



## BOARD MEETING MINUTES February 22, 2022

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Tuesday, February 22, 2022 at 1:00 p.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

### **ABSENT:**

Minutes recorded by Dee-Anna Strandquist

### **1. CALL TO ORDER**

- 1.1 Debi Ruzek called the meeting to order at 1:06 p.m. and it was determined that a quorum of directors was present.

### **2. ADDITIONS/CHANGES TO AGENDA**

- 2.1 Add "Wing Names" as Item 12.6

### **3. APPROVAL OF AGENDA**

- 3.1 *Motion #16/22 to approve the agenda as amended.—Dean Ward – cd.*

### **4. APPROVAL OF MINUTES FROM JANUARY 24, 2022**

- 4.1 *Motion #17/22 to approve the minutes of the meeting held January 24, 2022 as amended. – Cathy Painter – 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 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 outbreak.

6.3 *Motion #18/22 to accept the Report from Management as presented. – Dean Ward – cd.*

**7. FINANCIAL STATEMENTS – January 2022**

7.1 Financial Statements are unavailable due to annual audit, SCU budget, LAPP reconciliations and illness.

7.2 *Motion #19/22 to table the Financial Statements for January 2022. – Cathy Painter – cd.*

**8. CORRESPONDENCE**

8.1 AHS – Covid funding reconciliation

8.1.a Covid funding deficits to be funded once AHS recovers surpluses from elsewhere.

8.2 AHS – COVID Accountabilities summary

8.2.a Shows a deficit of Covid Funding to March 31, 2021 in the amount of \$22,434.

8.3 *Motion #20/22 to accept Items 8.1 and 8.2 as information. – Dave Filipuzzi – cd.*

**9. BOARD CHAIRPERSON REPORT**

9.1 Nothing to report.

**10. OTHER BOARD REPORTS**

10.1 Update on ASCHA hosted - Housing 101 for Municipal Elected Officials

10.1.a Zoom meeting attended by Dave and Dean. Found it informative.

10.2 Municipality Tour of P2P

10.2.a Overall positive.

**11. OLD BUSINESS**

11.1 Peaks to Pines Building (P2P)- Standing Item

11.1.a Further delay in handover date.

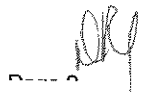
11.1.b Discussed creating a video walk through to post on the website for family and potential applicants to view.

11.1.c Discussed general process to commission building and make transition. First step will be hiring and training new staff. Residents will move six to 8 weeks after handover.

11.2 NextGen summary

11.2.a Distributed document indicating whether specific technology issues would be covered by Managed Service Agreement.

11.2.b Administration to look into references, alternate options and return with the budget increase request.



11.3 Service Rate review/approval

- 11.3.a Amended rates for extra services was presented. Rates will be pulled from rent policy in order to simplify the process of rate changes when required.
- 11.3.b *Motion # 21/22 to approve the amended rates for extra services at Peaks to Pines as Presented. – Dave Filipuzzi– cd.*

12. **NEW BUSINESS**

12.1 SCU 2022 budget approval

- 12.1.a Reviewed average rent rates according to 2021 Apartment Vacancy and Rental Cost Survey. No changes to rent ceiling proposed in the budget.
- 12.1.b Finance Manager reviewed proposed Self-Contained Budget for 2022.
- 12.1.c Charges for electricity and the rent ceiling to be reviewed at April board meeting prior to annual letters being distributed.
- 12.1.d *Motion #21/22 to approve the 2022 budget for Self-Contained as presented. – Dean Ward–cd*

12.2 AHS Master Service Agreement

- 12.2.a Effective upon move-in to P2P.
- 12.2.b To be signed by Board Chair and CAO.
- 12.2.c *Motion #22/22 to accept the AHS Master Service Agreement as information. – Dean Ward – cd.*

12.3 Resident Assessment process

- 12.3.a *Motion #23/22 to accept the Resident Assessment handouts for Self-contained and Lodge as information. – Dean Ward – cd.*

12.4 Election of Board Chair and Co-chair

- 12.4.a *Motion #24/22 to nominate Debi Ruzek as Board Chairperson. – Dean Ward*  
No additional nominations presented. – cd.
- 12.4.b *Motion #25/22 to nominate Donna Stelmachovich as Board Vice-chairperson. – Dean Ward*  
No additional nominations presented. – cd.

12.5 Staff Long Service Award and Staff Appreciation Day – March 4

- 12.5.a All Board Members are invited to attend. Multiple staff will be receiving Long Service Awards.
- 12.5.b Administration will email the Long Service Awards policy to the Board as information.

12.6 Wing Names

12.6.a Naming the wings allows helps reduce the institutional feeling. There are nine wings.

12.6.b Table to next meeting.

**13. IN CAMERA**

13.1 *Motion #26/22 to go In Camera at 3:22 P.M. – Dean Ward – cd*

13.2 *Motion #27/22 to come out of Camera at 3:59 P.M. – Cathy Painter – cd.*

**14. ADJOURNMENT**

14.1 The next board meeting is scheduled for March 21, 2022 at 10:00 a.m.

14.2 *Motion #28/22 to adjourn at 3:59 P.M.- Cathy Painter- cd*



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Debi Ruzek – Board Chairperson