



BOARD MEETING MINUTES

June 29, 2022

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Wednesday, June 29, 2022 at 10:00 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

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

ABSENT: Marlene Ancil: Board Member

Minutes recorded by Dee-Anna Strandquist

1. CALL TO ORDER

- 1.1 Debi Ruzek called the meeting to order at 10:08 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Add item 11.7 Move in

3. APPROVAL OF AGENDA

- 3.1 *Motion #76/22 to approve the agenda as amended. — Cathy Painter— cd.*

4. APPROVAL OF PRIOR MINUTES

- 4.1 *Motion #77/22 to approve the minutes of the meetings held April 18 and May 20, 2022 as presented. — Susan Demchuk— cd.*

5. BUSINESS ARISING FROM THE MINUTES

- 5.1 Action Log

- 5.1. a See Attachment #1

6. FINANCIAL STATEMENTS – April & May 2022

- 6.1 *Motion #78/22 to approve the Financial Statements for April and May 2022. — Dean Ward — cd.*

7. CORRESPONDENCE

- 7.1 ASHC-Utilities Grant

- 7.1.a Grant funding totalling \$10,000: \$100 per unit for both Lodge and Self-Contained.

- 7.2 Requisition Grant letter to Municipality

- 7.2.a A copy of the letter sent to the Municipality was provided.

ATTACHMENT #1: ACTION LOG - JUNE 29, 2022 (minutes)

#	ACTION ITEMS	COORDIANTOR	PROGRESS/COMMENTS
1	After move	All management	Computer, phones, internet installation DLIP Hair salaon sink Deficiencies Execess furniture
2	Procurement policy	Annie	In Progress
3	Business Plan	Annie	Present at July Board meeting
4	Board competency self assessment	Board members	Due June 30, 2022
5	Designated Supportive Living & Long Term Care Info Portal (DLIP)	Dee-Anna	Initiated, WIP
6	Cable	Dee-Anna	Shaw expedited bulk install; reconciling some resident room changes.
7	Hair Salon	Annie	missing handwash sink; hair sink will stay as is.
8	Sewer backup	Kelly/Annie	Clean out traps malfunction
9	Hot water and ice machine	Kelly/Annie	Not working
10	Leaks	Annie	Mechanical identified and rectified the issues
11	Roof anchor training	Annie/Maintenance	Completed
12	Roof anchors certification	Annie/Kelly	Re-certification annually
13	Power outage/generator	Annie	Delay of 1-2minutes for Generator to turn on.
14	Building blessed	Annie/Debi	WIP
15	YCL garage sale	Debi/YCRA	by donation
16	YCL building status	Annie	AB Seniors take over ownership July 1; CPSH act as custodian for 6-9 months. Preparation for decommissioning of YCL

7.3 *Motion #79/22 to accept correspondence as information. – Dean Ward – cd*

8. BOARD CHAIRPERSON REPORT

8.1 Move went well. The pre-packing on the weekend went very smoothly. Resulted in a list of volunteers for interested in future activities/events. Very grateful for all the volunteers.

9. OTHER BOARD REPORTS

9.1 Nothing to report.

10. OLD BUSINESS

10.1 Peaks to Pines Building (P2P)- Standing Item

10.1.a Covered in Action log

10.2 Recruitment Status

10.2.a Still unable to recruit HR Director; Reposted job description as an Office Manager.

10.2.b Most LPN positions filled, 1 LPN rotation remained empty; many HCA positions still to be filled. Can't fully open until all positions are subscribed.

11. NEW BUSINESS

11.1 Volunteer Appreciation

11.1.a Event scheduled for Thursday, July 14 from 7-9 pm to recognise all volunteers for move. Will serve refreshments and snacks, and, provide a token of appreciation. Volunteers also to be invited to grand opening.

11.2 Grand Opening Ceremony

11.2.a Tentative date of either Sept 1 or Sept 7 from 1-3 pm.

11.2.b Invitees to include MLA, MP, and Ministers.

11.3 Covid-19 Status

11.3.a Questions and Answer sheet provided from June 22 Information Session.

11.4 P2P Reservation-rent

11.4.a Discussion regarding residents that paid rent to York Creek Lodge but didn't physically move in until Peaks to Pines. Complaints brought forth due to anticipated move in date changing.

11.4.b *Motion #80/22 to provide a 25% credit from January to May to residents that paid rent to York Creek Lodge but didn't move in until Peaks to Pines. – Dave Filipuzzi – cd.*

11.5 North Road Access

11.5.a Should be fixed in the next 2 weeks.

11.6 Roger Reid tour July 4, 2022 @ 3:30 pm

- 11.6.a Board Members to try to attend if possible.
- 11.7 Move-in
 - 11.7.a A few missing paper towel holders
 - 11.7.b Need to get a cover for the Pool table
 - 11.7.c Discussed church services – to be on 2nd or 3rd floor

12. IN CAMERA

- 12.1 Motion #81/22 to go In Camera at 12:43 P.M. – Dean Ward – cd
- 12.2 Motion #82/22 to come out of In Camera at 1:01 P.M. – Cathy Painter – cd.
- 12.3 Motion #83/22 to accept an underage resident to Westwind Apartments. – Dave Filipuzzi – cd.
- 12.4 Leanne Morency joined meeting as a guest.
 - 12.4.a Motion #84/22 to go In Camera at 1:06. – Susan Demchuk – cd
 - 12.4.b Motion #85/22 to come out of In Camera at 1:18 - Cathy Painter – cd.

13. ADJOURNMENT

- 13.2 Motion #86/22 to adjourn at 1:19 P.M.- Cathy Painter- cd



Debi Ruzek – Board Chairperson