

The Corporation of the City of Kawartha Lakes

Agenda

Victoria Manor Committee of Management Meeting

VMC2018-06

Monday, September 10, 2018

9:30 A.M.

Victoria Manor Boardroom

Victoria Manor, Second Floor

220 Angeline Street South, Lindsay, Ontario

Members:

Councillor Doug Elmslie

Councillor Gerard Jilesen

Councillor Mary Ann Martin

Councillor John Pollard

Councillor Kathleen Seymour-Fagan

Accessible formats and communication supports are available upon request.

1.	Call to Order	
2.	Adoption of Agenda	
3.	Disclosures of Pecuniary Interest	
4.	Deputations and Presentations	
5.	Approval of the Minutes of the listed Previous Meetings	4 - 15
	May 14, 2018	
	June 18, 2018	
	July 16, 2018	
6.	Business Arising from Previous Meetings	
7.	Correspondence	
8.	Reports	
8.1	Victoria Manor Operations Report to Committee of Management, July 2018	16 - 22
8.2	Victoria Manor Operations Report to Committee of Management, August 2018	23 - 29
8.3	VMC2018-12 Victoria Manor 2019 Capital Budget	30 - 32
9.	Closed Session	
9.1	Closed Minutes, Victoria Manor Committee of Management, May 14, 2019, June 18, 2018 and July 16, 2018, Municipal Act, 2001 s.239(2)(b)(d)(g)	
9.2	Victoria Manor Confidential Operations Report to Committee of Management, July 2018, Municipal Act, 2001 s.239(2)(b)(d)(e)	
9.3	Victoria Manor Confidential Operations Report to Committee of Management, August 2018, Municipal Act, 2001 s.239(2)(b)(d)(e)	
9.4	VMC2018-11 2019 Victoria Manor Operating Budget, Municipal Act, 2001 s.239(2)(d)	

10. Matters from Closed Session

11. Other New Business

12. Next Meeting

October 15, 2018, Victoria Manor Boardroom, commencing at 9:30 a.m.

13. Adjournment

The Corporation of the City of Kawartha Lakes
Minutes
Victoria Manor Committee of Management Meeting

VMC2018-03
Monday, May 14, 2018
9:30 A.M.
Victoria Manor Boardroom
Victoria Manor, Second Floor
220 Angeline Street South, Lindsay, Ontario

Members:
Councillor Doug Elmslie
Councillor Gerard Jilesen
Councillor Mary Ann Martin
Councillor John Pollard
Councillor Kathleen Seymour-Fagan

Accessible formats and communication supports are available upon request.

1. Call to Order

Chair Elmslie called the meeting to order at 9:38 a.m. Councillors G. Jilesen, MA Martin, J Pollard, K Seymour-Fagan were in attendance.

Administrator Pamela Kulas, Executive Assistant Holly Russett and Sienna Senior Living VP Operations and Long Term Care Sanja Freeborn were also in attendance.

2. Adoption of Agenda

VMCM2018-031

Moved By Councillor Martin

Seconded By Councillor Seymour-Fagan

Resolved That the agenda be adopted as circulated.

Carried

3. Disclosures of Pecuniary Interest

There were no declarations of pecuniary interest noted.

4. Deputations and Presentations

5. Approval of the Minutes of the Previous Meeting

VMCM2018-032

Moved By Councillor Martin

Seconded By Councillor Seymour-Fagan

Resolved That the minutes of the Victoria Manor Committee of Management meeting held on April 16, 2018, be adopted as circulated.

Carried

6. Business Arising from Previous Meetings

None

7. Correspondence

7.1 Quarterly Update from Sienna Senior Living - Joanne Dykeman - Executive Vice President, Operations

VMCM2018-033

Moved By Councillor Pollard

Seconded By Councillor Martin

Resolved That the correspondence from Joanne Dykeman - Executive Vice

President, Operations, regarding Quarterly Update from Sienna Senior Living, be received.

Carried

- 7.2 Memorandum - Accessible Monthly Operations Report Template - Rod Sutherland, Director

VMCM2018-034

Moved By Councillor Pollard

Seconded By Councillor Jilesen

Resolved That the Memorandum from Rod Sutherland, Director of Human Services, regarding Accessible Monthly Operation Report Template, be received.

Carried

8. Reports

- 8.1 Victoria Manor Operations Report to Committee of Management, March 2018

VMCM2018-035

Moved By Councillor Martin

Seconded By Councillor Pollard

Resolved That the Victoria Manor Operations Report to Committee of Management, March 2018, provided by Sienna Senior Living, be received for information.

Carried

- 8.2 Victoria Manor Operations Report to Committee of Management, April 2018

VMCM2018-036

Moved By Councillor Seymour-Fagan

Seconded By Councillor Pollard

Resolved That the Victoria Manor Operations Report to Committee of Management, April 2018, provided by Sienna Senior Living, be received for information.

Carried

9. Closed Session

VMCM2018-037

Moved By Councillor Pollard

Seconded By Councillor Jilesen

Resolved That the Victoria Manor Committee of Management convene into closed session in order to consider matters on the Monday, May 14, 2018 Closed Session Agenda and that are permitted to be discussed in a session closed to the public pursuant to Section 239(2) of the Municipal Act, S.O. 2001. S.25

Carried

10. Matters from Closed Session

None

11. Other New Business

Funding Announcement 2% Nursing and Personal care envelopes
Operating increase 1.6% was budgeted at 1.4%

Food 6% was budgeted at 1.4%

May 15/18 Staff Appreciation BBQ

May 16/16 Big Bike Ride Human Services

June 15/18 Annual Community Car Show

July 2018 Senior Serving Senior Bake sales Unit Way Fundraising event

12. Next Meeting

June 18, 2018, Victoria Manor Boardroom, commencing at 9:30 a.m.

13. Adjournment

VMCM2018-042

Moved By Councillor Jilesen

Seconded By Councillor Seymour-Fagan

Resolved That the Victoria Manor Committee of Management Meeting adjourn at 10:20 a.m.

Carried

The Corporation of the City of Kawartha Lakes

Minutes

Victoria Manor Committee of Management Meeting

VMC2018-04

Monday, June 18, 2018

9:30 A.M.

Victoria Manor Boardroom

Victoria Manor, Second Floor

220 Angeline Street South, Lindsay, Ontario

Members:

Councillor Doug Elmslie

Councillor Gerard Jilesen

Councillor Mary Ann Martin

Councillor John Pollard

Councillor Kathleen Seymour-Fagan

Accessible formats and communication supports are available upon request.

1. Call to Order

Chair Elmslie called the meeting to order at 9:30 a.m. Councillors M.A. Martin, J. Pollard were in attendance.

Regrets: Councillor G. Jilesen, Councillor K. Seymour-Fagan

Administrator Pamela Kulas, Director of Human Services Rod Sutherland, and Sienna Senior Living VP Operations and Long Term Care Sanja Freeborn were also in attendance

2. Adoption of Agenda

VMCM2018 -043

Moved By Councillor Martin

Seconded By Councillor Pollard

Resolved That the agenda be adopted as circulated.

Carried

3. Disclosures of Pecuniary Interest

There were no declarations of pecuniary interest noted.

4. Deputations and Presentations

None

5. Approval of the Minutes of the Previous Meeting

VCMC2018-044

Moved By Councillor Pollard

Seconded By Councillor Martin

Resolved That the approval of the May 2018 minutes of the Victoria Manor Committee of Management meeting be deferred to the next meeting.

Carried

6. Business Arising from Previous Meetings

None

7. Correspondence

None

8. Reports

- 8.1 Victoria Manor Operations Report to Committee of Management, May, 2018

VMCM2018 - 45

Moved By Councillor Pollard

Seconded By Councillor Martin

Resolved That the Victoria Manor Operations Report to Committee of Management, May 2018, provided by Sienna Senior Living, be received for information; and

That the replacement of one tub proceed in 2018 as an emergency procurement.

Carried

9. Closed Session

VMCM2018-46

Moved By Councillor Pollard

Seconded By Councillor Martin

Resolved That the Victoria Manor Committee of Management convene into closed session in order to consider matters on the Monday, June 18, 2018 Closed Session Agenda and that are permitted to be discussed in a session closed to the public pursuant to Section 239(2) of the Municipal Act, S.O. 2001. S.25

Carried

10. Matters from Closed Session

None

11. Other New Business

- 11.1 Verbal Update: Enhanced Long Term Care Homes Renewal Strategy

Rod Sutherland, Director of Human Services

VMCM2018- 049

Moved By Councillor Pollard

Seconded By Councillor Martin

Resolved That \$250 000 be included as a decision unit in the 2019 Capital Budget for redevelopment planning.

Carried

12. Next Meeting

July 16, 2018, Victoria Manor Boardroom, commencing at 9:30 a.m.

13. Adjournment

VMCM2018-050

Moved By Councillor Pollard

Seconded By Councillor Martin

Resolved That the Victoria Manor Committee of Management Meeting adjourn
at 10.05 a.m.

Carried

The Corporation of the City of Kawartha Lakes

Minutes

Victoria Manor Committee of Management Meeting

VMC2018-05

Monday, July 16, 2018

9:30 A.M.

Victoria Manor Boardroom

Victoria Manor, Second Floor

220 Angeline Street South, Lindsay, Ontario

Members:

Councillor Doug Elmslie

Councillor Gerard Jilesen

Councillor Mary Ann Martin

Councillor John Pollard

Councillor Kathleen Seymour-Fagan

Accessible formats and communication supports are available upon request.

1. Call to Order

Chair Elmslie called the meeting to order at 9:32 a.m. Councillors D. Elmslie, G Jilesen, MA. Martin, J. Pollard, K. Seymour-Fagan were in attendance.

Administrator Pamela Kulas, Director of Human Services Rod Sutherland and Sienna Senior Living VP Operations and Long Term Care Sanja Freeborn were also in attendance.

2. Adoption of Agenda

VMCM2018-051

Moved By Councillor Martin

Seconded By Councillor Pollard

Resolved That the agenda be adopted as circulated.

Carried

3. Disclosures of Pecuniary Interest

There were no declarations of pecuniary interest noted

4. Deputations and Presentations

None

5. Approval of the Minutes of the Previous Meeting

5.1 Minutes from May 14, 2018.

Deferred to the next meeting.

5.2 Minutes from June 18, 2018

Deferred to the next meeting.

6. Business Arising from Previous Meetings

None

7. Correspondence

None

8. Reports

8.1 Victoria Manor Operations Report to Committee of Management, June 2018

VMCM2018-052

Moved By Councillor Pollard

Seconded By Councillor Seymour-Fagan

Resolved That the Victoria Manor Operations Report to Committee of Management, June 2018, provided by Sienna Senior Living, be received for information.

Carried

8.2 VMC 2018-10 Additional Registered Nurses in Long-Term Care Home Sector

VMCM2018-053

Moved By Councillor Seymour-Fagan

Seconded By Councillor Jilesen

Resolved That the Additional Registered Nurses in Long-Term Care Home Sector report, be received for information.

Carried

9. Closed Session

VMCM2018-054

Moved By Councillor Martin

Seconded By Councillor Jilesen

Resolved That the Victoria Manor Committee of Management convene into closed session in order to consider matters on the Monday, July 16, 2018 Closed Session Agenda and that are permitted to be discussed in a session closed to the public pursuant to Section 239(2) of the Municipal Act, S.O. 2001. S.25

Carried

10. Matters from Closed Session

None

11. Other New Business

None

12. Next Meeting

September 10, 2018, Victoria Manor Boardroom, commencing at 9:30 a.m.

13. Adjournment

VMCM2018-057

Moved By Councillor Seymour-Fagan

Seconded By Councillor Pollard

Resolved That the Victoria Manor Committee of Management Meeting adjourn at 10:15 a.m.

Carried



July 2018 Victoria Manor Operations Report to Committee of Management

Non-Confidential Report

Submission Date: September 10, 2018

Information for the Month of: July 2018

Financials

Table 1: Victoria Manor Executive Summary Statement of Earnings: June 2018

	Current Month Actual	Current Month Budget	Current Month Variance	Year-to- Date Actual	Year-to- Date Budget	Year-to- Date Variance
Resident Days	4,885	4,905	(20)		29,300	29,595
Occupancy %	98.09%	98.5%	-0.4%		97.5%	98.5%
Nursing Envelope Funds	566,180	552,229	13,951	3,323,532	3,290,695	32,837
Nursing Expenses	584,142	583,521	(621)	3,687,962	3,552,650	(135,312)
Net Nursing Envelope	(17,962)	(31,292)	13,330	(364,429)	(261,955)	(102,475)
Program Envelope Funds	60,507	60,722	(215)	360,856	362,408	(1,552)
Program Expenses	55,843	55,113	(730)	341,609	333,449	(8,159)
Net Program Envelope	4,664	5,609	(945)	19,248	28,959	(9,711)
Food Envelope Funds	44,820	44,820	0	270,414	270,414	0
Food Expenses	44,452	44,820	369	270,258	270,414	156
Net Food Envelope	369		369	156		156
Accommodation Revenue	329,326	320,351	8,975	1,980,905	1,932,759	48,146
Accommodation Expenses						
Dietary Expenses	89,497	86,618	(2,879)	560,628	532,645	(27,983)
Housekeeping Expenses	38,061	39,053	992	253,245	239,908	(13,337)
Laundry Expenses	17,505	16,642	(864)	98,146	104,389	6,243
Maintenance Expenses	46,021	44,452	(1,569)	233,674	263,115	29,441
Administration Expenses	39,910	41,518	1,608	221,933	251,152	29,218
Facility Expenses	64,583	105,543	40,960	467,072	564,791	97,719

	Current Month Actual	Current Month Budget	Current Month Variance	Year-to- Date Actual	Year-to- Date Budget	Year-to- Date Variance
Accommodation Expenses	295,577	333,825	38,248	1,834,698	1,955,999	121,301
Other Accommodation - NOI	33,749	(13,475)	47,224	146,207	(23,240)	169,447
Over/Under Adjustment	(13,085)	(25,682)	156	(345,182)	(232,996)	156
Net Operating Income	20,664	(39,157)	59,821	(198,975)	(256,236)	57,261
Capital Reserve	(55,037)	(26,761)	(28,276)	(160,566)	(160,566)	0
Net Income (Loss)	(34,373)	(65,918)	31,545	(359,540)	(416,802)	57,261

Variance Explanations

Nursing Revenue: Year-to-Date (YTD) Nursing revenue is favorable (\$33K) mainly due to higher Hi-Intensity claims revenue (\$39K) and higher RPN initiative funding (\$1K), offset by lower BSO funding (\$7K).

Nursing Expenses – Direct: YTD wages are unfavorable (\$65K) due to higher benefits (\$8K), higher agency wages (\$105K), higher PSW wages (\$20K), offset by lower RN wages (\$16K), lower RPN wages (\$33K), lower BSO (\$7K), lower PSW-HIN supplementary staffing (\$6K), and lower MDS-RAI (\$6K).

Nursing Expenses – Administration: Admin expenses are unfavorable (\$70K) mainly due to higher wages (\$14K), higher benefits (\$10K), higher equipment expenses (\$10K), higher hi-intensity costs (\$44K), higher incontinence supplies (\$2K), higher medical supplies (\$16K), higher physician fees (\$2K), offset by lower computer expense (\$2K), lower staff cost (\$3K), and lower recovered costs (\$24K).

Program Revenue: YTD Program revenue is unfavorable (\$2K) due to lower physio funding (\$2K).

Program Expenses: YTD Program expenses are unfavorable (\$8K) due to higher wages (10K), higher benefits (\$2K), higher supplies (\$1K), offset by lower equipment expenses (\$1K), lower staff costs (\$1K), lower transportation cost (\$1K), and lower physio expenses (\$1K).

Accommodation Revenue: YTD Accommodations Revenue is favorable (\$48K) mainly due to higher preferred revenue (\$33K), higher vendor rebates (\$30K), offset by lower accreditation funding (\$10K), lower other revenue from foot care and hair care (\$1K), lower donation revenue (\$1K), and lower incontinence revenue (\$4K).

Dietary Expenses: YTD Dietary expenses are unfavorable (\$28K) due to higher wages (\$38K), higher equipment expenses (\$1K), offset by lower benefits (\$3K), lower dishes, cutlery, and utensil expenses (\$3K), lower supplies (\$2K), and lower bedding and linen (\$2K).

Housekeeping Expenses: YTD Housekeeping expenses are unfavorable (\$13K) due to higher wages and benefits (\$18K), offset by lower supplies (\$3K) and lower equipment expenses (\$2K).

Laundry Expenses: YTD Laundry expenses are favorable (\$6K) mainly due to lower benefits (\$4K), lower bedding and linen (\$3K), offset by higher equipment expenses (\$1K).

Maintenance Expenses: YTD Maintenance expenses are favorable (\$29K) due to lower benefits (\$2K), lower alarm (\$3K), lower building repair (\$2K), lower elevator expenses (\$3K), lower equipment expenses (\$2K), lower generator expenses (\$5K), lower heating and air conditioning (\$9K), lower contracted services (\$5K), lower lighting (\$2K), lower plumbing (\$7K), lower pest control (\$1K), lower supplies (\$3K), offset by higher wages (\$5K), higher electrical expenses (\$4K), higher fire system (\$2K), and higher landscaping and snow removal (\$5K).

Administration Expenses: YTD Administration expenses are favorable (\$29K) due to lower bad debts (\$2K), lower office equipment expenses (\$13K), lower professional fees partly due to release of \$25K arbitration costs (\$34K), lower purchased services (\$7K), lower supplies (\$7K), offset by higher wages (\$17K), higher benefits (\$2K), higher association fees (\$3K), higher communication expenses (\$2K), higher computer expenses (\$6K), higher paper supplies (\$2K), higher staff cost (\$1K), and higher travel expenses (\$2K).

Facility Expenses: YTD Facility expenses are favorable (\$98K) due to lower management fees (\$10K), lower gas expenses (\$7K), lower hydro expenses (\$58K), lower water and sewage (\$21K), and lower waste removal (\$2K).

Table 2: Year to Date Capital Expenses: June 2018

Capital Expense	Year-to-Date Expenses	Approved 2018 Budget
VM18-01 Circulating Pipe Repairs	\$21,547	\$33,000
VM18-02 Kitchen Steamer and Soup Kettle Replacement	0	\$20,000
VM18-03 Resident Room Furniture Replacement	\$20,391.40	\$22,000
VM18-04 MacMillan Common Area Furniture	\$10,362.22	\$18,476
VM18-05 Hi Low Electric Beds	\$11,002.71	\$12,000
VM18-06 2 nd Servery Renovations	0	\$40,000

Capital Expense	Year-to-Date Expenses	Approved 2018 Budget
VM18-07 Blixer	\$4,675.16	\$6,000
Totals	\$67,978.49	\$151,476.00

Scorecard: Quality

Table 3: Canadian Institute for Health Information (CIHI) quarter 4 (January to March 2018) results.

Indicator	2017 Q4 Current Performance	Target
Reduce transfers to Emergency department	26.94	37.00
Improve Resident Satisfaction	92.00	89.00
Reduce Antipsychotic medications	19.50	24.00
Reduce stage 2-4 pressure ulcers	4.90	4.50
Reduce the number of falls	14.2	23.00
Reduce the number of restraints	11.80	3.10

We will continue with action plan that was developed in March 2018 to address performance and meet targets.

Ministry of Health and Long-Term Care (MOHLTC) Compliance Orders /Inspection Findings Summary

Annual Resident Quality Inspection completed March 5 to 9, March 12 to 16 and March 19 to 22. Awaiting public inspection report.

Scorecard: People

Employee Engagement Survey

- 6 team members were recognized by family members and peers through the Spot A Star program

Sienna Support Services Updates

Sienna Partner Visits:

- July 9 – Infection Prevention and Control Partner

- July 16 – VP Operations
- July 19 – Building Services Partner
- July 24 – Resident Care Partner
- July 25 – Dietary and Environmental Services Partner

Projects, Location Events and Other

- Annual butterfly release by residents

Long Term Care Update

Occupancy (data since last report)

- 97.5% occupancy
- 2 Discounted Private or Semi-private beds (under 60%)
- 13 move ins and 14 discharges

Regulatory visits i.e. MOL, Public Health

No regulatory inspections completed in July.

Written and Verbal Complaints Summary

July 18, 2018 verbal complaint received from a POA who wanted the home to address a number of resident concerns and felt that the home wasn't dealing with the residents' complaints. Because the resident involved is cognitively well, when asked if there were any concerns, the resident stated they had none. Resident also refused the offer of a care conference. POA was informed of resident's decision. Complaint resolved.

July 30, 2018 written complain received from family member who stated that a staff member told her that her mother was old. Investigation completed. Waiting on dates from family so a meeting may be held.

Compliments Summary

Nothing to report

Occupational Health and Safety Issues

Nothing to report

Resident and Family Satisfaction Survey

Resident and Family Satisfaction Surveys will be distributed in September.

Resident/Family Council Updates

Associate Director of Care attended Resident Council meeting.

Emergency Preparedness and Environmental concerns

Code Red fire drills held on July 28, 2018 days, July 13, 2018 evenings and July 27, 2018 nights.

Code Orange drill held on July 18, 2018 days.

Code Black drill held on July 30, 2018 evenings

Code White drill held on July 26, 2018 evenings.

Coe Grey drill held on July 23, 2018 days and July 26, 2018 nights.



August 2018 Victoria Manor Operations Report to Committee of Management

Non-Confidential Report

Submission Date: September 10, 2018

Information for the Month of: August 2018

Financials

Table 1: Victoria Manor Executive Summary Statement of Earnings: July 2018

	Current Month Actual	Current Month Budget	Current Month Variance	Year-to- Date Actual	Year-to- Date Budget	Year-to- Date Variance
Resident Days	5,082	5,069	13	34,382	34,664	(282)
Occupancy %	98.76%	98.5%	0.3%	97.7%	98.5%	(0.8%)
Nursing Envelope Funds	568,175	569,991	(1,815)	3,891,708	3,860,686	31,021
Nursing Expenses	641,959	622,484	(19,475)	4,329,921	4,175,134	(154,787)
Net Nursing Envelope	(73,784)	(52,493)	(21,291)	(438,213)	(314,447)	(123,765)
Program Envelope Funds	62,137	62,353	(216)	422,994	424,761	(1,767)
Program Expenses	58,110	57,336	(775)	399,719	390,785	(8,934)
Net Program Envelope	4,027	5,017	(990)	23,275	33,976	(10,701)
Food Envelope Funds	46,314	46,962	(648)	316,728	317,376	(648)
Food Expenses	44,295	46,962	2,667	314,553	317,376	2,823
Net Food Envelope	2,019	-	2,019	2,175	-	2,175
Accommodation Revenue	339,561	334,988	4,573	2,320,466	2,267,747	52,719
Accommodation Expenses						
Dietary Expenses	96,770	92,744	(4,026)	657,399	625,389	(32,009)

	Current Month Actual	Current Month Budget	Current Month Variance	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance
Housekeeping Expenses	38,515	41,796	3,281	291,760	281,704	(10,056)
Laundry Expenses	16,160	17,804	1,644	114,306	122,193	7,887
Maintenance Expenses	34,455	44,539	10,084	268,129	307,654	39,526
Administration Expenses	37,615	42,889	5,274	259,549	294,041	34,492
Facility Expenses	72,209	100,580	28,371	539,281	665,371	126,090
Accommodation Expenses	295,724	340,353	44,629	2,130,422	2,296,353	165,931
Other Accommodation - NOI	43,837	(5,365)	49,202	190,044	(28,606)	218,649
Over/Under Adjustment	(69,757)	(47,476)	2,019	(414,938)	(280,472)	2,175
Net Operating Income	(25,920)	(52,841)	26,921	(224,895)	(309,077)	84,183
Capital Reserve	(12,623)	(26,761)	14,138	(173,189)	(187,326)	14,138
Net Income (Loss)	(38,543)	(79,602)	41,059	(398,083)	(496,404)	98,321

Variance Explanations

Nursing Revenue: Year-to-Date (YTD) Nursing revenue is favorable (\$31K) mainly due to higher Hi-Intensity claims revenue (\$41K) and higher RPN initiative funding (\$1K), offset by lower BSO funding (\$11K).

Nursing Expenses – Direct: YTD wages are unfavorable (\$86K) due to higher benefits (\$19K), higher agency wages (\$132K), higher PSW wages (\$23K), offset by lower RN

wages (\$14K), lower RPN wages (\$48K), lower BSO wages (\$11K), lower PSW-HIN supplementary staffing (\$7K), and lower MDS-RAI (\$7K).

Nursing Expenses – Administration: Admin expenses are unfavorable (\$68K) mainly due to higher wages (\$16K), higher benefits (\$10K), higher equipment expenses (\$10K), higher hi-intensity costs (\$47K), higher incontinence supplies (\$4K), higher medical supplies (\$16K), higher physician fees (\$2K), offset by lower computer expense (\$3K), lower staff cost (\$3K), and lower recovered costs (\$31K).

Program Revenue: YTD Program revenue is unfavorable (\$2K) due to lower physio funding (\$2K).

Program Expenses: YTD Program expenses are unfavorable (\$9K) due to higher wages (10K), higher benefits (\$3K), higher supplies (\$1K), offset by lower equipment expenses (\$1K), lower staff costs (\$2K), lower transportation cost (\$1K), and lower physio expenses (\$1K).

Accommodation Revenue: YTD Accommodations Revenue is favorable (\$53K) mainly due to higher basic revenue (\$3K), higher preferred revenue (\$39K), higher vendor rebates (\$28K), offset by lower accreditation funding (\$12K), lower other revenue from foot care and haircare (\$1K), lower donation revenue (\$1K), and lower incontinence revenue (\$4K).

Dietary Expenses: YTD Dietary expenses are unfavorable (\$32K) due to higher wages (\$44K), offset by lower benefits (\$3K), lower equipment expenses (\$3K), lower dishes, cutlery, and utensil expenses (\$3K), lower supplies (\$1K), and lower bedding and linen (\$3K).

Housekeeping Expenses: YTD Housekeeping expenses are unfavorable (\$10K) due to higher wages (\$17K) and higher benefits (\$1K), offset by lower supplies (\$5K) and lower equipment expenses (\$3K).

Laundry Expenses: YTD Laundry expenses are favorable (\$8K) mainly due to lower benefits (\$5K), lower bedding and linen (\$5K), offset by higher equipment expenses (\$1K) and higher chemical and cleaning supplies (\$1K).

Maintenance Expenses: YTD Maintenance expenses are favorable (\$40K) due to lower benefits (\$3K), lower alarm (\$3K), lower building repair (\$3K), lower elevator expenses (\$4K), lower equipment expenses (\$3K), lower generator expenses (\$4K), lower heating and air conditioning (\$12K), lower contracted services (\$4K), lower lighting (\$2K), lower plumbing (\$9K), lower pest control (\$1K), lower supplies (\$4K), offset by higher wages (\$6K), higher electrical expenses (\$4K), higher fire system (\$1K), and higher landscaping and snow removal (\$2K).

Administration Expenses: YTD Administration expenses are favorable (\$34K) due to lower bad debts (\$3K), lower office equipment expenses (\$15K), lower professional fees partly due to release of \$25K arbitration costs (\$39K), lower purchased services (\$8K), lower supplies (\$9K), offset by higher wages (\$20K), higher benefits (\$2K), higher

association fees (\$4K), higher collection cost (\$1K), higher communication expenses (\$2K), higher computer expenses (\$6K), higher paper supplies (\$2K), higher staff cost (\$1K), and higher travel expenses (\$2K).

Facility Expenses: YTD Facility expenses are favorable (\$126K) due to lower management fees (\$10K), lower gas expenses (\$8K), lower hydro expenses (\$78K), lower water and sewage (\$29K), and lower waste removal (\$1K).

Table 2: Year to Date Capital Expenses: July 2018

Capital Expense	Year-to-Date Expenses	Approved 2018 Budget
VM18-01 Circulating Pipe Repairs	\$21,547	\$33,000
VM18-02 Kitchen Steamer and Soup Kettle Replacement	\$16,411.85	\$20,000
VM18-03 Resident Room Furniture Replacement	\$20,391.40	\$22,000
VM18-04 MacMillan Common Area Furniture	\$10,362.22	\$18,476
VM18-05 Hi Low Electric Beds	\$11,002.71	\$12,000
VM18-06 2 nd Servery Renovations	0	\$40,000
VM18-07 Blixer	\$4,675.16	\$6,000
Totals	\$83,390.34	\$151,476.00

Scorecard: Quality

Table 3: Canadian Institute for Health Information (CIHI) quarter 4 (January to March 2018) results.

Indicator	2017 Q4 Current Performance	Target
Reduce transfers to Emergency department	26.94	37.00
Improve Resident Satisfaction	92.00	89.00
Reduce Antipsychotic medications	19.50	24.00
Reduce stage 2-4 pressure ulcers	4.90	4.50
Reduce the number of falls	14.2	23.00
Reduce the number of restraints	11.80	3.10

We will continue with action plan that was developed in March 2018 to address performance and meet targets.

Ministry of Health and Long-Term Care (MOHLTC) Compliance Orders /Inspection Findings Summary

Annual Resident Quality Inspection completed March 5 to 9, March 12 to 16 and March 19 to 22. Awaiting public inspection report.

Scorecard: People

Employee Engagement Survey

- 7 team members were recognized by family members and peers through the Spot A Star program
- Mindfulness information session held on August 7, 2018 was offered to all team members

Sienna Support Services Updates

Sienna Partner Visits:

- August 20 – VP Operations
- August 22 – Informatics & Quality Partner
- August 27 – Resident Care Partner

Projects, Location Events and Other

- Annual whole home Bar-B-Que held

Long Term Care Update

Occupancy (data since last report)

- 97.7% occupancy
- 2 Discounted Private or Semi-private beds (under 60%)
- 10 move ins and 9 discharges

Regulatory visits i.e. MOL, Public Health

Ministry of Labour follow up inspection completed. No findings.

Written and Verbal Complaints Summary

Nothing to report.

Compliments Summary

Received two cards of thanks families thanking the team for the wonderful care their loved one received.

Received a written letter from a family member thanking the Vaga house team for the wonderful care provided to their mother.

Occupational Health and Safety Issues

Nothing to report

Resident and Family Satisfaction Survey

Resident and Family Satisfaction Surveys will be distributed the week of September 5.

Resident/Family Council Updates

Human Resource Generalist attended Resident Council meeting.

Emergency Preparedness and Environmental concerns

Code Red fire drills held on August 18, 2018 days, August 17, 2018 evenings and August 19, 2018 nights.

911 Emergency System tested on land line telephones, in charge portable telephone and in charge cell phone.

Code Yellow drill held on August 14, 2018 evenings.

Code White drill held on August 1, 2018 days.

The Corporation of the City of Kawartha Lakes
Victoria Manor Committee of Management
Report VMC2018-12

Meeting Date: September 10, 2018

Meeting Time: 9:30 a.m.

Meeting Place: Victoria Manor Boardroom, 220 Angeline St. S., Lindsay

Subject: Victoria Manor 2019 Capital Budget

Author Name and Title: Pamela Kulas, Administrator

Recommendation(s):

Resolved That Report VMC2018-12, "Victoria Manor 2018 Capital Budget", be received; and

That the Committee of Management recommends to City Council the approval of the Victoria Manor 2019 Capital Budget, included as Attachment A to Report VMC2018-12, "Victoria Manor 2019 Capital Budget", in the amount of \$151,476.

Director

Other

Background:

That the Committee of Management recommends to City Council the approval of the Victoria Manor 2019 Capital Budget, included as Attachment A to Report VMC2018-12, "Victoria Manor 2019 Capital Budget", in the amount of \$151,476.

Rationale:

In recent years, the Capital Budget for Victoria Manor has largely been based on the home's funding from the Structural Compliance per diem. Structural compliance per diems are paid to Long Term Care homes based on their structural classification (A, B, C or D) to support physical plant expenses. As a "B" class home, Victoria Manor receives a per diem of \$2.50 per bed, or \$151,476 per year.

The recommended 2019 capital projects, totaling \$151,476, are shown in Attachment A.

While the potential for redevelopment may impact some future projects, the timing of a redevelopment decision and the immediate health and safety needs of residents and the home will be primary factors. It is not expected that Redevelopment, once approved, would be completed prior to 2022 or 2023.

Financial Considerations:

From a financial standpoint, the proposed budget does not require any municipal tax support. The recommended projects for 2019 will be fully funded by the Ministry's Structural Compliance subsidy.

Consultations:

Victoria Manor leadership team
Rod Sutherland, Director Human Services
Sienna Senior Living staff
Carolyn Daynes, City Treasurer

Attachments:

Attachment A: 2019 Capital Budget

Director: Rod Sutherland
Phone: 705-324-9870 ext. 3206
E-Mail: rsutherland@kawarthalakes.ca

Attachment A: 2019 Capital Budget

Project Description	Justification	Cost	Rationale
Dietary Freezer transition to water cooled system	Repairs, replacement	13,500	Improve efficiency of unit and reduce water consumption costs.
Roof Top Unit 2 nd floor offices	Repairs, environment	18,000	Unit requires replacement. The goal is to reduce temperature fluctuations in 2 nd floor offices.
Hi Low Electric Beds	Replacement, resident safety	9,600	Beds are equipped with special features to improve staff ergonomics. Beds are equipped with night lights to reduce the risk of resident falls.
Laundry Carts	Replacement	10,000	Existing carts are old, rusting and hard to push. The goal is to improve work ergonomics.
Resident Room Furniture	Replacement, environment	22,000	As per annual furniture replacement plan, old and worn out existing room furniture continues to be replaced. This is year 5 of an 8 year plan
Wall protection	Replacement, environment	25,000	Ongoing repairs to lower wall surfaces, door corners and door frames. The goal is to reduce the amount of time spent repairing. This is year 1 of a 2 year plan.
Resident Bathroom Cabinets	Repairs, replacement	20,376	Residents do not have any storage for personal items in bathrooms.
Hot holding cabinet	Replacement	15,000	The hot holding cabinet equipment is at end of life. There is no back up in place if the existing critical piece of equipment breaks.
Flooring	Replacement, environment	18,000	Flooring in public areas and resident rooms require replacing due to wear and tear.
		151,476	