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, June 25, 2020 @ 1:30 p.m.
Conference Call

1. **Approval of Agenda**

2. **Approval of Minutes:**
   a) Minutes – Board of Directors Meeting – May 28, 2020

3. **Business Arising:**
   a) Grant & Fundraising Progress
   b) Pellet Grills – Fundraising & Purchase
   c) 4H Ewe

4. **Approval of Financial Statements and reports:**
   Financial statements, bank statements and reconciliations for Social Housing and Clearview Lodge to May 31, 2020.
   For current cheque listing issued up to Meeting date *(if available, info handed out at the meeting).*

5. **Reports**
   a) Lodge Manager Report
   b) Maintenance Manager Report
   c) Placement Officer Report
   d) Financial Administrator Report
   e) CAO Report

6. **New Business:**
   a) Affordable Housing Project – Design Ideas
   b) RFP Evaluation – CVL Design Project
   c) Financial Analysis – CVL & SH Cost changes
   d) Incremental Cost Recovery – At June 25, 2020
   e) Review of Pandemic Pay Proposal
   f) Grand Parade – September 19, 2020

7. **Information**
   a) Report – Social Housing – June 26, 2020

8. **Adjournment**

Next Meeting:	Building Committee	TBD	????
	Board of Directors	Thursday, July 23	????

Taber & District
HOUSING FOUNDATION

Provides individuals, families and seniors with affordable and caring accommodation

MINUTES
Regular Monthly Board Meeting
Taber and District Housing Foundation
Thursday, May 28, 2020
Conference Call

ATTENDANCE

Board:	Linda English	Rosanne Horrocks	Tom Machacek
	Tamara Miyanaga	Ian Matheson	
Absent:	Louie Tams	Harry Prummel	
Administration:	Tim Janzen (CAO), Joan Hart (CVL Manager), Corey Beck (Maintenance Manager)		

Rosanne Horrocks, Chairman, called the meeting to order at 1:39 pm

1. **Approval of Agenda**

Motion 2020-062
MOVED by L. English to approve the Agenda as amended.

CARRIED

2. **Approval of Minutes**

Motion 2020-063
MOVED by T. Miyanaga to accept the minutes from the Board Meeting of Thursday, April 23, 2020.

CARRIED

3. **Business Arising**

a) **Clearview Lodge design** – CAO reported that the RFP for Design Services had been sent as an invitation to four architects on Wednesday, May 27, 2020. The RFP closes on June 10, 2020 and would be reviewed by a TDHF committee by June 17, 2020.

b) **Pandemic Pay Proposal** – CAO presented that approx. $12,500 for the pay period ending May 19, 2020. There were an additional $6,000 of costs associated with new shifts and illness coverage. Finally, about $2,600 in additional capital costs (including a laptop, scanner, filing cabinet and thermometers).

c) **Grant & Fundraising Proposals** – CAO reported that fundraising initiatives and grant proposals would be reported in depth in 6. d) Grant & Fundraising Proposals/Ideas.

4. Approval of Financial Statements and Reports:

Motion 2020-064

MOVED by T. Machacek to accept for information the financial statements, bank statements and bank reconciliations for the month of April 30, 2020 for Clearview Lodge and Social Housing as presented.

CARRIED

5. Reports

a) Lodge Manager Report

Motion 2020-065

MOVED by T. Machacek to accept the Lodge Manager's report, as presented.

CARRIED

b) Maintenance Manager Report

Motion 2020-066

MOVED by L. English to accept the Maintenance Manager's report, as presented.

CARRIED

c) Placement Officer Report

Motion 2020-067

MOVED by T. Miyanaga to accept the Placement Officer's report, as presented.

CARRIED

d) Financial Administrator Report

Motion 2020-068

MOVED by L. English to accept the Financial Administrator's report, as presented.

CARRIED

e) Chief Administrative Officer Report

Motion 2020-069

MOVED by I. Matheson to accept the Financial Administrator's report, as presented.

CARRIED

6. New Business

a) Charitable Donations and Bequest Document - KPMG

CAO presented the revised document and general consensus was that it was ready for distribution. CAO was directed to create a generic one-page document for display at Clearview Lodge and Administration Office.

b) Affordable Housing Project Design Update

CAO reported that the design team had met virtually four or five times with Architect and the design work was coming along well. CAO reviewed some of the design factors and how different designs were considered. The final design was included in the Board agenda package for review. CAO also reported that he and Vaughan Hoy, Architect, would meet with Town of Taber Economic Development office on Friday, May 29th.

c) Financial Analysis – CVL and Social Housing Cost changes

CAO presented a breakdown of COVID specific costs for Clearview Lodge and Social Housing program for May 2020. Also presented revenue items/programs that had become available through government and AHS funding. Many of the details for the funding programs have not been finalized yet but it does appear that most of the costs incurred to date would be eligible for funding. As a result, both Clearview and Social Housing continue to be in strong financial position.

d) Grant & Fundraising Proposals/Ideas

CAO reported that several grant funding applications had been submitted since the previous Board meeting; including submission to Community Foundation of Lethbridge & Southwestern Alberta for Social Housing Coordinator; submissions to Taber and District Health Foundation for tub replacements at Bountiful House and Sunshine Manor – APPROVED, and thermographic cameras at Clearview Lodge.

CAO also reported that $6,500 had been committed to Meals on Wheels fundraiser by local companies (Lantic - $5,000, UFA - $500 & Fortis - $1,000). CAO also to submit an application to Community Foundations of Lethbridge and Southwestern Alberta for Meals on Wheels.

e) Clearview Lodge Barbecue/Pellet Grill

Motion 2020-070

MOVED by T. Machacek that a barbecue/pellet grill be purchased for Clearview Lodge. The purchase price not to exceed $2,000 (excluding GST).

CARRIED

7. Other Information

a) Monthly Report – Social Housing – May 21, 2020
b) AHS Report – DSL Residents – February 2020

8. Adjournment

Motion 2020-071

MOVED by L. English to adjourn this meeting at 3:30 pm

CARRIED

Next Meeting –	Building Committee Mtg.	TBD	
	TDHF Board Meeting	Thursday, June 25, 2020	Conference Call

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson

TDHF Grants & Fundraising
June 25, 2020 Update

Grants:

1. **Application to ARDN – NOT ACCEPTED**
   CAO made application for Social Housing Coordinator through Reaching Home program which provides Emergency Funding for COVID-19 related projects.
   The application was for hiring a PT (0.75 FTE) Social Housing Coordinator, from May 1, 2020 until February 28, 2021. The new hire would coordinate the phone calling efforts to our Social Housing clients and allow for greater assistance to our Senior tenants.
   Total ask - $23,350.00
   TDHF contribution - $7,713.00

2. **Application to Taber and District Health Foundation – Awarded**
   CAO submitted an application for tub replacement renovations at Bountiful House (Barnwell) and Sunshine Manor (Grassy Lake) – 10 units.
   Total ask - $33,470.00

3. **Application to Taber and District Health Foundation – RETRACTED by TDHF**
   CAO submitted an application for purchase and installation of thermographic camera at Clearview Lodge. TDHF Board has asked for additional information to be presented at their next meeting.
   Total ask - $10,000.00

4. **Application to Community Foundation of Lethbridge & Southwestern Alberta – NOT ACCEPTED**
   CAO made application for Social Housing Coordinator through the Emergency Community Support Fund (ECSF) program for COVID-19 related projects.
   The application was for hiring a PT (0.75 FTE) Social Housing Coordinator, from June 15, 2020 until March 31, 2021. The new hire would coordinate the phone calling efforts to our Social Housing clients and allow for greater assistance to our Senior tenants.
   Total ask - $24,619.00
   TDHF contribution - $4,520.00

5. **Application to Community Foundation of Lethbridge & Southwestern Alberta – TBD**
   CAO proposes to submit a proposal to CFLSA (internal program) to fund Meals on Wheels program. This organization would see our fundraising efforts as matching amounts for their funding. As well, the funding amounts could be used to extend meal cost reductions until the funds are depleted.
   Total Ask - $8,000.00

Fundraising:

1. **Fortis Alberta** - $1,000 for Meals on Wheels – **RECEIVED**
2. **UFA** – $500.00 for Meals on Wheels – **RECEIVED**
3. **Lantic** - $5,000.00 for Meals on Wheels – **RECEIVED**

TDHF has posted public recognition of the gifts from Lantic and Fortis. UFA will happen once we receive their logo.

4. **Fundraising Effort – Meals on Wheels**
   CAO has registered with CanadaHelps. This allows us to accept donated funds online; once we have set up methods from website and social media. CAO is trying to get article with Taber Times for Seniors Week to explain the fundraising program.
   Goal - $10,000?

EQUS Event Sponsorship application
EQUS will provide up to $2,000 of funding for events/programs that operate in their general service areas. Meals on Wheels meets several of their funding criteria but it does appear that the applications are set up to sponsor events and the corresponding marketing efforts, recognition, etc. So I have not yet submitted the application as I wonder if I should save it for the Grand Parade event in September 2020.



3. bji


CANADA
4-H Alberta
TABER NEW EWE
4-H CLUB
2020
CANADA
4-H Alberta
Thank-you for
buying
my 4-H Lamb
CANADA
4-H Alberta
CANADA
4-H Alberta

3 of 3

Joan's Report to CAO
May 25 – June 21, 2020

1) Resident info:
   a. Move ins – 1
   b. Move outs – 1
   c. SL3 – 18
   d. Resident Room changes - 2
   e. Change in Status -0
   f. New applicant interviews -3
   g. Reevaluated existing applicants – 0
   h. Wait list – 10
      i. Currently no one on my wait list wants to move in during the pandemic.
   i. 75 residents in total.
   j. 22 residents on MAP
   k. 21 residents receiving laundry services
   l. 11 residents with In-house pendants
   m. 10 residents receiving supplies
   n. 1 resident member has been taken home by a family member to be cared for there.
2) Family Meetings
   a. Annual or Meet and Greet –0
      i. All annual case conferences have been suspended until the end of the pandemic
   b. Preadmission meeting -0
3) Employee news:
   a. HCA Coordinator off on Medical leave
   b. 1 HCA off on maternity leave
   c. 2 employees off on LTD.
   d. 1 Housekeeper back from medical leave; she is currently on modified duties.
   e. 9 employees in total have been off due to COVID symptoms – 8 were tested and all negative.
   f. 1 employee is off during pandemic due to being immunocompromised.
   g. New hires:
      i. – 1 HCA
      ii. - 2 GW
   h. Evaluations completed:
      i. 1 HCA
      ii. 3 kitchen
   i. Training:
      i. 0
   j. MOW deliveries are up to 23 – 25 weekdays and 6 on weekends.
4) Meetings:
   a. I have meet with my management team on several occasions to review process and changes as per Record of Decisions.
   b. Virtual meetings:
      i. EOC meetings – I attend when I can
      ii. AHS / Partnership – Every Monday and Thursday
   c. June 11 – Staff Appreciation Pizza
      i. Talked about what's happening with COVID
   d. RFP evaluation training and scoring of three architects.
   e. Meet with Melissa Beck who is a IPC consultant.
5) Email has been forwarded to all family members regarding: "Town Hall" meeting regarding the current "Visitor Guidelines".

6)

5.a) i

7) **COVID -19 news**

a. We continue to be in complete lock down.
b. All employees are being screened twice daily.
c. All employees are wearing masks when providing care or are unable to maintain the appropriate social distancing of 6 feet.
d. All residents are screened once daily.
e. Staff are changing out their street clothes into their work clothes prior to the start of their shift and then they are changing back into their street clothes upon completion of their shift.
f. A "Skills Inventory" of employees has been completed which highlights strengths that they possess that we can possibly utilize in the event that a number of employees are off during the pandemic.
g. We are doing all residents laundry that was originally being completed by their family members.
h. I have developed a CVL Family email group to send out mass emails to family members to help keep them informed.
i. We are in very good shape when it comes to PPE within our organization.
j. We have also been able to obtain a substantial supply of disinfecting product.
k. We have ordered a CLOROX 360 machine but unfortunately it is on back order; should be here this week.
l. All high touch items in common areas, lounges and dining rooms are being cleaned and disinfectant 3 times daily. All Home Care resident rooms are being disinfected 3 times a day. All non Home Care resident rooms are being disifected once daily.
m. The Dining Room has been spread out to allow for social distancing. We now have 27 tables set up for food delivery expanding from the multipurpose room through the dining room and into the atrium. Floor plans have been completed, which enables the staff to coordinate meal attendance sheets, beverage and diet restriction lists, etc.
n. Dean has ensured that his supply of disposable products such as paper plates, Styrofoam cups, etc. are in good supply if in the event that we have a number of residents isolated in their rooms or our employee base has been compromised.
o. We have removed a number of chairs and couches to try to ensure social distancing. We have removed the magazines from the rack and all information brochures from the front entrance stand. We have stored a large number of decorations to minimize the number of items that need to be touched daily.
p. Smoke shack has been moved to the Northwest exit. Maintenance guys have closed the area in so the residents cannot get out.
q. The Recreation department is now providing creative activities 7 days per week.
r. The annual full cleaning of the resident's rooms has been postponed allowing one of the housekeepers to assist in the dining room and common area disinfecting.
s. Our in-house meal guests have now been added to MOW; Monday – Friday Matt is delivering their meals and on Saturday and Sunday the Recreation department is delivering.
t. We have had to increase some staffing hours:
    i. We increased the MOW 4.5-hour position to 6.75hours per day to assist with the added duties due to the expanded dining room for supper service as well as extra duties concerning laundry and beverage services.
    ii. We have increased the recreation hours to 80 hours per week to include 8-hour coverage on both Saturday and Sunday.
    iii. We added an 8-hour disinfecting housekeeping position in the next pay period to keep up with the Record of Decision 10-2020 Enhanced Environmental Cleaning requirements.
    iv. We have added a fulltime HCA that is helping with disinfecting, Resident temperatures and screening, outside visits and helping out wherever needed.
    v. We have added 2 part time screeners for the front area.
u. All deliveries are now left on the loading dock and either wiped down or sprayed with a disinfectant prior to coming into the building. If the items can be removed from cardboard boxes, they are before entering the facility.

5.a)ii

8) **Donations during COVID -19**
   a. 65" SMART TV from the Resident Council.
   b. 5 IPAD's from Martin Brothers Funeral Home (Lisa Shimozawa) to be used for virtual family visits during the Pandemic. They were set up and used on Easter Sunday. – returned to Martin Brothers
   c. 4 tablets and cases from "Taber Health Foundation".
   d. 1 laptop and 1 IPAD from Tamara Miyanaga.
   e. 1 tablet from Micky Marko and Karen McNeil.
   f. 1 tablet from Jane Hopkins.
   g. N95 masks from Brian Hildebrand
   h. N95 Masks from Andy Puskas
   i. 12 homemade masks from Janine DeVlieger
   j. 50+ Face Mask Holders from Monty Jensen – Oral Design Dental Lab.
   k. Lunch provided by Ray @ Mediterranean Grill for staff working on Wednesday, April 15, 2020
   l. 60 homemade masks and 15 small laundry bags from Wild Rose Colony in Vulcan.
   m. Netflix and Disney + subscription from Stacey and Landon Peleskey
   n. Lions Club fencing for visits.
   o. Face shields from Dave at Taber College Fors and Ford Motor Company
   p. Mother's Day basket from Coop in Vauxhall
   q. Mother's Day carnations from Rod at Co-op in Taber.
   r. Communities in Bloom for beautifying our front area.
   s. Propane firepit donated by Rocky Mountain Equipment.
   t. Propane firepit donated by Jack Brewin and Kim Christensen
   u. Custom Outside welcome sign donated by Tara and Trevor Halvorson.

9) Recreation:
   a. Since March 16th we have had no volunteers coming into the lodge.
   b. The recreation department has been practicing social distancing while maintaining activities with a lot of creativity.
   c. The current order has increased the size of groups from 5 – 15.
   d. Nail care is still available with a barrier being placed between the resident and the employee.
   e. A podiatrist is coming in to provide the essential service of foot care to the residents.
   f. Hairdresser has been reinstated with protocols in place.
   g. They try to go out for walks daily, a short distance group and a long-distance group. Both residents and employees are wearing face masks when they go out as well the girls always ensure they have hand sanitizer with them. We feel these walks are very important to help maintain their mental health.
   h. Resident visits can include outside visits in the fences area, off of the deck in the front as well as through walks with the residents "Designated Essential Visitor"
   i. The donation of the SMART TV has been largely utilized for movies, virtual tours (Calgary Zoo, downtown London, animal videos, sea turtles in Hawaii, tulips in the Netherlands, etc.)
   j. We continue to encourage the residents to keep in contact with their families via the telephone, writing letters, sending cards or facetime calls.
   k. Our Seniors Week theme this year was "We Treasure our Seniors". They were kept busy with the following activities:
      i. Monday - Virtual Visit with the Taber Town Council
      ii. Tuesday - Hank and Alvina entertained them outside on the parking lot.
      iii. Wednesday - A parade was organized with a bagpiper leading the way. Many resident family members drove by and honked and waved at their loved ones; tractors, fire trucks and Taber's Finest Police Service were also a part of our parade.
      iv. Thursday - Roasted mini sausages and made smores on our new firepits; the outdoor fun was accompanied with music from JR and Diamond from Lethbridge.
      v. Friday - Gary Kerkhoff came and played for us while the residents enjoyed ice cream treats.
      vi. Saturday – Special Bingo with some special prizes.
   l. Jamani Duo came and entertained for us; they are a husband and wife team playing different percussion instruments.

5.a) iii

m. Giant Snakes and Ladders game board has been painted on the front parking lot; the residents enjoyed going outside to participate. Jack Brewin arranged for a plane to fly over Clearview Lodge to take Aerial pictures of the board.

10) Well needless to say we are all very busy; we will continue to work hard to keep COVID -19 out of Clearview Lodge.

5.a) iv

Maintenance Report

JUNE, 2020

Clearview Lodge

- Fire Alarm Re-certified
- Move into Unit #111
- Move out
- Ice Machine- annual clean up, and filter change
- Ground and grass continue to be maintained by our Student worker
- Maintenance Delivering the Meals on wheels at the manors
- Monthly checks are done
- Pick up EP50 at wesclean
- Hood fan annual clean by Airstream.
- Some irrigation repairs in progress.

Homestead Manor

- Fire alarm re-certified
- AC problems in the building- call in technician for repair
- Move in Unit #307
- Installed AC at unit #307
- Ground and grass continue to be maintained by our Student worker
- Lounge area is measured for new carpet estimate
- Inspection Unit 308 with Carrie
- Monthly checks are done

Pioneer Place

- Fire alarm re-certified
- Move into Unit # 102
- Painting of south wing walls in progress.
- Ground and grass continue to be maintained by our Student worker
- Inspection Unit 101 with Carrie

5.b.i

- Monthly checks are done

Harmony Home

- Fire Alarm re-certified
- Ground and grass continue to be maintained by our Student worker
- Ready to rent; unit 101, 102, 201 and 306
- Parking lines repainted
- Lounge area carpets and furniture were steam cleaned.
- Monthly checks done
- MUA- replaced filters
- Unit #308- installed AC
- Unit #206- call in technician for the fridge repair.

Prairie Rose Manor

- Ongoing maintenance
- Fire Alarm to be completed soon
- Clean up garbage left by previous tenants- Unit #2 and #6
- Disposed of fridge and stove from unit #1
- Fixed p-trap in unit #2

Sunshine Manor

- Fire Alarm to be completed soon
- Ongoing maintenance
- Continuous wiping of common touch area by the newly hired lady
- Call in for fire alarm beeping in one unit

Barnwell

- Ongoing maintenance
- Assessed damage from hail at bountiful house and R&N (broken windows on both building)
- Pick up cones and small branches after the storm (student worker)
- Estimate on broken trusses, hired Ducharme to repair.
- Looking for employee to take over mowing and snow removal at Manor.

5.b)ii

Phase One

- Unit 5020- leveled the backyard lawn, (load of dirt)
- Unit 5004- move in
- Unit 5102- move in
- Unit 5012- fixed plugged bathroom sink
- Unit 5913- fixed window crank
- Pick up garbage at back alleys
- Unit 5915/5917 ongoing repairs
- New stove for unit 5004 and 5102

Phase Two

- Unit 5603- fixed kitchen sink p -trap
- Unit 5602- removed broken branch of pine tree at the back of the unit
- Removal of fence at one unit.

Phase Three

- Ground and grass continue to be maintained by our Student worker
- Issued eviction notice to one of the tenants
- Inspection unit 3806 with Carrie
- Tenants call for complaints about their neighbor

Special Needs

- Ongoing maintenance
- Cut branches of tree hanging on the neighbors side
- Turn on sprinkler system
- Replace outside water faucet outside
- Monthly Check is done

General Maintenance

- Meals on wheels is done by one of our maintenance tech on our Manors
- Coinamatic coins collected and rolled.
- Ground and grass maintained by our Student worker
- Cub cadet mower is fixed
- Picked up dirt at Riverbend
- CVL and manors Water line for sprinkler under repair.
- Bought freon for van AC
- Pick up filters for CVL, Manors MUA

5.b) iii

Board Report June 25, 2020

Family Housing

Applications-2

Move ins-2

Move outs-2

Waiting list-4

Available units –2

Senior Housing

Applications-3

Move ins-3

Move outs-1

Waiting list-11

Available units- 9; 1 in Sunshine Manor, 3 Prairie Rose, 4 Harmony Home and 1 in Pioneer Place

DRSP

Clients with expiring contracts this year will only be renewed to December 31, 2020 as the Government is supposed to be rolling out a new program to address these needs.

5.c)i

Additional Info

Since the quarantine requirement has been lifted, we are seeing more people wanting to move into our Senior Manors. Residents are strongly encouraged to utilize the delivery services available to them and not to congregate with other tenants.

Upon move in tenants and their move in help are screened by Maintenance and they are keeping record of these screenings.

I moved back into my office on June 8th and spent the week putting everything back together and organizing. We have implemented screening protocol for all of us to follow and are brainstorming different ideas on how we will do things when we open our doors to the public.

Soon we will be doing our annual inspections of all units as soon as we are clear on exactly what steps we need to take to proceed safely.

Being located at the Manors was very convenient and allowed me to further build relationships with our Seniors.

I like the idea of me being on site and available for whatever they need.

It definitely made things easier for income review, gathering and returning all documentation quickly.

There is an office at Homestead Manor that we are looking at as a second location for me to go a couple days a week.

5.c)ii

Financial Administrator Report for May 26/20 – Jun 19/20

PAYROLL

- Completed June Advances, May Monthend Payroll in progress
- Adjust GOVPP (Government funded Premiums for HCA's) & retro's
- 2 LTD, 1 Medical Leave, 2 Matt Lv, 1 terminated
- Benefit questions, inquiries, changes, concerns, addition, deletions
- 1 Mat Leave Top Up
- June 1/20 All CUPE staff wage increases

FINANCE

- 1 DRSP payment run (7 clients each), DRSP report, update YTD,
- 2 regular vendor EFT runs.
- SH tenant move-ins, move-out,
- CVL resident move-ins, move-out
- Guest Meal invoicing for May completed
- Jun rent collection (SH / CVL) completed
- MOW client setups and closings, May meals 279 – 19 clients
- Report for Board Meeting Jun 25
- Monthly Rent Supplement Report YTD status for Edmonton
- Ongoing Setup all Vendors on EFT payments due to Pandemic
- Discussion with UFA regarding a MOW donation – received
- Received MOW donation from Fortis
- 2019 Attendant Care Receipts as requested
- Alberta Seniors/AHS conference call
- 6 Pandemic Reports to Alberta Seniors (March, April, May)
- New MOW client discussions (2)
- Manager's financial review – conference call
- Discussion with WCB regarding 2020 premium status

GENERAL

- Working in office alone until Mar 17 - Jun 5
- Providing Information/Files to Staff working off site

5.d)i

CAO Report
June 2020

Duties & Activities

Regularly & Daily

- Ongoing review and authorization of cheque run payments
- Ongoing review and authorization of Clearview Lodge documents
- Ongoing review and authorization of Social Housing documents
- Payroll timesheets, vacation requests, sick time, etc. for Out of Scope employees
- Emails & phone calls

Weekly

- weekly manager meeting with Joan and Corey
- Policy review

Week of June 1 - 5

- June 1 & 4 – Emergency Operations Centre meetings with Town of Taber
- June 1 & 4 – AHS Contracted Partners Teleconference
- June 1 – Financial Statement Review & Budget Meeting with Joan, Corey & Bev
- June 2 – Stakeholders Meeting with ASHC
- June 2 – ASCHA Annual General Meeting
- June 3 – Meeting with ARDN rep, Asad Bhatti, re: HCM funding
- June 4 – Survey of proposed site for Affordable Housing project was completed by Brown Okamura Associates; files forwarded to Vaughan Hoy
- June 4 – ASCHA Webinar
- June 5 – Video conference with Vaughan Hoy, Architect – Affordable Housing Project
- Researched Visitation trailer concept
- Worked with Erica Dam, Town of Taber Financial Officer Intern, re: grant funding possibilities
- Published MOW fundraiser items – Facebook & Website; Tanya created posters for Taber Manors
-

Week of June 8 - 12

- June 8 & 11 – Emergency Operations Centre meetings with Town of Taber
- June 8 & 11 – AHS Contracted Partners Teleconference
- June 8 – Submitted MOW grant request ($8,000 for meal packaging and price reduction) to Community Foundation of Lethbridge and Southwestern Alberta
- June 9 & 11 – Stakeholders Meeting with ASHC

5.e)i

- June 10 – Performance Evaluation with Carrie Wilson, TDHF Placement Coordinator
- June 10 – ARDN Virtual Engagement session
- June 10 – Emailed Vicki Koersen, Taber and District Health Foundation, to withdraw request for funding of thermographic camera
- June 10 – responded to Urgent request from ASCHA and AB Seniors & Housing about potential union grievances filed by AUPE re: $2 top up for HCAs. TDHF has a collective agreement with CUPE and we were already paying a premium to all staff -> No grievance filed against TDHF.
- June 10 – Email conversation with Phyllis Monks, Town of Taber Economic Development office, re: proposed Affordable Housing project
- June 11 – AHS Single Site Employment webinar
- June 11 – Posted Thank you poster to Lantic re: $5,000 donation to Meals on Wheels fundraiser. Boosted Facebook ad and poster presented to over 3,200 people in Taber area. Numerous new likes to the TDHF Facebook page.
- June 12 - Video conference with Vaughan Hoy, Architect – Affordable Housing Project
- June 12 – Placed employment ads for CVL General Workers on Kijiji, and local FB pages.
- June 12 – Received 3 submissions for CVL Design – Architect; self-review by each RFP Committee member prior to Consensus meeting

Week of June 15 - 19

- June 15 & 18 – Emergency Operations Centre meetings with Town of Taber
- June 15 & 18 – AHS Contracted Partners Teleconference
- June 15 – AHS webinar – Continuing Care – Incremental Cost Recovery
- June 16 – Review payroll timesheets
- June 16 & 18 – Stakeholders Meeting with ASHC
- June 16 – Reviewed hail damage on Barnwell units with Corey
- June 16 – Reviewed IPrev Consulting Service quote for CVL inspections, education and infection control processes
- June 17 – HMB submission – Incremental Cost Recovery for Lodge and Senior self-contained apartments
- June 18 – ASCHA Webinar
- June 18 – CVL RFP Committee – Consensus meeting with CRHC representatives – Architect Bid Evaluation
- June 19 - AWAY
- June 19 - Video conference with Vaughan Hoy, Architect – Affordable Housing Project
- June 19 – Connected Johnson Controls rep with our utility providers for energy usage information

S. eji

Week of June 22 - 26

- June 22 – Fortis Thank you letter
- June 22 & 25 – AHS Contracted Partners Teleconference
- June 22 – EQUS Grant funding request re: Meals on Wheels
- June 23 – Blue Sea Foundation re: Grand Parade – Saturday, September 19, 2020
- June 23 – Emergency Response Planning meeting
- June 23 – Quarterly Management meeting with all Managers & Coordinators
- June 24 - Emergency Operations Centre meetings with Town of Taber
- June 24 – 2021 Budget review with Corey, Joan & Bev
- June 24 – Webinar – ASCHA & CCSA – Health & Safety in Continuing Care
- June 25 – HSC Webinar: Contingency Planning
- June 25 – TDHF Board Meeting
- June 26 - AWAY

Upcoming Events

July 2020 –

- Create Action Plan for Implementation of Strategic Planning Goals/Principles
- Re-open Admin office
- Building Committee:
    - Develop plans, designs & drawings for Affordable Housing Project; present to Taber Town Council – **August 17, 2020**
    - Develop proposal for Clearview Lodge – Oct - Dec 2020
- Fundraising Program:
    - Grand Parade – **September 19, 2020**
    - Research tax and legal implications of accepting bequeaths
    - Develop an intentional fundraising plan for the next 1 to 5 years
    - Create a "wish" list of projects (with varying cost levels) that would be available should grantors/donors approach TDHF with funds
- Policy Review & Updates
    - Health & Safety Program
        - develop Safety Walkabout plan for Supervisors, and Senior Leadership
    - Emergency Response Plan – complete evacuation and business continuity
    - Disability Management Program & Return to Work
    - Financial Policies – reflect RBC Express functionality

S.eJii

- Human Resources & Staffing:
    - Succession Planning – preparing the Foundation for the possibility of changes in leadership personnel
    - Discuss and review scheduling of Lodge Manager and Maintenance Manager to consider greater flexibility
- Research electronic payroll system with committee (including staff members); proposed go-live date – October 2020
- Research Maintenance Program software (Implement 2021)

Future:

- **Everything has been cancelled until Fall 2020**
- October 19 – 22, 2020 APHAA Conference – Banff, AB

5.e)iv

Taber & District Housing Foundation
Incremental Cost Recovery
At June 25, 2020

	ASHC		AHS	Total
Month	**CVL**	**SSC**	**DSL**	
March	1,667.82	79.82		1,747.64
April	11,795.55	3,732.09		15,527.64
May	8,639.00	3,462.34		12,101.34
				0.00
Total	**22,102.37**	**7,274.25**	**0.00**	**29,376.62**

Summary:

AB Seniors and Housing (ASHC) required Incremental Cost templates be completed for:
- Lodge (but not including any expenditures for DSL)
- Senior Self-contained apartments
- Family Housing

The most recent document states that AB Seniors & Housing funding for Lodge is at maximum $11.50 per unit per day.
Our submission is about a third of that amount.
It is anticipated that payment of this portion will happen prior to June 30, 2020.

AHS required Incremental Cost template to be completed for DSL expenditures.
This would include specific costs for HCAs, and a proportion of the total Lodge operating costs for our 20 SL3 clients.
The AHS document will be filed prior to the June 30, 2020 deadline.
The amounts submitted will be offset against some funds that were forwarded in May & June 2020. These funds were forwarded to cover HCA $2 top up and any additional HCA staff hired; plus any additional operating costs that were related to housing SL3 clients.
One distinction between AHS and ASHC funding, is that AHS will also cover revenue losses for vacancies at the Lodge. We held 4 rooms for several months as part of the COVID 19 surge capacity strategy proposed by AHS. We would have received discharged patients from hospital that no longer required acute cure.

6.d) i

the Grand Parade
teamwalk

bluesea
FOUNDATION

6.4.1

team walk

team walk is a covid-friendly way for your big community of supporters to:

- **fundraise** passionately for you
- **recruit** widely because of you
- **give** generously to you and,
- **talk** loudly about you

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team captain role

- **fundraising** - set goal and lead team towards it
- **recruitment** - invite 7-8 friends to fundraise
- **other** - some assembly required
  - **distance** - help team decide how far to walk
  - **route** - help team select where to walk
  - **timing** - help team agree on when to walk
  - **choice** - help team picks type of walk
  - **safety** - help team walk safely on event day

bluesea FOUNDATION

your role

- **gather** your team together
- **brainstorm** team captain prospects
- **recruit** captains explaining their role clearly
- **communicate** faithfully to encourage + update
- **fundraise** personally to model and lead charity
- **facilitate** safe, curbside t-shirt pick-up celebration during event week

bluesea FOUNDATION

the big difference

- **campaign** is shorter - August 1 to September 19
- **no** routes, permits or event planning; registration, food, signage, volunteer recruitment
- **focus** is exclusively on fundraising, recruitment and cheerleading your teams on
- **sponsorship** - as usual but with a special team walk sponsorship plan ready-to-go

bluesea FOUNDATION

our support

- **experienced,** responsive TGP charity rep
- **guide** for everything you need to learn
- **sponsorship** system, invoicing + support
- **weekly** email and help from our team
- **campaign** 101 + advanced training
- **full** participant support
- **robust** faqs

bluesea FOUNDATION

our system

- full access to waves event portal + dashboard
- online fundraising tools + marketing collateral
- ready-to-go peer-to-peer fundraising event
- fun + helpful campaign kits for charities
- personalized charity event home-page
- full participant and donor support
- your very own campaign rep

bluesea FOUNDATION

summary

- no large hosted event by you in September
- team captains will lead and self-organize
- big support from us for you and participants
- plenty of swag + other goodies
- savvy coaching and help
- = your success :)

bluesea FOUNDATION

timeline

- **July 10** deadline for new or renewing
  - **renewing?** Book chat with jen@blueseafoundation.org
  - **new?** Book zoom with jen@blueseafoundation.org
- **July 17** website opens for registration + donors
- **July 24** bootcamp + campaign training begins
- **July 31** campaign kits begin to ship
- **August 1** - campaign launch + reminder emails
- **September 19** - event day

bluesea FOUNDATION

Monthly Report (Social Housing)

Jun-20 2020

	Senior Self Contained
New Applicants	0
Move In's	0
Move Outs	0
Wait List	11
Vacant Units	12

	Community Housing
New Applicants	0
Move In's	0
Move Outs	0
Wait List	4
Vacant Units	2

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

Exiting Tenants (Move Out's)

Community

Tenant Name	Move Out Date	Unit Number	Phase Number

Sr Self Contained Apt Vacancies:

	Unit #	Status
Harmony Home	101	Ready
	306	Ready
	201	Ready
	102	Ready
Homestead Manor		Full
Pioneer Place	113	Ready
	122	Ready
	117	Ready
Prairie Rose Manor	2	
	6	
	1	Ready
Bountiful House		Full
Sunshine Manor	3	Ready

Community Housing Vacancies:

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

7.a) i