



## BOARD MEETING MINUTES March 22, 2021

A regular meeting of the Management Body of Crowsnest Pass Senior Housing was held on Monday, March 22, 2021 at 10:00 am via Zoom.

**ATTENDEES:** Joanne Drain: Chairperson, Donna Stelmachovich: Vice-Chairperson, Marlene Anctil: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Sharon Groat: Board Member, Cathy Painter: Board Member, Debi Ruzek: Board Member; 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 10:00 a.m. and it was determined that a quorum of directors was present.

**2. KPMG PRESENTATION 2020 AUDITED FINANCIAL STATEMENTS**

- 2.1 Phil McFarland, CPA of KPMG reviewed the draft audited consolidated financial statements.
- 2.2 A clean opinion was issued, and the Management Letter was reviewed.
- 2.3 Motion #19/21 to adopt the KPMG audited financial statements for the year ended December 31, 2020 as presented. – Marlene Anctil – cd.
- 2.4 KPMG advised on the importance of a written agreement with the municipality to ensure clarity and security of annual requisition commitment for all parties.

**3. ADDITIONS/CHANGES TO AGENDA**

- 3.1 Add "Annie's Review" to In-Camera.

**4. APPROVAL OF AGENDA**

- 4.1 Motion #20/21 to approve the agenda as amended – Marlene Anctil – cd.

**5. APPROVAL OF MINUTES FROM LAST REGULAR MEETING**

- 5.1 Change date for 7.1 to January 31.
- 5.2 Motion #21/21 to approve the minutes of the meeting held February 16, 2021 as amended. – Sharon Groat – cd.

**6. BUSINESS ARISING FROM THE MINUTES**

- 6.1 Action Log

6.1. a See Attachment #1

**7. REPORT FROM MANAGEMENT**

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

- 7.1. a Lodge
- 7.1. b Self-Contained Apartments

7.2 York Creek Lodge Occupancy should be stated as 45.

7.3 *Motion #22/21 to accept the Report from Management as amended. – Cathy Painter – cd*

**8. FINANCIAL STATEMENTS – February 2021**

8.1 Financial Statements for Self-Contained and Lodge as of February 28, 2021 were presented.

8.2 CPSH has not yet received any funding nor communications from the Municipality regarding 2021 funding. Marlene to inquire about it.

8.3 A new ministerial order will be required for Peaks to Pines (P2P). All parties will need to make sure it's clear. Annie will talk to Valerie about getting a draft of the order.

8.4 *Motion #23/21 to approve the Financial Statement for February 2021 as presented. – Donna Stelmachovich - cd*

**9. CORRESPONDENCE**

9.1 Budget letter

- 9.1.a SCU Budget for 2021 is a \$3,000 surplus.
- 9.1.b Site-level budget reallocations are to be resubmitted by May 31.
- 9.1.c The 2021 LAP grant will be based on the higher of the 2020 or 2021 grant amount. This is very reassuring as our February vacancies were very high.

9.2 ASCHA Budget Summary

- 9.2.a Summary of the Alberta Government Budget

9.3 ASHC Fire/Safety Upgrade Letter

- 9.3.a Tecumseh and Westwinds to have a fire and safety assessment completed. Fire Alarm panels for both buildings have already been updated.

9.4 ASCHA Letter to Premier

- 9.4.a Letter expresses concerns regarding vaccination of seniors and staff in Licensed Supportive Living. All CPSH residents and staff wanting vaccines, have received them.

**10. BOARD CHAIRPERSON REPORT**

10.1 Once the York Creek Residents' Association's (YCRA) determines the remainder of funds after purchasing the new bus, they are hoping to give CPSH some funding for P2P furnishings.

**11. OTHER BOARD REPORTS**

11.1 Nothing to Report

**12. OLD BUSINESS**

12.1 Standing Item: Peaks to Pines Building

12.1.1 Summary of Build Committee Meeting

12.1.1.a Substantial Handover still expected to be end of June.

12.1.2 Capital Reserve Update

12.1.2.a Purchase order to Evercare for tables has been submitted, along with deposit. 4 Fireplaces have been purchased; 3 received. Received Quotes for both used and new office furniture. Guest Suite furnishing do not require Health Grade standards.

12.1.2.b Reviewed Quote from the Brick for TVs, Washers, Dryers, Mini fridges. Lengthy discussion regarding whether we should attempt to secure funding for televisions in resident rooms. Those in favour believe it could potentially reduce maintenance time/costs not to have to install mounts each time a resident moves in and repair walls when mounts are removed. Opponents are concerned with CPSH assuming responsibility for future maintenance/ replacement of the TVs. Joanne to inquire with YCRA. TV costs should be sought through Grant or donation funding.

12.1.2.c Required to provide all linens for SL4 and SL4D; only bathroom linens for other residents. Drapes will not be provided as blinds are in place.

12.1.2.d Policy to be created regarding what can be used to hang pictures in rooms.

12.2 AHS Funding proposal update

12.2.a AHS has increased proposed funding. New funding model based on 12 SL4D, 22 SL4, and 10 SL3 beds. Also increased integrated beds from 8 to 20. Annie to email new funding breakdown to board members.

12.2.b Investigate a partnership with Homecare to carry out LPN Education.

12.3 New site tour date

12.3.a Wait until May when it's further along. Annie to invite YCRA for a tour as well.

**13. NEW BUSINESS**

13.1 Line of Credit Approval

- 13.1.a Dee-Anna to ensure there would be no personal liability for Annie and to request usage guidelines from Phil.
- 13.1.b *Motion #24/21 to apply for a \$100,000 credit line for the purposes of managing cash flow prior to annual requisition payments. – Sharon Groat – cd.*

13.2 New Folio Design, Review/Approval

- 13.2.a Folio Design well received. As story behind the P2P name has an aboriginal component, the Board suggested this be reflected somewhere in the main area of Peaks to Pines.

13.3 Policy Approval: Sick Leave, Training & Education, Rapid Screening

- 13.3.a *Motion #25/21 to approve the following policies as amended: Sick Leave, Training & Education, Rapid Screening. – Sharon Groat – cd*

13.4 P2P Fireplace Cost Approval

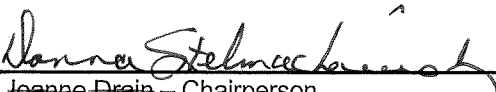
- 13.4.a *Motion #26/21 to purchase 4 fireplaces for P2P for \$7,276.50. – Sharon Groat – cd.*

13. IN CAMERA

- 13.1 *Motion #27/21 to go in Camera at 12:55 P.M. – Donna Stelmachovich – cd*
- 13.2 *Motion #28/21 to come out of Camera at 1:05 P.M.– Donna Stelmachovich – cd*

14. ADJOURNMENT

- 14.1 *Motion #29/21 to adjourn at 1:10 P.M.- Dave Filipuzzi - cd*

as   
Joanne Drain – Chairperson  
Donna Stelmachovich

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