



MINUTES

**JOHN NOBLE HOME
COMMITTEE OF MANAGEMENT
WEDNESDAY, MAY 13, 2020**

1:00 P.M.

VIRTUAL MEETING
JOHN NOBLE HOME

Sarah MacCuish
Administrative Assistant

**JOHN NOBLE HOME COMMITTEE OF MANAGEMENT
MINUTES**

WEDNESDAY, MAY 13, 2020

1:00 P.M.

VIRTUAL MEETING

Councillor Carpenter in the Chair

1. ROLL CALL

Present: City of Brantford

Councillor Carpenter
Mayor Davis
Councillor McCreary
Councillor Vanderstelt

County of Brant

Mayor Bailey
Councillor Wheat
Councillor Gatward

Regrets:

Also Present: S. Proulx, S. MacCuish, J. Miller, M. Cox, J. Baetz

2. DECLARATIONS OF CONFLICTS OF INTEREST

No pecuniary interests were declared

3. MINUTES

Moved by Councillor McCreary
Seconded by Councillor Gatward

THAT the following Minutes (3.1, 3.2) BE ADOPTED:

3.0 Minutes

THAT the following Minutes BE ADOPTED:

3.1 John Noble Home Committee of Management – March 11, 2020

3.2 John Noble Home Committee of Management Private and Confidential Minutes – March 11, 2020

CARRIED

4. PRESENTATIONS/DELEGATIONS (list, if any, available at meeting)

A presentation by Julie B. Baetz, CPA, CA, LPA, Engagement Partner, Millards Chartered Personal Accountants to be made with Item for Consideration 6.2.

5. ITEMS FOR CONSENT

Moved by Councillor Vanderstelt
Seconded by Councillor Wheat

THAT Items for Consent (5.1- 5.3) BE APPROVED

All Items were separated for discussion purposes.

**5.1 John Noble Home Monthly Budget Summary for February 2020
[Financial Impact – None – Overall Under Budget at this Time]
(JNH2020-17)**

THAT the Monthly Budget Summary JNH2020-17 for February 28, 2020 for the John Noble Home BE RECEIVED.

S. Proulx clarified that the Home has a surplus. Nursing salaries are currently under budget noting union negotiations have not taken place as of yet due to the pandemic. Short Term Disability costs will also likely rise as those requiring 14-day isolation from symptoms have accessed the plan. The nursing department continues to struggle with costs associated with 1-1 staffing to manage responsive behaviours. Recreation has benefited from utilizing Day and Stay program staff during their shutdown. Facility costs continue to provide the majority of the savings for the Home with lower heating costs and hydro rates. The Home has received some one-time funding in the month of March in the amount of \$37,500 and continued to receive the \$37,500 allotment for the month of April. After factoring in the usage of PPE and those costs not recorded within each of the departments, a surplus for the month of March existed. It is anticipated that these funds will be used during the year. The Home has also received notification of an additional \$43,200 to be received which will be used to offset any new measures required for the remainder of the year related to enhanced screening and PPE necessary during the pandemic.

A further announcement from the Province was made which relates to a capital fund that may allow for implementation of permanent measures such as changes to the front entry for infection control and screening but details have yet to come.

The Province has also announced that occupancy targets do not need to be maintained at the 97% rate in order to receive full Provincial funding for the year.

The Day and Stay Program has ceased operations temporarily due to the pandemic and staff have been redeployed to long term care. The financial year ends March 31 and

the accounts have been submitted for audit with a statement to be presented to the committee at a later date. It is anticipated that only a minor surplus will exist.

Item 5.1 was voted on and approved.

5.2 John Noble Home Monthly Budget Summary for March 2020 [Financial Impact – None – Overall Under Budget at this Time] (JNH2020-18)

THAT the Monthly Budget Summary JNH2020-18 for March 31, 2020 for the John Noble Home BE RECEIVED.

Item 5.2 was voted on and approved.

5.3 Administrator Report-Verbal Update

J. Miller reported that the Home remains Covid-19 free. All residents and staff were tested for Covid-19 and results came back negative. The Home has an adequate supply of PPE. Management are planning for the re-introduction of visitors into the Home when the Ministry of Health gives the direction.

The current screening process for staff arriving and leaving the Home was explained. The screening tool has been modified many times since the start of the pandemic to comply with new Ministry directives as they evolve. If someone has any symptoms they are referred to the Health Unit to be tested and self-isolate.

The Brant Long Term Care Administrators Network have been meeting bi-weekly to share how Homes are operating and overcoming the challenges associated with the pandemic within the sector.

Complaints with regards to the accessibility of the Bell Lane Terrace garden as well as tenants allowing their dogs off leash have been received. A possible solution to increase accessibility is to remove the wire fence surrounding the garden to allow for a new walkway to be made that connects the sidewalk to the front door of the garden. There are a number of tenants that have taken issue with this decision as they feel the fence provides security. All options for increasing the accessibility to the garden will be explored.

CARRIED

6. ITEMS FOR CONSIDERATION

Moved by Councillor Vanderstelt
Seconded by Councillor Wheat

THAT Items for Consideration (6.1-6.2) BE APPROVED

Both Items (6.1 & 6.2) were separated for discussion purposes.

6.1 Lease Agreement with the Grand Erie District School Board and the John Noble Home to provide space to the Grand Erie Learning Alternatives Personal Support Worker Program [Financial Impact - \$9,000 annually] (JNH2020-19)

THAT the Administrator BE AUTHORIZED to sign the lease agreement with the Grand Erie District School Board for space to operate the Grand Erie Learning Alternatives Personal Support Worker Program.

J. Miller explained that the area of the building being provided would include the physiotherapy room, offices and volunteer lounge which can all be relocated within the building.

S. Proulx added the space is approximately 1500 square feet. The tenant will have access to the building 24/7 but classes will take place during regular hours. Student placements can occur on any shift with mentors present.

Item 6.1 was voted on and approved.

6.2 John Noble Home December 31, 2019 Year End Financial Statements. [Financial Impact – \$114,790 surplus] (JNH2020-20)

THAT the audited Financial Statements for the John Noble Home's Long Term Care operations for the year ending December 31, 2019, BE APPROVED.

Presentation of Financial Statements

Julie B. Baetz, CPA, CA, LPA, Engagement Partner, Millards Chartered Personal Accountants.

J. Baetz presented the year end financial report for 2019. The audits scope and findings were explained with a materiality amount of \$148,000 which was used throughout the audit.

The audit resulted in no major findings. Management were cooperative and no significant deficiencies were identified.

Financial Statements were presented highlighting the cash flow, contingent liability, expenses and capital assets.

Item 6.2 was voted on and approved.

CARRIED

7. PRIVATE AND CONFIDENTIAL ITEMS

There were no Private and Confidential Items.

8. CORRESPONDANCE

None

9. RESOLUTIONS

None

10. NOTICES OF MOTION

None

11. QUESTIONS

Councillor Vanderstelt noted that starting with the early screening that was implemented, everything the staff have done has been reassuring and that the Home has been a leader within the community.

Councillor Gatward expressed pride and thanks to the staff for the work they have done throughout the pandemic to protect the public, staff and residents.

12. NEXT MEETING

The next meeting of the John Noble Home Committee of Management will be held on Wednesday, June 10, 2020 as a virtual meeting hosted by the John Noble Home.

13. ADJOURNMENT

Meeting was adjourned at 2:18 p.m.

Richard Carpenter, Chair

Sarah MacCuish, Administrative
Assistant