



BOARD MEETING MINUTES October 21, 2019

A regular meeting of the Management Body of Crowsnest Pass Senior Housing was held on Monday, October 21, 2019 at 11:00 am in the TV Room at York Creek Lodge, Blairmore, Alberta.

ATTENDEES: Joanne Drain: Chairperson, Donna Stelmachovich: Vice-Chairperson; Marlene Anctil: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Sharon Groat: Board Member, Leslie McCallum: Board Member, Debi Ruzek: Board Member, Annie Lok: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager

Minutes recorded by Dee-Anna Strandquist

1. CALL TO ORDER

- 1.1 Joanne Drain called the meeting to order at 11:05 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Add Item 12.5: CAO Performance Review
- 2.2 Add Item 13.2: Resident

3. APPROVAL OF AGENDA

- 3.1 *Motion #87/19 to approve the agenda as amended. – Marlene Anctil – cd.*

4. APPROVAL OF MINUTES FROM LAST REGULAR MEETING

- 4.1 *Motion #88/19 to approve the minutes of the meeting held September 23, 2019 as presented.- Leslie McCallum – cd.*

5. BUSINESS ARISING FROM THE MINUTES

- 5.1 Action Log
 - 5.1. a See Attachment #1

6. REPORT FROM MANAGEMENT

- 6.1 Annie Lok, Chief Administrative Officer, provided a written report. Said report will be maintained on file and contained information on the following:

- 6.1. a Lodge
- 6.1. b Self-Contained Apartments
- 6.1. c Resident meetings

- 6.2 *Motion #89/19 to accept the Report from Management as presented – Sharon Groat - cd*

7. FINANCIAL STATEMENTS – September 2019

- 7.1 Financial Statements for Self-Contained and Lodge as at September 30, 2019 were presented.

- 7.2 *Motion #90/19 to approve the Financial Statement for September 2019 as presented - Debi Ruzek - cd*

8. CORRESPONDENCE

- 8.1 ASHC 2020-2022 business plan response
- 8.2 Lynda Cuppens follow-up letter
- 8.2.a Still waiting for reply
- 8.3 ASCHA letter to AHS
- 8.3.a Collective response to letters received by care providers indicating to plan for no increase to 2019-2020 funding.

9. BOARD CHAIRPERSON REPORT

- 9.1 Budget Presentation Meeting
- 9.1.a Discussed presentation to council.
- 9.1.b The board may want to request a closed meeting with Council once we are further in our budget process.

10. OTHER BOARD REPORTS

- 10.1 Nothing to report.

11. OLD BUSINESS

- 11.1 Lodge Upgrade (standing item)
- 11.1.a A halt was put on materials going to the site due to a build up of materials onsite
- 11.1.b Discussed what would happen if target dates aren't met
- 11.1.c Suggested that the board contact the MLA. Some members felt this was not following the appropriate channels.
- 11.2 Board Orientation moved to November 18 @ 1 pm with Valerie Puttick
- 11.2.a Board meeting will be changed to 10 a.m. Lunch will be provided.
- 11.3 Municipal Budget Presentation update
- 11.3.a See Board Chairperson Report
- 11.3.b Budget meeting set for November 21 at 10 am.
- 11.4 Mileage Policy
- 11.4.a The Employee travel & expense reimbursement policy passed at the last meeting resulted in duplication. The existing Mileage policy has been amended to incorporate the new policy.
- 11.4.b Board members will doublecheck kms for local travel distances.

12. NEW BUSINESS

12.1 Board member nominations

- 12.1.a Joanne Drain recused herself from the meeting during nomination discussion.
- 12.1.b *Motion #91/19 to go In Camera at 12:45 p.m. – Marlene Anctil – cd.*
- 12.1.c *Motion # 92/19 to come out of In Camera at 1:36 p.m. – Marlene Anctil – cd.*
- 12.1.d *Motion #93/19 to recommend Joanne Drain to be appointed to fill the Board vacancy. – Leslie McCallum – cd.*
- 12.1.e *Motion #94/19 recommending Dave Filipuzzi and Marlene Anctil as the Municipal Councillors appointed to the Crowsnest Pass Senior Housing Board.. – Donna Stelmachovich – cd.*
- 12.1.f Joanne Drain re-entered the meeting.

12.2 Resident Rental Rate Payment and Refund Policy

- 12.2.a *Motion #95/19 to approve the Resident Rental Rate Payment and Refund Policy as amended. – Sharon Groat – cd.*
- 12.2.b Policy to be discussed at resident meeting and posted on bulletin board.

12.3 Motion to move the balance of the 2018 Retained Earnings into Operating Reserve

- 12.3.a *Motion #96/19 to transfer \$90,327 to the Operating Reserve. – Dave Filipuzzi – cd.*

12.4 Discussion with KPMG – Requisition & Capitalization

- 12.4.a Suggested the board change the way the budget is presented such that net income prior to the requisition is calculated and then add requisition.
- 12.4.b Phil will be sending some wording suggestions for a capitalization policy.
- 12.4.c Discussed use of Operating Reserve for transition to requisition after deficit.

12.5 CAO Performance Review

- 12.5.a November 18 after the session with Valerie.

13. IN CAMERA

13.1 *Motion #97/19 to go In Camera at 1:18 p.m. – Marlene Anctil – cd.*

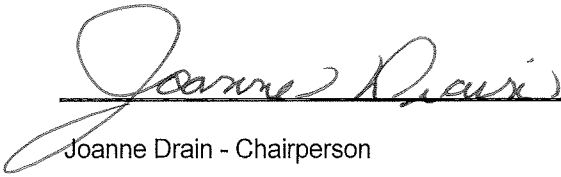
13.2 Personnel

13.2 Resident

13.3 *Motion # 98/19 to come out of In Camera at 1:36 p.m. – Donna Stelmachovich - cd*

14. ADJOURNMENT

14.1 Motion #99/19 to adjourn at @ 1:36 P.M.- Dave Filipuzzi - cd



Joanne Drain - Chairperson

ATTACHEMENT #1: ACTION LOG – October 21, 2019 (minutes)

#	ACTION	PERSON RESPONSIBLE	Progress/Comments
1	Bid Contract Package	Annie/ Christine Klyne	Completed: Barrier Free Doors WW
			Completed: Fire system upgrade TEC
			Completed: Fire system upgrade WW
			Completed: TEC hot water tanks replacement.
			Approved: TEC tub to shower conversion, new toilets, flooring. Tender close Aug 15.
2	Emergency Preparedness Plan	Annie	Under review by CNP Fire Department
3	Collective Agreement	Annie	Review final draft
4	Municipal Budget presentation	Dee-Anna & Annie	Review Oct.; Official presentation Oct 17 @ 1pm
5	Letter to AHS – SL4D care	Annie	
6	Microsoft sharepoint	Dee-Anna	Online training to be confirmed
7	Digitize files	Dee-Anna/Christine	WIP
8	Policy Updates: Rent Rate	Dee-Anna	Present at Oct Board meeting
9	AHS letter for SL4D	Annie Lok	WIP

