



**Taber & District
HOUSING FOUNDATION**

Provide individuals, families and seniors with affordable and caring accommodation.

AGENDA
Regular Monthly Board Meeting
Taber and District Housing Foundation
Thursday, March 27, 2020 @ 1:30 p.m.
Conference Call

1. **Approval of Agenda**
2. **Presentation by Auditor – KPMG**
3. **Approval of Audited Financial Statements for year ended December 31, 2019**
 - a) Clearview Lodge
 - b) Social Housing
4. **Approval of Minutes:**
 - a) Minutes – Board of Directors Meeting – February 27, 2020
 - b) Minutes – Building Committee Meeting – March 11, 2020 – *TABLED*
5. **Business Arising:**
 - a) TDHF Operational Review – Action Plan
 - b) Maintenance Truck – Review upon completion of Collective Bargaining process
 - c) Clearview Lodge Design
 - d) TDHF Affordable Housing Project
 - e) Grand Parade
6. **Approval of Financial Statements and reports:**

Summary update: Social Housing and Clearview Lodge
For current cheque listing issued up to Meeting date (*if available, info handed out at the meeting*).
7. **New Business:**
 - a) Report - Social Housing
 - b) Appointment of 2020 Auditors - KPMG
 - c) Resolution -
 - i. Requisitions 2020
 - ii. Write off of 2019 Uncollectible Amounts (Bad Debt)
 - d) Pandemic Pay Proposal
 - e) Supplemental Unemployment Benefit Program
8. **Information**
 - a) Monthly Report – Social Housing – February 2020
 - b) AHS Report – DSL Residents – January 2020
9. **Adjournment**

Next Meeting:	Fundraising Committee	Thursday, April 16	Conference Call
	Board of Directors	Thursday, April 23	Conference Call



**Taber & District
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**MINUTES
Regular Monthly Board Meeting
Taber and District Housing Foundation
Thursday, February 27, 2020
TDHF Admin Office Boardroom**

ATTENDANCE

Board:	Linda English Jennifer Crowson	Rosanne Horrocks	Tom Machacek
Absent:	Louie Tams	Ian Matheson	Harry Prummel
Administration:	Tim Janzen (CAO), Joan Hart (CVL Manager), Corey Beck (Maintenance Manager), Carrie Wilson (Placement Officer)		

Rosanne Horrocks, Chairman, called the meeting to order at 1:33 p.m.

1. Approval of Agenda

Motion 2020-017

MOVED by T. Machacek to approve the Agenda as amended.

CARRIED

2. Approval of Minutes

Motion 2020-018

MOVED by L. English to accept the minutes from the Board Meeting of Thursday, January 23, 2020.

CARRIED

3. Business Arising

- a) **Update – Bountiful House complaint** – CAO reported that the adjuster and insurance company had sent TDHF an email and indicated that they felt the matter had been addressed. The statute of limitations would be reached in October 2020.
- b) **TDHF Operational Review – Action Plan** – TABLED
- c) **Maintenance Truck Purchase** – CAO and Maintenance Manager had researched a number of vehicles and hoped to have it ready for use this Spring.
- d) **Bequests – Info from KPMG** – CAO reported that KPMG would be willing to prepare brochures to be distributed to local accountants, lawyers and wealth planners. To be discussed at the next Fundraising Committee meeting.

4. Approval of Financial Statements and Reports:

Motion 2020-019

MOVED by L. English to accept for information the financial statements, bank statements and bank reconciliations for the month of December 31, 2019 for both Social Housing and Clearview Lodge as presented. **CARRIED**

Motion 2020-020

MOVED by L. English to accept for information the financial statements, bank statements and bank reconciliations for the month of January 31, 2020 and the current cheque listing to February 27, 2020, for both Social Housing and Clearview Lodge as presented. **CARRIED**

5. Reports

a) Lodge Manager Report

Motion 2020-021

MOVED by L. English to accept the Lodge Manager's report, as presented. **CARRIED**

b) Maintenance Manager's Report

Motion 2020-022

MOVED by T. Machacek to accept the Maintenance Manager's report, as presented. **CARRIED**

c) Placement Officer Report

Motion 2020-023

MOVED by J. Crowson to accept the Placement Officer's report, as presented. **CARRIED**

d) Financial Administrator Report
No report.

e) Chief Administrative Officer Report

Motion 2020-024

MOVED by T. Machacek to accept the Chief Administrative Officer's report, as presented. **CARRIED**

6. New Business

d) Priority IV – Clearview Lodge Applicant

Lodge Manager presented information about a Clearview Lodge applicant that is a Priority IV application (is under 65 years of age), and a resident of Taber and MD of Taber. If there are less than two vacant units at Clearview Lodge, accepting a Priority IV application requires Board approval (Policy T-11: Article 2.1).

Motion 2020-025

MOVED by T. Machacek that, effective immediately, the applicant be accepted as a resident at Clearview Lodge. **CARRIED**

b) Affordable Housing Project

CAO presented an email from Town of Taber indicating a motion had been made at the Town Council that a parcel of land be allocated to TDHF for the next six months and within that time, TDHF should present more complete plans including drawings and how the project can fit on the proposed site.

c) Grand Parade – June 6, 2020

CAO indicated that the application for Grand Parade had been submitted and accepted. Also, TGP 101 training session had been completed. CAO presented information about different volunteer roles and would be forwarding information directly to Board members. Grand Parade implementation to be discussed at next Fundraising Committee meeting.

e) ASCHA 2020 Ballot Voting Authorization

Motion 2020-026

MOVED by L. English that Taber and District Housing Foundation appoint Tim Janzen as Authorized Ballot Representative (2 ballots) for the purposes of ballot voting at the 2020 ASCHA Annual General Meeting.

CARRIED

e) Policy Documents

(i) Policy P-25: Personal Days

Motion 2020-027

MOVED by J. Crowson that Policy P-25: Personal Days be accepted as presented.

CARRIED

(ii) Policy HS-25: Safe Footwear

Motion 2020-028

MOVED by T. Machacek that Policy HS-25: Safe Footwear be accepted as presented.

CARRIED

(iii) Policy HS-36.35: Working in Extreme Temperatures

Motion 2020-029

MOVED by J. Crowson that Policy HS-36.35: Working in Extreme Temperatures be accepted as presented.

CARRIED

(iv) Policy HS-14: OHS & Risk Control Commitment

Motion 2020-030

MOVED by L. English that Policy HS-14: OHS & Risk Control Commitment be accepted as presented.

CARRIED

(v) Policy HS-37: Pandemic Influenza Exposure Control Plan

Motion 2020-031

MOVED by T. Machacek that Policy HS-37: Pandemic Influenza Exposure Control Plan be accepted as presented.

CARRIED

7. Other Information

- a) Monthly Report – Social Housing – January 2020
- b) AHS Report – DSL Residents - December 2019

8. Adjournment

Motion 2020-032

MOVED by J. Crowson to adjourn this meeting at 3:10 pm

CARRIED

Next Meeting –	TDHF Building Comm.	Wednesday, March 11, 2020	TDHF Boardroom
	Budget & Audit Comm.	Thursday, March 19, 2020	CVL Activity Room
	Annual General Meeting	Thursday, March 19, 2020	CVL - Atrium
	Board Meeting	Thursday, March 19, 2020	CVL Activity Room

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson

Board Report March 2020

Senior Housing

Applications-1

Move ins-1 (transfer from Prairie Rose Manor)

Move outs-1

Waiting List-7

Vacancies-9 (6 in Taber, 1 in Grassy Lake, 2 in Vauxhall)

Family Housing

Applications-0

Move ins-0

Move outs-1

Waiting List-6

Vacancies-1

DRSP

One of our clients has turned 65 and is receiving senior benefits now so he is off the program.

Additional Info

Candice Fisher came down to visit some of our tenants with too much stuff. We also attended the MDST meeting where she gave a brief presentation on hoarding.

We were able to successfully and peacefully evict our tenant with addictions issues. She is in transition to a facility that meets her needs.

All FCSS programs we had coming up were cancelled due to the COVID-19 outbreak.

I have been working from home. I have been calling tenants every few days to check on them and see if they are in need of any services and reiterating what is expected of them through this difficult time.

Some tenants were quite resistant to the guidelines of staying in and social distancing but I think they're finally coming around.



RESOLUTION: Requisitions Increases

WHEREAS in the Alberta Housing Act - Section 7 – Requisitions (*a copy of Section 7 is attached*) specifies that Management Bodies (such as Taber and District Housing Foundation) that provides Lodge accommodation may requisition those municipalities for which the management body provides lodge accommodation for

- (a) the amount of the management body's annual deficit for the previous fiscal year arising from the provision of lodge accommodation, and
- (b) any amounts necessary to establish or continue a reserve fund for the management body; and

WHEREAS the four (4) Municipalities for Taber and District Housing are; MD of Taber, Town of Taber, Town of Vauxhall and the Village of Barnwell; and

WHEREAS Taber and District Housing Foundation has consistently increased requisitions (2003 to 2010) by 3% and (2011 to 2014) by 5% and (2015 to 2019) by 7% is reviewed annually; and

WHEREAS the cost of operating the Lodge is steadily increasing each year by a minimum of 5% each year including the high costs of gas and electricity, increased wages, food and operating expenses; and

WHEREAS a 5% increase will help with the rising costs of providing accommodation services, including meals service, laundering of towels and linens, housekeeping services, utilities and maintenance of the Lodge; therefore

THEREFORE, BE IT RESOLVED THAT Taber and District Housing Foundation increase the requisitions by 7% from 2019 of \$330,664 to \$353,810 for 2020.

Finally, the municipalities to be advised that requisitions may need to be increased by 6 or 7% in 2021.

RESOLUTION

Un-Collectible Amounts (Bad Debts)

WHEREAS referring to Alberta Seniors and Community Supports, Management Body Handbook; Financial Administration, Section 4.0 and Un-collectible Amounts, Subject 4.11; and

WHEREAS referring to Taber and District Housing Foundation's Policy, Un-collectible Amounts; and

WHEREAS amounts in this category result from the no-payment of rent, utility expenses and/or damages to the unit; and

WHEREAS after the amounts have been outstanding for at least a year and every effort to collect the amounts has been unsuccessful, the board can decide to declare these amounts "un-collectible" and to write them off so that they will no longer be carried on the books as an asset of the management body; and

WHEREAS all collection efforts have been documented (*as attached*) and submitted to the board when a write off is recommended; and

WHEREAS the decision to write off un-collectible amounts is to be recorded in the minutes of the board meeting as authorization for the write off, as well as a reference for the external auditors; therefore

THEREFORE BE IT RESOLVED THAT the 2019 Un-collectible amounts For Social Housing totaling \$6,049.89 be transferred to the Bad Debts account and written off and as per policy - collection procedures will continue until Management is satisfied the amounts will never be collected.

X-Tenants

1 Bountiful House	Oct 2018	damages/cleaning	\$ 195.00
3802 – 55 th Street	Apr 2018	electrical	\$ 107.13
108 Harmony Home	May 2018	rent/cleaning	\$ 185.28
301 Harmony Home	Nov 2017	damages/cleaning	\$ 410.00
5008 – 60 th Avenue	Oct 2018	rent/damages	\$ 463.90
102 – 4 th Ave Brnwl	Jun 2018	damages/ cleaning	\$ 88.10
4413 – 56 th Avenue	Aug 2018	damages/cleaning	\$ 95.00
109 Harmony Home	Dec 2017	damages/cleaning	\$ 189.48
5016 – 60 th Avenue	July 2018	damages/cleaning	\$ 513.00
5016 – 60 th Avenue	Apr 2018	rent/cleaning/damages	\$1,305.00
109 Harmony Home	Oct 2018	damages/cleaning	\$2,011.00
308 Homestead Manor	Apr 2018	rent	\$ 487.00
TOTAL			\$6,049.89

Allowance for Doubtful Accounts	125010
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**Pandemic Pay Premium
Proposed HR Solution
At March 27, 2020**

Employee Group	# of employees	Monthly Hours	Premium (\$/hr)	
			\$1	\$2
Housekeeping (\$18.93)/Activity (\$21.31)	9	1,104	1,104	2,208
Kitchen/General Worker (\$18.93)	15	1,581	1,581	3,162
Health Care Aides (\$23.90)	11	1,282	1,282	2,564
Social Housing Hourly (\$20.87)	7	443	443	886
Total	42	4,410	4,410	8,820

This estimation was based on March 2020 payroll. It is quite likely that as the pandemic progresses, we may need to allocate additional staff to continue to provide infection control. We will shift staff around as responsibilities change (i.e. during an outbreak, much of recreation will stop and the Coordinators would be available to assist where needed).

However, we simply may need to have more people providing personal care services or food services when all activities occur in the residents' rooms.

Benefits that would be impacted by this increase would include employer portion of CPP, EI, & WCB. It is anticipated that this would be about 8% on top of the hourly premium.

Cost of Proposal	\$1	\$2
Three Months	\$13,230	\$26,460
Six Months	\$26,460	\$52,920
Twelve Months	\$52,920	\$105,840

Rationale:

Staff are paid industry average wages in an industry that doesn't pay particularly well.

Yet during a pandemic, we need to have them look after themselves (during and outside of work) to ensure the safety of our vulnerable clients.

This premium would allow them to worry less about their financial security and focus on the task at hand. It may also make it easier to recruit replacement staff if that is required.

It is unclear how long the pandemic may extend but we are likely in a period of lockdown for an extended period of time.

Recommendation:

That in-scope staff be awarded a \$2.00 per hour premium for each regular hour of work and that the Board review the decision in six months whether an extension is required.

March 25, 2020

Locking Front Doors

Effective immediately, the front doors to Clearview Lodge will be locked to prohibit exit. Residents are required to remain in the building to eliminate possibilities of interaction with the general public.

Designated Smoking Area

A designated smoking area was been constructed to allow access to the outdoors at the northwest exit of Clearview Lodge. The designated smoking area will prohibit individuals from leaving the space. Individuals in the smoking area can talk with members of the public but are reminded that social distancing (6 feet between people) should be observed. This would include other smokers using the designated smoking area.

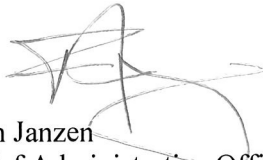
Self-Isolation upon Re-Entry

Effective immediately, any Clearview Lodge resident leaving the building and/or designated smoking area would be required, upon re-entry, to enter a 14-day period of self-isolation. The resident would be required to remain in the room for the entire 14-day period. Meals would be provided to the room. Personal care services (if required) would continue to be provided but housekeeping service intervals would be altered to reduce entries into the room.

Failure to Comply

Failure to Comply with Social Distancing directives and Self-Isolation requirements could force Taber and District Housing Foundation to evict resident(s). These measures are required by Alberta Health Services to reduce the likelihood of transmission of COVID19 virus.

These measures are being implemented to ensure your safety. Everyone must follow the recommendations for the infection controls to function efficiently. Your willingness to comply affects not only your own health but the health of all residents and staff.



Tim Janzen
Chief Administrative Officer

Monthly Report (Social Housing)

Feb-20

2020

	Senior Self Contained
New Applicants	0
Move In's	0
Move Outs	2
Wait List	7
Vacant Units	5

	Community Housing
New Applicants	1
Move In's	0
Move Outs	1
Wait List	6
Vacant Units	1

New Tenants (Move In's)

Sr. Apt			
Tenant Name	Move In Date	Unit Number	Phase Number

New Tenants (Move In's)

Community			
Tenant Name	Move In Date	Unit Number	Phase Number

Exiting Tenants (Move Out's)

Sr. Apt			
Tenant Name	Move Out Date	Unit Number	Phase Number
Elaine Malinsky	29-Feb-20	101	52060
Anna Fehr	29-Feb-20	308	52050

Exiting Tenants (Move Out's)

Community			
Tenant Name	Move Out Date	Unit Number	Phase Number
Cheryl Dillon	29-Feb-20	29	52020

Sr Self Contained Apt Vacancies:

	Unit #	Status
Harmony Home	101	Ready
	306	
Homestead Manor	308	Ready
Pioneer Place	113	Ready
	102	Ready
	101	
Prairie Rose Manor	1	Ready
Bountiful House		Full
Sunshine Manor	3	Ready

Community Housing Vacancies:

	Unit #	Status
Taber - Phase 1 52000		Full
Taber - Phase 2 52010		Full
Taber - Phase 3 52020	29	
Taber - Phase 4 52030		Full
Barnwell Phase 23 52090		Full
Vauxhall Phase 33 52120		Full

MAR 10 2020

DSL Residents

In a DSL program at any time during the month of

January 2020

Zone: South

Region: Chinook

82028 Clearview Lodge



Alberta Health Services

SL Level	Beds	Bed Days	Residents	Resident Days	Occupancy
DSL3	20	620	18	518	83.55
Totals:	20	620	18	518	83.6

U/L / PHN	Account ID	Home Care ID	Resident Name	SL Level	Program Start	Program End	Case Manager	Home Care Office
266198000	CG0007135/19	CH38899	BIHOLAR, KAY	DSL3	19-Jul-2019		720553	Taber Home Care Office
954120100	CG0001309/19	CH9649	DOERKSEN, ANNE	DSL3	01-Feb-2019		720553	Taber Home Care Office
932410200	CG0011425/19	CH36968	WENTZ, CLARENCE DUANE	DSL3	19-Dec-2019		720553	Taber Home Care Office
977070100	CG0002621/17	CH32145	BABRANYI, BARBARA	DSL3	25-Mar-2017		749716	Taber Home Care Office
467455400	CG0000360/18	CH11845	BIGELOW, AUDREY	DSL3	12-Jan-2018	14-Jan-2020	749716	Taber Home Care Office
458003200	CG0006687/17	CH12409	BULLOCK, JOYLANE ANNA	DSL3	03-Aug-2017		749716	Taber Home Care Office
879674200	CG0005743/19	CH1755	DJANI, OLGA	DSL3	20-Jun-2019		749716	Taber Home Care Office
827171500	CG0008111/17	CH10590	DRACH, KATHARINA	DSL3	20-Sep-2017		749716	Taber Home Care Office
896541500	CG0002783/17	CH8287	HAYNES, ALICE MARIAN	DSL3	31-Mar-2017		749716	Taber Home Care Office
482535320	CG0007241/18	CH15557	JOHANNSON, LEONE MARGARET	DSL3	31-Aug-2018		749716	Taber Home Care Office
389954780	CG0008921/18	CH36205	MEISNER, AUDREY	DSL3	26-Oct-2018		749716	Taber Home Care Office
846550100	CG0008285/17	CH22827	OLFERT, KATHARINA	DSL3	27-Sep-2017		749716	Taber Home Care Office
207416300	CG0000837/20	CH34095	OLSON, JEAN ALMEDA	DSL3	24-Jan-2020		749716	Taber Home Care Office
834281900	CG0007426/19	CH27416	REMPEL, AGNES ELIZABETH	DSL3	06-Aug-2019		749716	Taber Home Care Office
352300400	CG0008433/18	CH24994	STOLLER, MARY ANNA	DSL3	11-Oct-2018		749716	Taber Home Care Office
529346300	CG0006286/19	CH27396	WALL, ANNA	DSL3	09-Jul-2019		749716	Taber Home Care Office
272804000	CG0002623/17	CH24180	WYNKER, WILHELMINA	DSL3	24-Mar-2017		749716	Taber Home Care Office
674145200	CG0002101/17	CH12944	ZELENKA, GLADYS	DSL3	07-Mar-2017		749716	Taber Home Care Office