



BOARD MEETING MINUTES

January 24, 2022

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, January 24, 2022 at 10:00 a.m. at The Royal Canadian Legion in Bellevue, Alberta.

ATTENDEES: Debi Ruzek: Board Chairperson, Donna Stelmachovich: Vice-Chairperson, Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Susan Demchuk: Board Member, Cathy Painter: Board Member, Marlene Ancil: Board Member, Annie Lok: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager (via phone)

ABSENT:

Minutes recorded by Dee-Anna Strandquist

1. CALL TO ORDER

- 1.1 Debi Ruzek called the meeting to order at 10:03 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Dave to be excused shortly after 12.
- 2.2 Add "Tecumseh" In Camera
- 2.3 Add "Personnel" In Camera

3. APPROVAL OF AGENDA

- 3.1 *Motion #01/22 to approve the agenda as amended. – Donna Stelmachovich – cd.*

4. APPROVAL OF MINUTES FROM November 22, 2021

- 4.1 *Motion #02/22 to approve the minutes of the meeting held November 22, 2021 as amended. – Marlene Ancil – cd.*
- 4.2 Annie to get back to Dean with possible tour dates,

5. BUSINESS ARISING FROM THE MINUTES

- 5.1 Action Log
 - 5.1. a See Attachment #1
 - 5.1.b *Motion #03/22 to accept the Action Log Report. – Dean Ward – cd.*

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 Statistics

- 6.1.b Food Service & Housekeeping
- 6.1.c Care
- 6.1.d Financial
- 6.1.e Human Resource and Health and Safety
- 6.1.f Self-Contained Apartments

- 6.2 Discussed resident assessment process. Add to the next agenda for further discussion.
- 6.3 Vaccine mandate has resulted in a number of personnel issues.
- 6.4 Management decided not to offer internet as a paid resident service at this time due to the required hardware as well as the necessity of providing technical support with internal or external sources.
- 6.4 *Motion #04/22 to accept the Report from Management as presented. – Susan Demchuk – cd.*

7. FINANCIAL STATEMENTS – November and Draft December 2021

- 7.1 Financial Statements for Self-Contained and Lodge as of November 30 and December 31, 2021 were presented. The December statement is a draft as some year-end entries are still to be determined.
- 7.2 *Motion #05/22 to approve the Financial Statements for November and December 2021 as presented. – Dean Ward – cd.*

8. CORRESPONDENCE

- 8.1 Municipality of CNP – operating grant agreement response
 - 8.1.a The municipality will not be putting forward a request to meet with Municipal Affairs.
- 8.2 Info Item – Seniors Income and Benefits
 - 8.2.a Provided maximum benefit amounts for Alberta Seniors Benefit, Old Age Security, and Guaranteed Income Supplement as of January 1, 2022.
- 8.3 SCU 2022 budget approval
 - 8.3.a Self-Contained has been approved for an operating deficit in the amount of \$4579 for 2022.
- 8.4 *Motion #06/22 to accept Items 8.1, 8.2, 8.3 as information. – Dave Filipuzzi – cd.*

9. BOARD CHAIRPERSON REPORT

- 9.1 Nothing to report.

10. OTHER BOARD REPORTS

- 10.1 Nothing to Report.

11. OLD BUSINESS

- 11.1 Peaks to Pines Building (Standing Item)
 - 11.1.a No official handover date. Discussed some of the deficiencies.

11.1.b Cannot get fire verification because waiting for a regulator.

11.2 Alberta Health Monitoring & Licensing visit summary report.

11.2.a Visit was the result of a complaint regarding the food. No deficiencies found.

11.2.b *Motion # 07/22 to accept Items 11.1 and 11.2 as information. – Cathy Painter – cd.*

11.3 Approval of Policy 6.71 – Discipline Policy

11.3.a Lawyer reviewed policy.

11.3.b *Motion # 08/22 to approve Policy 6.71 – Discipline Policy as Presented. – Susan Demchuk – cd.*

12. **NEW BUSINESS**

12.1 Board Decisions being made electronically

12.1.a Currently no policy. It can be difficult to have thorough discussions about a decision via email.

12.2 Procedure for calling and or cancelling special meetings

12.2.a *Motion #09/22 to refer Item 12.1 and 12.2 back to administration to create policies. – Dean Ward – cd.*

12.3 Code of Conduct

12.3.a Board member inquired as to whether the code of conduct applies to staff members as well, or only board members.

12.3.b Staff have to sign off on a code of ethics policy. Annie will send Dean the information.

12.4 Procurement/Purchasing policy

12.4.a Currently purchases over \$5,000 require board approval. Discussed possibility of a matrix for approvals.

12.4.b Discussed purchasing process and tenders.

12.4.c Dean will forward the Municipality policy to Annie.

12.5 New lodge Handrails in Stairwells

12.5.a Discuss issues with length of handrails on stairs. Handrail meets contract specifications.

12.5.b Administration to create a document for compiling issues in P2P which will need to be considered once ownership is transferred.

12.6 Board liaison member in the York Creek Residents' Association (YCRA)

12.6.a *Motion # 10/22 for Susan Demchuk to sit on the YCRA board as CPSH board liaison. – Marlene Anctil – cd.*

12.7 Board Confidentiality Agreement and Code of Conduct

- 12.7.a The Board Confidentiality Agreement and Code of Conduct were brought to meeting for Board member review and signatures.

12.8 Dementia Strategic Fund – Dementia Guidelines and Best Practices Initiative Grant

- 12.8.a Grant package is very complex. Due Friday, January 28.
- 12.8.b Submitted uses: to develop program for person- centered care; Staff training on taking care of residents with Dementia; increasing family and community awareness of Dementia;
- 12.8.c Future consideration – Paid grant assistance
- 12.8.d Dean to look into if the Municipality is able to assist with grants

12.9 P2P Copier Purchase Approval - \$8,851.50

12.10 P2P Small Wares approval - \$11,051.07

- 12.10.a *Motion #11/22 to approve the proposed copier purchase for \$8,851.50 and the proposed Small Wares purchase for \$11,051.07. – Cathy Painter – cd.*

12.1 NextGen

- 12.1.a Provided proposal for Managed IT Services - \$12,852 per year plus onboarding
- 12.1.b Proactive approach to technology. Includes anti-virus, routine maintenance, remote support, life-cycle management, future planning.
- 12.1.c Administration to request statement from NextGen explaining what they are offering in 10 words or less.
- 12.1.d *Motion #12/22 to Table NextGen Proposal to February meeting. – Cathy Painter – cd.*

13. **IN CAMERA**

- 13.1 *Motion #13/22 to go In Camera at 1:00 P.M. – Donna Stelmachovich – cd*
- 13.2 *Motion #14/22 to come out of In Camera at 1:29 P.M. – Susan Demchuk – cd.*

14. **ADJOURNMENT**

- 14.1 The next board meeting is scheduled for February 22, 2022 at 1:00 p.m.
- 14.2 *Motion #15/22 to adjourn at 1:50 P.M.- Dean Ward- cd*



Debi Ruzek – Board Chairperson