



BOARD MEETING MINUTES January 18, 2021

A regular meeting of the Management Body of Crowsnest Pass Senior Housing was held on Monday, January 18, 2021 at 10:00 am via Zoom.

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

ABSENT:

Minutes recorded by Dee-Anna Strandquist

1. CALL TO ORDER

- 1.1 Joanne Drain called the meeting to order at 9:59 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 No additions or changes brought forward.

3. APPROVAL OF AGENDA

- 3.1 *Motion #01/21 to approve the agenda as presented – Donna Stelmachovich – cd.*

4. APPROVAL OF MINUTES FROM LAST REGULAR MEETING

- 4.1 *Motion #02/20 to approve the minutes of the meeting held December 14, 2021 as presented. – Debi Ruzek – 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 York Creek Lodge Occupancy should be stated as 47.

6.3 *Motion #03/21 to accept the Report from Management as amended – Sharon Groat – cd*

7. Keys to Housing Communities (K2HC), consultant on AHS funding at P2P (Peaks to Pines)

7.1 Report provided by K2HC to be maintained on file.

7.2 Said report includes responses to the following issues:

- 7.2.a SL3 capacity below 75%
- 7.2.b Unknown funding formula for Home Care hours
- 7.2.c Funded home care units significantly lower than number of home care clients
- 7.2.d Requirement of Alberta Supportive Living Initiative (ASLI) for a Master Services Agreement (MSA) with Alberta Health Services (AHS)
- 7.2.e MSA still in negotiation
- 7.2.f An analysis of options available to CPSH

7.3 Overall, the funding being proposed by AHS is comparable to others in the province. K2HC believes the funding should be sufficient to allow CPSH to meet the basic needs of all residents at P2P. The recommendation is to continue negotiations with AHS to provide direct care to the residents.

7.4 Main questions remaining are whether Resident Care Manager is required to be an RN and if RN Educator is required to be onsite.

8. FINANCIAL STATEMENTS – December 2020 - Draft

8.1 Draft Financial Statements for Self-Contained and Lodge as of December 31, 2020 were presented. There are still year-end entries to be recorded. A Covid-19 statement was provided as additional information.

8.2 *Motion #04/21 to approve the Draft Financial Statements for December 2021 as presented. – Marlene Anctil - cd*

9. CORRESPONDENCE

9.1 Municipal CPSH reserve \$74,809 update

9.1.a The Municipality will be forwarding the amount remaining in reserve of \$74,809. An official notice has not been received yet.

9.1.b Funding will be used to purchase beds and nightstands for the Dementia Units.

9.2 Board appointments/terms

9.2.a Cathy Painter has been appointed for a 3 year term and Sharon Groat for a one year term.

9.3 Discussed the necessity to develop a board orientation package and providing the policy manual electronically instead of as hard copies.

10. BOARD CHAIRPERSON REPORT

10.1 Nothing to report.

11. OTHER BOARD REPORTS

11.1 Nothing to Report

12. OLD BUSINESS

12.1 Standing Item: Peaks to Pines Building

12.1.1 Used Pool Table

12.1.1.a Purchased a used pool table with accessories for \$1000. Seller has agreed to store it until we are ready to move it to P2P. Professionals will need to be hired to move and reassemble it.

12.1.2 Nurse call alternate

12.1.2.a Nurse call has been changed to ELPass, Had demo on Monday. Annual fee of \$1000 is significantly lower than the other one that was proposed.

12.1.3 Project Schedule

12.1.3.a Estimated handover is June/July. Will need to start move planning for potentially September.

12.1.3.b Need to inquire as to how many times the builder is committed to cleaning the building prior to handing it over.

12.1.4 Furnishing Update

12.1.4.a An updated estimate was provided.

12.1.5 Capital Reserve Update

12.1.5.a An updated estimate was provided. Items not transferred to P2P will be sold.

12.2 Donation Policy

12.2.1 *Motion #05/21 to approve Policy 4.20 Donations as amended.– Donna Stelmachovich-cd.*

12.3 York Creek Residents' Association (YCRA) asserts in P2P

12.3.1 A copy of the YCRA bylaw regarding dissolution was provided. Joanne to discuss with YCRA as to whether bylaw could be changed to state that assets/funds would be transferred to CPSH upon dissolution.

13. NEW BUSINESS

13.1 Floor Scrubber

13.1.a Motion #06/21 to purchase a new floor scrubber for \$8666. – Debi Ruzek – cd.

13.1.b The existing floor scrubber will be sold or leased to Tecumseh.

13. IN CAMERA

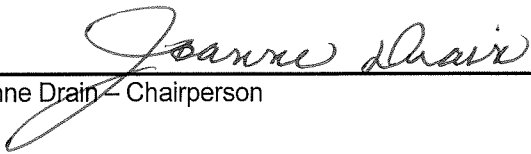
13.1 *Motion #07/21 to go in Camera at 12:15 P.M. – Dave Filipuzzi – cd*

13.2 *Motion #08/21 to come out of Camera at 12:19 P.M.– Dave Filipuzzi – cd*

14. ADJOURNMENT

14.1 Annie will arrange a separate meeting to review the Vision & Mission as well as to discuss AHS Strategy. Board members to consider creating a subcommittee for AHS Strategy.

14.2 *Motion #09/21 to adjourn at 12:26 P.M.- Marlene Ancil - cd*



Joanne Drain – Chairperson