1, 2020 which gives us only 3 months to notify staff and transition out of this model. Darren has followed up with two emails, pressuring them for a response. The logistics surrounding this decision is significant with additional stress with the Pandemic. We are waiting to hear back from them prior to deciding. So there is no update as to a decision at this point. A 12 - month extension would allow us to refine the new approach and model that we hope to master eventually. A 12 - month extension frees up to think of how to do this creatively. We are looking to complement programing, recognizing the need for care and then decide how to do it and fund it.

It was suggested to possible combine 2 or 3 suites in the West Wing to create a larger suite. The demographic of seniors will only grow, and the demand for low cost units might be a beneficial consideration. Other options include renovating to be able to do health care at a higher level or even build to do healthcare at a higher level.

Discussion was held whether to continue seeking public funds vs. privately funding our care model. It was noted that when using public funding, it reduces or eliminates the choice or say in who receives the suites and/or beds. Going the direction of Private care would have a significant financial impact.

This is a Strategic Growth conversation and will be continued in that venue.

- f. Staff Bonuses: The Staff will be provided with a one time Covid-19 Payment, after gauging the best approach. This will be 7% of the last 6 7% of a staff member's gross pay over the previous 3 payrolls. (It'll likely end up around \$16k total)
 - o Our initial thought was 5%, but since it is taxable, the 7% will mean they 'take home' about 5%
- A one-time bonus, with a letter of thanks and encouragement signed by myself and you, the Board
There is an increase in incentives happening throughout the industry. This approach will encompass all workers at Emmanuel Home and Henry has been tracking all expenses for Covid. We received 55,000.

Motion carried: to authorize one time bonus payment to staff 7% salary for the last 6 weeks.

To be re-evaluated ongoing.

Premiums, hazard pay, isolation of staff, employees have to chose. System being exposed, with all part-time staff. Ammo for unions, lessons we are learning for this.

Supplies: 2 week shipment from AHS, Blindman Brewery donated some hand sanitizer donated 60 litres+ Outbreak then public health gets involved

6. *Treasurer's Report:* Director of Finance Report discussed. North Wing move-in, Covid, Over come-able headwinds. Headwinds nonetheless. Things can be adjusted to make sure everything work out.

7. Strategic Growth and Development Committee: have not yet held a meeting.
- a. Building Committee Update: no meeting held. No update.
 - b. Westend Update: signed papers, donation money received. Re-zoning is the next condition. A little concerned on timing, due to no council hearings. Meet with G. Dub next week.
 - c. Neerlandia Update:

8. *New Business:*

- a. Meeting with Brad Kotowich: New date to be set in fall.
- b. Board Retreat: New date to be set in fall.
- c. General Contractor recommendation: Discussion held at length regarding the contractors. The would like to proceed with Cormode & Dickson. General Contractor at the table for day one. Invested owner but need the general contractor involved to guide the process according to our costs and vision. Peer sized company vs. large company. Relationship side it's is good going forward. Communication will be delivered to the Society on the process done to select the general contractor.

Motion carried: That the Board approves the proposal to enter into the Enhanced Business Relationship with Cormode & Dickson to begin design and development of the West End Inglewood site.

9. *Correspondence:*

- a. none

10. *Round Table:* nothing to report.

11. *Closing:* Mary Velthuisen closed in prayer and the meeting was adjourned.

12. In Camera

NEXT MEETING: WEDNESDAY, May 27, 2020 AT 7:30 PM