



Committee of Management for the Elliott Meeting Agenda

**Monday, March 4, 2019 – 12:30 p.m.
Council Chambers, Guelph City Hall, 1 Carden Street**

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Call to Order – Mayor

Disclosure of Pecuniary Interest and General Nature Thereof

Confirmation of Minutes – November 19, 2018 open meeting minutes

Consent Agenda

**CME-2019-1 The Elliott Long-Term Care Residence Quarterly Report
2018-Q4**

Recommendation:

That the 2018-Q4 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-2018.4 The Elliott Long-Term Care Residence Quarterly Report 2018-Q3

2. Moved by Mayor Guthrie
 Seconded by Councillor Billings

That the 2018-Q3 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 Executive Officer of The Elliott Community, announced that The Elliott Community has completed both a property condition assessment report and 10 year Capital Plan. They have also received funding for the hiring of a registered nurse and staff training.

Committee members thanked Chair Downer for her work as Chair for the committee.

Adjournment (5:43 p.m.)

3. Moved by Mayor Guthrie
 Seconded by Councillor Gordon

That the meeting be adjourned.

Carried

Stephen O'Brien City Clerk



The Elliott Long-Term Care Residence Report

TO: Committee of Management

DATE: March 4th, 2019

SUBJECT: The Elliott Long-Term Care Residence Quarterly Report 2018-Q4

RECOMMENDATION

That the 2018-Q4 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 October – December 2018, the following activities / actions were reported to the Board of Trustees as they relate to the ELTCR:

- The Elliott’s organizational budget was presented to Board of Trustees in November 2018 and was approved.
- The annual “Health and Wellness Expo” was held in October and was well attended by staff and residents. This event was aligned with the annual fly shot and mask fit testing clinic. The Elliott is proud to say 100% of its staff have received the flu shot.
- The 2018 Resident Satisfaction Surveys were circulated to all residents within our community. Based on the responses we received from Long-Term Care, 100% of the Residents are satisfied with the quality of care and services and 100% would recommend The Elliott to family and friends.
- The Elliott held its Long Service Awards in December where we celebrated staff who had worked at The Elliott for 5, 10, 15, 20 and 25+ years. We celebrated over 280 years of combined service that evening.
- Significant capital improvements continue as the Home continues to update and improve its facilities.

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

No complaints or concerns were received in Q4

Critical Incident Reports

There are 3 critical incident reports that have been reported to the MOHLTC during the fourth 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 December 1 st - 23rd. No confirmed virus identified.	√	
2.	Staff to Resident Abuse	A report of staff to resident abuse was received, which triggered a detailed investigative process. In accordance with the prevailing MOHLTC guidelines and Elliott Community policy, appropriate action was taken to safeguard residents and minimize future risk.	√	√
3.	Incident that causes an injury to a resident for which the resident is hospitalized	A resident sustained an injury to the elbow which required an assessment.	√	

Inspections from Ministry of Health and Long-Term Care

- Annual City inspection of the Hair Salon occurred in December, no issues were cited.
- Annual Fire inspection was completed in October, no issues were cited.
- The Ministry of Health and Long-Term Care completed an inspection in November regarding critical incidents. Two written notices were issued and one voluntary plan of action of correction for non-compliance. Issues have been resolved.
- Public health inspection of the Kitchen was completed in November, no issues were cited.

Financial Report City of Guelph - For the Year Ending December 31, 2018 – Unaudited

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 year ending December 31, 2018, the following observations were noted:

- Total revenue of \$8,234,765, 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.
- Employee costs of \$5,566,720 are higher than budget by 2% due to the costs associated with additional Housekeeping and Laundry staffing to assist during outbreaks, and extra Ministry funding for a new Registered Nurse position.

- Operating Costs of \$2,201,821 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 \$942,996.
- The calculation of funding from The City of Guelph, as it relates to the funding of the Other Accommodation Envelope, has a \$193,554 positive variance. This variance is due to the aforementioned positive variances in equipment costs and lower utility costs.

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 - UNAUDITED
Long Term Care
For the Year Ending December 31, 2018

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Long Term Care - Basic	1,756,200	1,770,865	14,665	1%
Long Term Care - Preferred	445,610	462,567	16,957	4%
	<u>2,201,810</u>	<u>2,233,432</u>	<u>31,622</u>	<u>1%</u>
Government Subsidy - LTC:				
Provincial - LTC Subsidy	4,288,572	4,432,243	143,671	3%
Provincial - BSO / Physio / Other	136,867	131,509	(5,358)	(4%)
City of Guelph - LTC Operations	1,302,557	1,302,557	0	0%
	<u>5,727,996</u>	<u>5,866,309</u>	<u>138,313</u>	<u>2%</u>
Other Revenue:				
Fees and Recoveries	40,524	57,483	16,959	42%
Amort. of Def'd Contributions	61,352	66,935	5,583	9%
Other Revenue	3,792	10,605	6,813	180%
	<u>105,668</u>	<u>135,024</u>	<u>29,356</u>	<u>28%</u>
Total Revenue	<u>8,035,474</u>	<u>8,234,765</u>	<u>199,291</u>	<u>2%</u>
<u>EXPENSES</u>				
Employee Costs:				
Wages and Salaries	4,387,043	4,531,336	(144,293)	(3%)
Employee Benefits	996,521	1,035,384	(38,863)	(4%)
	<u>5,383,564</u>	<u>5,566,720</u>	<u>(183,156)</u>	<u>(3%)</u>
Operating Costs:				
Supplies	554,890	581,784	(26,894)	(5%)
Facility Costs	394,043	362,241	31,802	8%
Interest & Financing Fees	368,269	353,026	15,244	4%
Equipment	427,109	251,413	175,696	41%
Purchased Services	208,735	209,501	(766)	(0%)
Administrative & Other	40,056	36,860	3,196	8%
Amortization of Capital Assets	384,038	404,900	(20,862)	(5%)
Accretion of Def'd Financing Costs	2,100	2,097	3	0%
	<u>2,379,240</u>	<u>2,201,821</u>	<u>177,419</u>	<u>7%</u>
Total Expenses	<u>7,762,805</u>	<u>7,768,542</u>	<u>(5,737)</u>	<u>(0%)</u>
SURPLUS / (DEFICIT)	<u>272,669</u>	<u>466,223</u>	<u>193,554</u>	

THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS - UNAUDITED
Long Term Care - OA Envelope
For the Year Ending December 31, 2018

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Basic	1,756,200	1,770,865	14,665	1%
Preferred	445,610	462,567	16,957	4%
Provincial Subsidy - MOHLTC	303,558	310,014	6,456	2%
Municipal Subsidy - City of Guelph	1,514,557	1,514,557	0	0%
	<u>4,019,925</u>	<u>4,058,003</u>	<u>38,078</u>	<u>1%</u>
Other Revenue:				
Fees & Recoveries	924	20,476	19,552	2,116%
Cable Television Fees	28,200	26,777	(1,423)	(5%)
Telephone Fees	12,000	11,375	(625)	(5%)
Amortiz. of Def'd Contributions	61,352	66,935	5,583	9%
Donations / Grants	2,400	0	(2,400)	(100%)
Other Revenue	792	6,093	5,301	669%
	<u>105,668</u>	<u>131,656</u>	<u>25,988</u>	<u>25%</u>
Total Revenue	<u>4,125,593</u>	<u>4,189,659</u>	<u>64,066</u>	<u>2%</u>
<u>EXPENSES</u>				
Employee Costs:				
Wages and Salaries	1,423,735	1,484,445	(60,710)	(4%)
Employee Benefits	343,811	366,839	(23,028)	(7%)
	<u>1,767,546</u>	<u>1,851,284</u>	<u>(83,738)</u>	<u>(5%)</u>
Operating Costs:				
Amortization of Assets & Fees	386,138	406,997	(20,859)	(5%)
Supplies	136,060	140,150	(4,090)	(3%)
Facility Costs	394,042	362,242	31,800	8%
Financing & Service Fees	368,269	353,026	15,243	4%
Equipment	335,369	158,730	176,639	53%
Purchased Services	106,654	96,951	9,703	9%
Administrative & Other	32,041	30,424	1,617	5%
	<u>1,758,573</u>	<u>1,548,520</u>	<u>210,053</u>	<u>12%</u>
Total Expenses	<u>3,526,119</u>	<u>3,399,804</u>	<u>126,315</u>	<u>4%</u>
SURPLUS / (DEFICIT)	<u>599,474</u>	<u>789,855</u>	<u>190,381</u>	