



## BOARD MEETING MINUTES

### March 21, 2022

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, March 21, 2022 at 10:00 a.m. at The Royal Canadian Legion in Bellevue, Alberta.

**ATTENDEES:** Debi Ruzek: Board 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:** Donna Stelmachovich: Vice-Chairperson

Minutes recorded by Dee-Anna Strandquist

#### 1. CALL TO ORDER

- 1.1 Debi Ruzek called the meeting to order at 10:02 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 12.3

#### 3. APPROVAL OF AGENDA

- 3.1 *Motion #36/22 to approve the agenda as amended.— Dean Ward – cd.*

#### 4. KPMG – Presentation of 2021 Audited Financial Statements – Phil McFarland@kpmg.ca

- 4.1 Reviewed year-end financial statements and Management letter.
- 4.2 Discussed threat of cyber-security. The board was reminded to think about: 1) Prevention; 2) Education for Staff/Residents; 3) Process in case of a breach.
- 4.3 *Motion #37/22 to approve the Audited Consolidated Financial Statements for the year ended December 31, 2021. – Marlene Ancil – cd.*

#### 5. APPROVAL OF PRIOR MINUTES

- 5.1 *Motion #38/22 to approve the minutes of the meeting held February 22, 2022 as presented. – Susan Demchuk – cd.*
- 5.2 *Motion #39/22 to approve the minutes of the meeting held February 28, 2022 as presented. – Marlene Ancil – 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 Statistics
- 7.1.b Food Service & Housekeeping
- 7.1.c Care
- 7.1.d Financial
- 7.1.e Human Resource and Health and Safety
- 7.1.f Self-Contained Apartments

7.2 *Motion #40/22 to accept the Report from Management as presented. – Dean Ward – cd.*

**8. FINANCIAL STATEMENTS – January and February 2022**

8.1 *Motion #41/22 to approve the Financial Statements for January and February 2022. – Susan Demchuk – cd.*

**9. CORRESPONDENCE**

9.1 Board Competency

- 9.1.a Alberta Seniors would like organization to complete competencies in first half of year.
- 9.1.b Difficult for some communities to fill positions
- 9.1c Board members to complete self-assessment for next meeting.

**10. BOARD CHAIRPERSON REPORT**

10.1 Nothing to Report.

**11. OTHER BOARD REPORTS**

11.1 Nothing to report.

**12. OLD BUSINESS**

12.1 Peaks to Pines Building (P2P)- Standing Item

- 12.1.a Government should be taking possession at end of month.
- 12.1.b Discussed dining room tables and grand opening.

12.2 NextGen summary

- 12.2.a *Motion #42/22 to increase the IT services budget by \$12,000, using the operating reserve if necessary, in order to cover costs of Next Gen partnership for one year.*

12.3 Wing names

- 12.3.a Discussed using simple names the residents can relate to; Can associate the name with a picture. Ideas included putting the picture on their ID card and painting a wall at the end of the hall with a picture representing that wing.
- 123.b Everyone to bring at least 3 potential names to the next meeting.

**13. NEW BUSINESS**

13.1 Propose one-time LPN relocation allowance

13.1.a Discussed difficulty attracting LPNs to area.

13.1.b *Motion #43/22 to table the proposed LPON relation allowance. – Dean Ward–cd*

13.2 Care Action Plan and Proposal

13.2.a *Motion # 44/22 to approve Senior Care restart proposal up to \$5,000. – Dean Ward – cd.*

13.3 Nurse Call phones approval

13.3.a *Motion #45/22 to approve the purchase of iPhones for the nurse call system from the capital reserve for a total of \$5064 – Marlene Anctil – cd.*

13.4 Washer/Dryer in Commercial Laundry Room approval

13.4.a *Motion #46/22 to table purchasing a washer/dryer for the commercial laundry room until Budget 2023 discussions. – Cathy Painter – cd.*

13.5 Staff Vacation Policy

13.5.a Discussed In Camera.

13.6 Visitor Vaccination Policy

13.6.a Discussed in Camera.

13.7 Organisation Chart

13.7.a Discussed current versus new positions/FTEs

13.7.b *Motion #47/22 to approve the organizational chart as presented. – Dean Ward - cd*

13.8 Review and Approve Policy #4.10 – Smoking

13.8.a *Motion #48/22 to approve policy #4.10 – Smoking as amended. – Marlene Anctil – cd.*

13.9 Review and Approve Policy #5.16 – Sick Leave

13.9 *Motion #49/22 to approve policy \$5.16 – Sick Leave as presented. – Dave Filipuzzi – cd.*

13.10 Review and Approve Policy #4.27 – Board meetings and Procedural

13.10 *Motion #50/22 to approve Policy #4.27 – Board Meetings and Procedural as amended. – Dean Ward – cd.*

**14. IN CAMERA**

14.1 *Motion #51/22 to go In Camera at 2:20 P.M. – Cathy Painter – cd*

14.2 *Motion #52/22 to come out of Camera at 2:47 P.M. – Marlene Anctil – cd.*

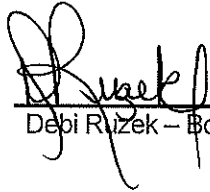
14.3 *Motion # 53/22 to rescind staff Covid Vaccination Policy. – Dave Filipuzzi – cd.*

14.4 *Motion #54/22 to rescind Visitor Covid Vaccination Policy. -- Dean Ward – cd.*

**15. ADJOURNMENT**

15.1 The next board meeting is scheduled for April 18, 2022 at 10:00 a.m.

15.2 *Motion #55/22 to adjourn at 2:52 P.M.- Cathy Painter- cd*



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Debi Ruzek – Board Chairperson