

CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

Minutes of Board Meeting held via Zoom, April 7, 2020

Roll Call: Present: Allan Brennan, Hilda VanVeen-Gritter, Anko Buwalda, Mary Velthuisen, Kelvin VanDasselaar, Marjean Verseveldt, Evert Vroon, Darren Sinke, Laura Pothoven. Regrets: none

1. *Opening:* Kelvin opened with reading from 2 Cor 9:6-9, the devotional – the Cheerful Giver, welcomed everyone, and opened in prayer.
2. *Additions to the Agenda:*
 - a. Motion for West End
3. *Minutes of February, 26 2020 Board Meeting* were reviewed as circulated. **Motion carried:** to accept the minutes of the February 26, 2020 meeting.
4. *Business Arising from Previous meetings/Unfinished Business:*
 - a. *Board Recruitment – the 2 candidates are Peter Jonkman, Margaret Verboon / Pan Zhang.* No additional candidates found at this time.
Motion carried: to accept the nominations as presented, to be officially appointed by acclamation at the 2020 AGM. Anko to send email to both candidates to inform them of same.
 - b. *Chaplaincy Proposal* – email from Evert discussed at length, Darren to receive this for information.
 - c. *Possible Society Name change* – each Board member is tasked to come up with a new Society name to be presented at next month's meeting. Keeping in mind that the donor wanted a religious implication in the name. These names will then be presented and voted on by the society at the next Annual General Meeting.
 - d. *Reschedule date for AGM – Motion carried:* to move the Board meeting to September 17, 2020 tentatively, due to COVID19 pandemic.
 - e. *Reschedule date for Grand Opening* – to happen sometime this summer.
5. *Executive Director's Report:* Darren presented his monthly report (full report on the EH portal).

Covid-19 Pandemic: Currently there are no signs here. The source of stress is not the building itself, but more so with the staff that are coming and going. Everything from their homes can be potentially exposed here and that increases the risk. Communication to isolate and adhere to the guidelines for staying home is re-enforced regularly with staff. The Healthcare team is fantastic, and they are continually monitoring all residents with symptoms. All Screening of staff, residents, and essential visitors is being performed 24/7. Currently we only have one external essential visitor, providing essential work for one of our residents here. The kitchen department supplies are in a good place, while the healthcare supplies continue to be sourced. Staffing levels are healthy, with the LPN's being the most difficult to fill appropriately, but thankfully our Director of Operations and Director of Programs are both LPN's and can assist if needed.

Overall, we are in a good position, a couple variables occurring with the residents going out the parkade, or for a walk out the back doors that we cannot enforce or control. Seniors are mostly compliant, and this is where we are seeing our unique situation of a mostly independent building but having supportive living, which puts us under these AHS guidelines.

North wing Update: There will be a total of 10 move-ins happening in the month of April. The first day, April 1st, was a bit stressful with the number of residents, contractors and staff on the first floor and around reception. This was soon addressed and dealt with by putting up some barriers around reception separating the space. The North wing residents are required to self-isolate in their rooms for 14 days post move-in. The week was stressful due to the back to back move-ins, but now we are at a

better pace, with 1 to 2 move-ins happening per week. Move-in help is limited to 2 persons, the helpers must wear a mask and screen prior to entering. These are hard restrictions but necessary in reducing risk of exposure.

The next months may prove to have more work to do with juggling scheduled and pandemic guidelines. The upcoming residents may have difficulty selling their homes. Pandemic aside, we are continuing with a generous move in date but sticking with our requirements to receive their initial deposit back if moving is no longer an option.

AHS Contract Update: AHS has recently reached out to discuss the extension or non-extension of the contract for our 15 designated supportive living beds, and to discuss the supportive living homecare contract. Aug 1, 2020 is the official expiry or renewal of this contract. This comes at an interesting time, as we have had recent discussions within our leadership team on how to approach this going forward and could we innovatively provide this to our residents in another way. Either way, we are set up well as a team to handle this possible change. It also assists in fleshing out the West End site and how we would want to approach this. The DSL beds assist in paying for our Night Nurse, approximately 33 residents need nighttime support. We would require the community to step up and assist or come up with a different plan and approach to continue to provide this for the residents. AHS states we no longer fit into what DSL 4 has become and the program has changed drastically since when we started using it many years ago. AHS is also not wanting to deal with small operators like us anymore. AHS would like to slowly transition the DSL clients out; this is a bad idea and not one we will work with. Our next phone meeting is scheduled for April 26th, stay tuned for updates on this. We have a great reputation and can grow the homecare department in a very positive light.

6. Treasurer's Report:

We received a clean bill of health from the auditor, Curt Frieson. He was impressed with the successful transition of Pat to Henry. Christy, our finance officer has held a huge help in this transition. So far, two residents out of ten that have moved in have taken advantage of the life lease program. The budget will see impacts from COVID19.

Motion seconded and carried: to approve the 2019 annual financial statements.

7. Strategic Growth and Development Committee: have not yet held a meeting.

a. Building Committee Update: none.

b. Neerlandia Update: Looking into options to obtain private loan, so far there is \$800, 000 pledged. Tabled until May 1st, 2020.

8. New Business:

a. Meeting with Brad Kotowich: postponed. The Board needs to start evaluating performance outcomes, most likely will adopt model from the leadership team.

b. Board Retreat with Brad Kotowich: postponed.

c. Darren provided an update on the Westend Site documents. 2 major steps needed next; first is purchasing the land, and second putting a shovel in the ground. The re-zoning process gives time to get financing together. It will be a phased development, based on growth, mirroring Emmanuel Home but unique to itself. There is a strong appetite from the community for this site. We are set up well with the leadership team, having some of the operations overlapping. Efficiencies found in finance, policies, procedures, leadership. The turn out at town hall meeting was great, with 25 people putting down a \$500 deposit.

From a business case perspective, the price point is more than reasonable, and the focus will be to effectively roll out phase one. Then we have a 7-10-year window that will allow the waitlist to

build, with another group of people (baby boomers) that will be ready to make a move. Next steps after purchasing the land would be pursuing another contractor. We have a good relationship with Cormode and having a good relationship with our contractor is a priority. Our donor is thrilled we had such a good turnout, and thrilled with all the different denominations, the \$250,000 donation is forthcoming, with the steps in motion. The economy changes things, and the donor will need to adjust the approach of delivery of funds, but not the amount. It will be a \$28 million dollar project, with the construction proposal having an operational shortfall, which we will rely on the community to step up and bridge that gap.

Motion seconded and carried: The Board approves the purchase of the 3.7-acre site in Inglewood, at the price of \$7,150,000.

Anko will write a letter from the board, expressing thanks to the committee involved in the West end work.

9. Correspondence:

Letter received from Barry Voogd, stating he is concerned about Emmanuel Home not performing due diligence in selecting construction contractor. It was discussed and decided that he had some preconceived notions on Emmanuel Home's approach. The Board will clarify this with him and thank him for his concerns.

10. Round Table: nothing to report.

11. Closing: Allan Brennan closed in prayer and the meeting was adjourned.

12. In Camera

NEXT MEETING: WEDNESDAY, April 29, 2020 AT 7:30 PM