

COMMITTEE AGENDA



TO **Committee of Management for the Elliott**

DATE Wednesday, June 8, 2016

LOCATION Council Chambers, Guelph City Hall, 1 Carden Street

TIME Immediately following the Public Services Committee Meeting

DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

CONFIRMATION OF MINUTES – March 3, 2016 open meeting minutes

CONSENT AGENDA

The following resolutions have been prepared to facilitate the Committee's consideration of the various matters and are suggested for consideration. If the Committee wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with separately. The balance of the Committee of Management for the Elliott Consent Agenda will be approved in one resolution.

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
CME-2016.2 The Elliott Long-Term Care Residence Quarterly Report 2016-Q1	Trevor Lee, Chief Executive Officer, The Elliott Community		✓

ADJOURNMENT

2. Moved by Mayor Guthrie
Seconded by Councillor Van Hellemond

That the 2015-Q4 Quarterly Report on the operations of the Elliott Long-Term Care Residence, be received.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Billings, Downer, Gordon and Van Hellemond (5)

VOTING AGAINST: (0)

CARRIED

Adjournment (5:57 p.m.)

3. Moved by Councillor Billings
Seconded by Mayor Guthrie

That the meeting be adjourned.

CARRIED

Dylan McMahon
Council Committee Coordinator

**COMMITTEE OF MANAGEMENT FOR THE ELLIOTT
AGENDA**

June 8, 2016

Members of Public Service Committee as Committee of Management for the Elliott.

SUMMARY OF REPORTS:

REPORTS FROM ADMINISTRATIVE STAFF

REPORT	DIRECTION
<p>CME-2016.2 THE ELLIOTT LONG-TERM CARE RESIDENCE QUARTERLY REPORT 2016-Q1</p> <p>That the 2016-Q1 Quarterly Report on the operations of the Elliott Long-Term Care Residence, be received.</p>	Receive

attach.



The Elliott Long-Term Care Residence Report

TO: Committee of Management

DATE: June 8, 2016

SUBJECT: The Elliott Long-Term Care Residence Quarterly Report 2016-Q1

RECOMMENDATION

That the 2016-Q1 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 January to March 2016, the following activities / actions were reported to the Board of Trustees as they relate to the ELTCR:

- Procurement of new capital items identified in the Capital Budget has been secured with delivery staged throughout the year to ensure cash flow management.
- The ELTCR has been asked to participate in a University of Guelph study on the treatment of air quality to reduce / eliminate the transfer of microbial infections. The facility was selected based on its close proximity to the University of Guelph and the high reputation of quality improvement and accreditation. The technology, installation, removal and all other associated expenses are being compensated by the project sponsor, LAMS, a US-Based organization engaged in microbiology research. In summary the research gathered to date will result in the “near elimination of exposure/transfer of microbial disease infections such as VRE, C-Diff, and MRSA
- The Board of Trustees received the resignation of one trustee, and is actively working with the City Clerk’s office on the replacement.

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

The following complaints / concerns have been received during the fourth quarter by The Elliott and have been addressed as follows:

#	Details of Complaint / Concern	Response from Management	Resolved within The Elliott	Reported to the MOHLTC
1	A former Resident's son received an invitation to our quarterly memorial service that contained inaccurate information resulting in the family's inability to attend the memorial service.	The outgoing invitations to families for the memorial services will be reviewed for accuracy and mailed on a much earlier basis to afford families the opportunity to attend the service if they so wish.	✓	

Critical Incident Report / Inspections from Ministry of Health and Long-Term Care

The following critical incident reports / inspections been reported to the MOHLTC during the fourth quarter by The Elliott and have been addressed as follows:

#	Details of Critical Incident Report submitted to MOHLTC	Response from Management	Resolved within The Elliott	MOHLTC Completed Inspection
1.	Disease Outbreak (enteric)	Reported to Public Health, protocols initiated, duration from January 6, 2016 to January 12, 2016, 3 residents affected.	✓	
2.	Disease Outbreak (enteric)	Reported to Public Health, protocols initiated, duration from February 5, 2016 to February 10, 2016, 4 residents affected.	✓	
3.	Disease Outbreak (enteric)	Reported to Public Health, protocols initiated, duration from February 14, 2016 to February 17, 2016, 5 residents affected.	✓	
4.	Resident Fall: A resident removed the bed alarm device from her clothing that would have notified staff of the resident's intention to transfer. Resident was transferred to hospital for assessment; a non-displaced fracture was assessed. Care Plan immediately adjusted to respond to the fracture and return to pre-existing health.	Prior to Incident: Resident was assessed as a low risk of falls and independent. Resident assessment was adjusted as resident was exhibiting weakness in transfers and a bed alarm was installed to alert staff when Resident tries to transfer. Following Incident: Physician contacted and care plans amended to reflect heightened risk of falls. Resident is cognitively well and now understands the importance of ringing the call bell for assistance and not to ambulate on own.	✓	

Financial Report

The operating and capital budgets for The Elliott were presented on November 16, 2015 to City Council. The 2016 operating budget of \$1,252,400 and capital budget of \$211,561 were approved as presented. All operating and capital financial reports reflect the allocation of direct and indirect costs reflected in the Services Agreement.

For the First Quarter ending March 31, 2016, the following observations are noted:

- With total revenue representing \$1,892,607 year-to-date positive variance from budget of 1.0%; due primarily from unanticipated additional Ministry of Health and Long-Term Care funding of the Nursing and Personal Care, and Program and Support Services envelopes.
- Employee Costs of \$1,020,795 were slightly higher than budget due to the increased staffing requirements during outbreaks that occurred in January/February. This represented a 3.0% negative variance; not anticipated to continue into the succeeding months.
- Operating Costs are \$694,925; 1% positive budget, primarily due to the efficiency in facility costs.
- Overall, the operations of The Elliott reflect a slight negative variance of \$3,369.
- The calculation of funding from the City of Guelph as it relates to the funding of the Other Accommodation Envelope has a \$21,940 negative variance. This negative variance will be monitored in the coming periods but is the responsibility of management to mitigate from other operations.
- The plan for capital expenditures has been established with no significant draws in the first quarter as the planned expenditures are spread more evenly over the remainder of the year.

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

Prepared By:**Trevor Lee****Chief Executive Officer****Approved By:****Randall Wilson****Chair, Board of Trustees**

**THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care**

For the Three Months Ending March 31, 2016

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Long Term Care - Basic	421,974	423,095	1,121	0%
Long Term Care - Preferred	95,294	99,365	4,071	4%
	517,268	522,459	5,191	1%
Government Subsidy - LTC:				
Provincial - LTC Subsidy	981,630	995,999	14,369	1%
Provincial - BSO / Physio / Other	26,703	27,834	1,131	4%
City of Guelph - LTC Operations	313,100	313,101	1	0%
	1,321,433	1,336,934	15,501	1%
Other Revenue:				
Fees and Recoveries	9,924	10,057	133	1%
Amort. of Def'd Contributions	18,150	9,524	(8,626)	(48%)
Other Revenue	1,239	13,632	12,393	1,000%
	29,313	33,214	3,901	13%
Total Revenue	1,868,014	1,892,607	24,593	1%
<u>EXPENSES</u>				
Employee Costs:				
Wages and Salaries	797,846	831,416	(33,570)	(4%)
Employee Benefits	190,608	189,378	1,230	1%
	988,454	1,020,795	(32,340)	(3%)
Operating Costs:				
Supplies	120,420	119,387	1,033	1%
Facility Costs	114,736	100,941	13,794	12%
Interest & Financing Fees	98,508	100,078	(1,571)	(2%)
Equipment	68,586	68,338	249	0%
Purchased Services	47,653	42,677	4,976	10%
Administrative & Other	7,829	9,301	(1,472)	(19%)
Amortization of Capital Assets	241,048	253,679	(12,631)	(5%)
Accretion of Def'd Financing Costs	524	525	0	(0%)
	699,304	694,925	4,378	1%
Total Expenses	1,687,758	1,715,720	(27,962)	(2%)
SURPLUS / (DEFICIT)	180,256	176,887	(3,369)	

**THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care - OA Envelope**

For the Three Months Ending March 31, 2016

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Basic	421,974	423,095	1,121	0%
Preferred	95,294	99,365	4,071	4%
Provincial Subsidy - MOHLTC	80,094	84,868	4,774	6%
Municipal Subsidy - City of Guelph	336,100	335,888	(212)	(0%)
	<u>933,462</u>	<u>943,216</u>	<u>9,754</u>	<u>1%</u>
Other Revenue:				
Fees & Recoveries	239	90	(149)	(62%)
Cable Television Fees	6,626	6,741	115	2%
Telephone Fees	3,059	3,226	167	5%
Amortiz. of Def'd Contributions	18,150	9,524	(8,626)	(48%)
Donations / Grants	600	1,598	998	166%
Other Revenue	172	185	13	8%
	<u>28,846</u>	<u>21,364</u>	<u>(7,482)</u>	<u>(26%)</u>
Total Revenue	<u>962,308</u>	<u>964,580</u>	<u>2,272</u>	<u>0%</u>
<u>EXPENSES</u>				
Employee Costs:				
Wages and Salaries	260,670	282,507	(21,837)	(8%)
Employee Benefits	68,501	67,361	1,140	2%
	<u>329,171</u>	<u>349,868</u>	<u>(20,697)</u>	<u>(6%)</u>
Operating Costs:				
Amortization of Assets & Fees	241,572	254,204	(12,632)	(5%)
Supplies	28,858	32,616	(3,758)	(13%)
Facility Costs	114,736	100,942	13,794	12%
Equipment	59,494	58,229	1,265	2%
Purchased Services	20,803	18,690	2,113	10%
Administrative & Other	5,232	7,959	(2,727)	(52%)
	<u>569,203</u>	<u>572,718</u>	<u>(3,515)</u>	<u>(1%)</u>
Total Expenses	<u>898,374</u>	<u>922,586</u>	<u>(24,212)</u>	<u>(3%)</u>
SURPLUS / (DEFICIT)	<u>63,934</u>	<u>41,994</u>	<u>(21,940)</u>	<u>(34%)</u>