



Committee of Management for the Elliott



Meeting Agenda

**Monday, November 19, 2018 – 5:30 p.m.
Council Chambers, Guelph City Hall, 1 Carden Street**

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Call to Order – Chair Downer

Disclosure of Pecuniary Interest and General Nature Thereof

Confirmation of Minutes – September 10, 2018 open meeting minutes

Consent Agenda

**CME-2018.4 The Elliott Long-Term Care Residence Quarterly Report
2018-Q3**

Recommendation:

That the 2018-Q3 Quarterly Report on the operations of the Elliott Long-Term Care Residence, be received.

Chair and The Elliott Community Staff Announcements

Adjournment

Items for Discussion

CME-2018.3 The Elliott Long-Term Care Residence Quarterly Report 2018-Q2

2. Moved by Mayor Guthrie
 Seconded by Councillor Billings

That the 2018-Q2 Quarterly Report on the operations of the Elliott Long-Term Care Residence, be received.

Voting in Favour: Mayor Guthrie, Councillors Billings, Downer and Gordon (4)

Voting Against: (0)

Carried

Chair and The Elliott Community Staff Announcements

Michelle Karker, Chief Administrative Officer of The Elliott Community, announced that The Elliott Community has received CARF accreditation for the next three years.

Adjournment (1:43 p.m.)

3. Moved by Councillor Gordon
 Seconded by Councillor Billings

That the meeting be adjourned.

Carried

Stephen O'Brien
City Clerk



The Elliott Long-Term Care Residence Report

TO: Committee of Management
DATE: November 19th, 2018
SUBJECT: The Elliott Long-Term Care Residence Quarterly Report 2018-Q3

RECOMMENDATION

That the 2018-Q3 quarterly report on the operations of the Elliott Long-Term Care Residence, be received.

BACKGROUND

The Ontario Long-Term Care Homes Act requires that every municipality within Ontario is required to support a municipal long-term care home. The City of Guelph is meeting this responsibility through a Delegation of Authority Bylaw, assigning the responsibility to operate the City's approved 85-bed long-term care home to The Elliott's Board of Trustees. In addition to the Delegation of Authority By-law, The City and The Elliott have also entered into a Long-Term Care Services Agreement (Services Agreement) that identifies the specific nature of the relationship and sets out the responsibilities of both parties to the Agreement. There is a requirement within the Services Agreement for The Elliott to report quarterly on the operations of the Elliott Long-Term Care Residence (ELTCR).

The Elliott Community operates a campus of care offering retirement and life-lease care and services beyond the ELTCR. As the relationship set out in the Services Agreement pertains strictly to the operations of the ELTCR, this report is only reflective of long-term care operations and does not reflect the retirement and life-lease suites.

REPORT

In accordance with the provisions within the Services Agreement:

Attestation of the Responsibilities of The Elliott

The Elliott confirms that to the best of its knowledge, it is,

- (a) Complying with all provisions of the *Municipal Act* relating to local boards;
- (b) Complying with all provisions of the *Elliott Act*;
- (c) Complying with all provisions of the Long-Term Care Homes Act, including, fulfilling the obligations under section 69;
- (d) Complying with all laws, regulations, policies and orders made by any level of government which relate to the operation of The Elliott Long-Term Care Residence;
- (e) Complying with all provisions in the Elliott Delegation of Authority By-law; and,
- (f) Managing a Business Plan and Strategic Plan for The Elliott Long-Term Care Residence.

Overview of the Operations

For the period July until September 2018, the following activities / actions were reported to the Board of Trustees as they relate to the ELTCR:

- A Property Condition Assessment report has been prepared by an external organization, with a ten year capital plan. Combined with the ongoing need to purchase and replace capital equipment, there will be increasing pressure on cash flow in the coming years.
- Planned capital improvements for 2018 have been ongoing throughout Q3 and are on track for completion before year end.
- The Elliott has received Ministry funding for a new register nurse (RN) position as of July 1, 2018. We also received End of Life Train the Trainer funding for our Personal support workers and our registered staff. Training has been completed.
- Resident Council Meetings for Long-term care, Retirement and Life lease were held in September. Concerns that were brought forward were addressed in a timely manner.
- Long Term Care Homes Quality Inspection Program Performance Assessment Framework—the LPA. The LPA performance information for The Elliott in Q3 is “In good standing”.

There have been no conflicts of interest of any Board of Trustee member or employee of The Elliott who is providing services.

There have been no requests for information under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.58.

There are no identified litigations, potential litigations, or claims (insured or uninsured) of any kind at the time of preparing this report.

There are no other issues or matters, in the opinion of the Chair of the Board of Trustees, that require direction from or a decision of the Committee of Management or which the Committee of Management has requested that the Board of Trustees provide a report.

The following represents specific sections of the responsibilities of the Services Agreement.

Complaints / Concerns

#	Details of Complaint / Concern	Response from Management	Resolved within The Elliott	Reported to the MOHLTC
1	Concerns about no recreational activities with residents during an outbreak	After discussions with our infectious control nurse and discussions with our recreational team The Elliott has been able to adapt its programs during respiratory and flu outbreaks.	√	

Critical Incident Reports

There are four critical incident reports that have been reported to the MOHLTC during the third quarter by The Elliott Community.

#	Details of Critical Incident Report submitted to MOHLTC	Response from Management	Resolved within The Elliott	MOHLTC Completed Inspection
1.	Disease Outbreak LTC (Respiratory)	Reported to Public Health, protocols initiated, duration from July 23 rd – August 17 th , 2 residents affected. No confirmed virus identified.	√	
2.	Resident to Resident Abuse	A resident in a shared room hit another resident. Resident was able to be moved to a private room which resolved the issue.	√	
3.	Disease Outbreak LTC (Respiratory)	Reported to Public Health, protocols initiated, duration from August 29 th – September 6 th , 6 residents affected No confirmed virus identified.	√	
4.	Resident Fracture	The cause is unknown as resident did not have a fall. No incidents were reported or noted by either private care givers or The Elliott staff.	√	

Inspections from Ministry of Health and Long-Term Care

Public Health conducted their annual cold chain maintenance inspection report for our vaccine fridges. We passed with no noted issues.

Financial Report City of Guelph - For the Nine Months Ended September 30, 2018

The operating and capital budgets for The Elliott were presented on November 15, 2017 to City Council. The 2018 operating budget of \$1,302,996 and capital budget of \$212,000 were approved as presented. All operating and capital funding reports reflect the allocation of direct and indirect costs reflected in the Services Agreement.

For the nine months ending September 30, 2018, the following observations were noted:

- Total revenue of \$6,161,295, which is higher than budget by 2% due to the receipt of unbudgeted funding for bariatric and falls prevention equipment, and annual funding increases received from the Ministry of Health and Long-Term Care were higher than budgeted.



The Elliott Long-Term Care Residence Report

- Employee costs of \$4,038,414 are higher than budget by 2% due to the costs associated with additional Housekeeping and Laundry staffing to assist during outbreaks, and timing of vacations for Administrative staff.
- Operating Costs of \$1,642,848 are lower than budget by 7%. These savings relate to equipment costs that were budgeted as expenses but are actually being capitalized and amortized over several years. In addition, cost savings were generated from lower utility costs, which is as a result of moving to LED lighting over the past few years.
- Overall, the operations of The Elliott Community have a positive variance of \$743,147.
- The calculation of funding from The City of Guelph, as it relates to the funding of the Other Accommodation Envelope, has an \$111,924 positive variance. This variance is due to the aforementioned positive variance in equipment costs. This will be monitored in the coming months and it is the responsibility of management to mitigate this from other operations if a negative variance occurs.

The Statement of Revenue and Expenses for the Operating Budget and the City funding formula are enclosed for reference.

Prepared By:

Approved By:

Michelle Karker
CEO

E.J. Stross
Chair, Board of Trustees

THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care
For the Nine Months Ending September 30, 2018

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Long Term Care - Basic	1,314,600	1,319,883	5,283	0%
Long Term Care - Preferred	333,378	344,123	10,745	3%
	<u>1,647,978</u>	<u>1,664,006</u>	<u>16,028</u>	<u>1%</u>
Government Subsidy - LTC:				
Provincial - LTC Subsidy	3,211,689	3,308,185	96,496	3%
Provincial - BSO / Physio / Other	102,565	105,018	2,453	2%
City of Guelph - LTC Operations	977,247	977,247	0	0%
	<u>4,291,501</u>	<u>4,390,450</u>	<u>98,949</u>	<u>2%</u>
Other Revenue:				
Fees and Recoveries	30,393	43,785	13,392	44%
Amort. of Def'd Contributions	46,014	50,201	4,187	9%
Other Revenue	2,844	12,852	10,008	352%
	<u>79,251</u>	<u>106,839</u>	<u>27,588</u>	<u>35%</u>
Total Revenue	<u>6,018,730</u>	<u>6,161,295</u>	<u>142,565</u>	<u>2%</u>
<u>EXPENSES</u>				
Employee Costs:				
Wages and Salaries	3,202,083	3,281,132	(79,049)	(2%)
Employee Benefits	743,129	757,282	(14,153)	(2%)
	<u>3,945,212</u>	<u>4,038,414</u>	<u>(93,202)</u>	<u>(2%)</u>
Operating Costs:				
Supplies	408,438	402,536	5,902	1%
Facility Costs	292,768	278,867	13,901	5%
Interest & Financing Fees	273,170	272,000	1,170	0%
Equipment	321,983	188,724	133,259	41%
Purchased Services	156,641	161,881	(5,240)	(3%)
Administrative & Other	30,186	26,483	3,703	12%
Amortization of Capital Assets	288,029	310,785	(22,756)	(8%)
Accretion of Def'd Financing Costs	1,575	1,573	2	0%
	<u>1,772,789</u>	<u>1,642,848</u>	<u>129,940</u>	<u>7%</u>
Total Expenses	<u>5,718,001</u>	<u>5,681,262</u>	<u>36,738</u>	<u>1%</u>
SURPLUS / (DEFICIT)	<u>300,730</u>	<u>480,033</u>	<u>179,303</u>	

THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care - OA Envelope
For the Nine Months Ending September 30, 2018

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Basic	1,314,600	1,319,883	5,283	0%
Preferred	333,378	344,123	10,745	3%
Provincial Subsidy - MOHLTC	228,621	231,591	2,970	1%
Municipal Subsidy - City of Guelph	1,131,647	1,131,647	0	0%
	<u>3,008,246</u>	<u>3,027,244</u>	<u>18,998</u>	<u>1%</u>
Other Revenue:				
Fees & Recoveries	693	16,014	15,321	2,211%
Cable Television Fees	21,150	20,189	(961)	(5%)
Telephone Fees	9,000	8,482	(518)	(6%)
Amortiz. of Def'd Contributions	46,014	50,201	4,187	9%
Donations / Grants	1,800	0	(1,800)	(100%)
Other Revenue	594	5,609	5,015	844%
	<u>79,251</u>	<u>100,495</u>	<u>21,244</u>	<u>27%</u>
Total Revenue	<u>3,087,497</u>	<u>3,127,739</u>	<u>40,242</u>	<u>1%</u>
<u>EXPENSES</u>				
Employee Costs:				
Wages and Salaries	1,036,511	1,074,761	(38,250)	(4%)
Employee Benefits	255,046	268,574	(13,528)	(5%)
	<u>1,291,557</u>	<u>1,343,335</u>	<u>(51,778)</u>	<u>(4%)</u>
Operating Costs:				
Amortization of Assets & Fees	289,604	312,358	(22,754)	(8%)
Supplies	95,340	93,163	2,177	2%
Facility Costs	292,767	278,866	13,901	5%
Financing & Service Fees	273,170	272,000	1,170	0%
Equipment	251,524	128,689	122,835	49%
Purchased Services	79,790	75,502	4,288	5%
Administrative & Other	24,171	22,328	1,843	8%
	<u>1,306,366</u>	<u>1,182,906</u>	<u>123,460</u>	<u>9%</u>
Total Expenses	<u>2,597,923</u>	<u>2,526,241</u>	<u>71,682</u>	<u>3%</u>
SURPLUS / (DEFICIT)	<u>489,574</u>	<u>601,498</u>	<u>111,924</u>	