



BOARD MEETING MINUTES December 17, 2019

A regular meeting of the Management Body of Crowsnest Pass Senior Housing was held on Tuesday, December 17, 2019 at 11:00 am in the TV Room at York Creek Lodge, Blairmore, Alberta.

ATTENDEES: 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

ABSENT: Joanne Drain: Chairperson, Donna Stelmachovich: Vice-Chairperson

Minutes recorded by Dee-Anna Strandquist

1. CALL TO ORDER

- 1.1 Sharon Groat called the meeting to order at 11:06 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 No changes brought forward.

3. APPROVAL OF AGENDA

- 3.1 *Motion #108/19 to approve the agenda as presented. – Marlene Anctil – cd.*

4. APPROVAL OF MINUTES FROM LAST REGULAR MEETING

- 4.1 *Motion #109/19 to approve the minutes of the meeting held November 18th, 2019 as corrected.- Marlene Anctil – 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 #110/19 to accept the Report from Management as presented – Leslie McCallum - cd*

7. FINANCIAL STATEMENTS – November 2019

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

- 7.2 *Motion #111/19 to approve the Financial Statement for November 2019 as presented – Debi Ruzek - cd*

8. CORRESPONDENCE

- 8.1 AHS Funding Advice

8.2.a No increase to funding for April 2019-March 2020 other than leap year adjustment

9. BOARD CHAIRPERSON REPORT

- 9.1 Nothing to Report

10. OTHER BOARD REPORTS

- 10.1 Nothing to report.

11. OLD BUSINESS

- 11.1 Lodge Upgrade (standing item)

11.1.a Positive changes in progress is encouraging – minimal outstanding issues

11.1.b Hired additional subcontractors for specific jobs (e.g. windows)

- 11.2 2020 Budget Approval

11.2.a *Motion #112/19 to follow the 2019 York Creek Lodge Budget in the interim until the 2020 budget is approved. – Leslie McCallum – cd.*

11.2.b *Motion #113/19 to approve the Self-Contained 2020 Budget as presented. – Debi Ruzek- cd*

12. NEW BUSINESS

- 12.1 2020 Board Meeting Schedule

12.1.a New Board Schedule Distributed with new start time of 10 a.m.

- 12.2 Board Chair and Vice-Chair Appointment

12.2.a Table to January

- 12.3 Line of Credit Approval

12.3.a *Motion #114/19 to apply for a line of credit Visa with Annie Lok as the authorized signing authority on the account. – Leslie McCallum – cd.*

- 12.4 Policy 7.3 Capital Assets

- 12.5 Donation for HCA equipment

12.5.a To be used for towel and/or blanket warmers

- 12.6 Policy 1.01 - Single Use Medical Devices
- 12.7 Policy 1.02 - Hand Hygiene
- 12.8 Policy 1.03 - Influenza Immunization
- 12.9 Policy 1.04 - Biomedical/Biohazard Waste Management
- 12.10 Policy 1.05 - Communicable Disease Prevention and Management
- 12.11 Policy 1.06 - General Infection Control for Health Care Aides
- 12.12 Policy 1.07 - Equipment/Environment Cleaning
- 12.13 Policy 1.08 - Pets/Pet Environments
- 12.14 Policy 2.01 – Restraints

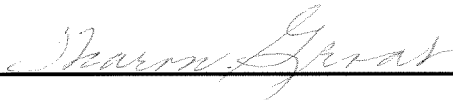
12.14.a *Motion #115/19 to approve the following policies: 7.3, 1.01, 1.02, 1.03, 1.04, 1.05, 1.06, 1.07, 2.01, as presented and #1.08 as amended – Debi Ruzek – cd.*

13. IN CAMERA

13.1. In Camera not requested.

14. ADJOURNMENT

14.1 *Motion #116/19 to adjourn at 12:51 P.M.- Dave Filipuzzi - cd*



Sharon Groat – Interim Chairperson