



BOARD MEETING MINUTES March 20, 2023

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, March 20, 2023 at 10:01 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

ATTENDEES: Deb Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Donna Stelmachovich: Vice-Chairperson, Cathy Painter: Board Member, Shelley Price: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager, Shannon Harker: HR

ABSENT: Marlene Anctil: Board Member, Susan Demchuk: Board Member

Minutes recorded by Shannon Harker

1. CALL TO ORDER

- 1.1 Deb Ruzek called the meeting to order at 10:01 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Removal of 14.5 – Operational
- 2.2 Move 10 into camera
- 2.3 Addition of 12.2 Liquor License

3. APPROVAL OF AGENDA

- 3.1 Motion #35/23 to approve the agenda as amended. — Cathy Painter – cd.

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion # 36/23 to approve the minutes of the meeting held February 27, 2023, as presented. – Dean Ward – cd.

5. BUSINESS ARISING FROM THE MINUTES

- 5.1 No business arising from the minutes.

6. CORRESPONDENCE

- 6.1 No correspondence.
- 6.2 There was a discussion regarding the minutes of the resident/family council meetings and how/if they should be sent out to families.

7. MANAGEMENT REPORTS

- 7.1 #37/23 Motion to approve the Report from Management as presented – Cathy Painter – cd.
- 7.2 There was a discussion regarding vacancy and where to source new residents.

8. FINANCIAL REPORTS

8.1 #38/23 Motion to approve the financial statement as presented – Dave Filipuzzi – cd.

9. KPMG AUDIT

9.1 #39/23 Motion to accept AUDIT as presented – Dean Ward – unanimous.

9.2 There was a discussion regarding the organizations cyber security and education.

10. BOARD CHAIRPERSON REPORT

10.1 Negotiations update moved into camera.

11. OTHER BOARD REPORTS

11.1 No Report

12. OLD BUISNESS

12.1 Warranty walk-thru completed; deficiencies are being corrected. Deadline March 31, 2023

12.2 The Liquor license application will be complete as soon as the remaining Board Member submits their paperwork.

13. DELEGATE

13.1 None

14. NEW BUSINESS

14.1 There was a discussion regarding Towel and Linen service. There was a recommendation to stop the service, the Board approved the recommendation September 1, 2023 will be the changeover date for the process. Shelley to provide a letter to the families outlining the changes.

14.2 There was a discussion regarding the proposal to increase some resident fees, To be tabled until the next meeting.

14.3 SL3, 4, 4D – Fee schedule approval - #40/23 motion to accept as presented - Dean Ward – cd.

14.4 SL3, 4, 4D – Residency Agreement approval - #41/23 motion to accept as presented – Dean Ward – cd.

14.5 Removed

14.6 Policies for Board Approval:

4.92 – Resident Rental Rate, Payment and Refund Policy - #42/23 motion to accept as amended – Dean Ward – cd.

2.14 – Wound Care - #43/23 motion to accept as presented – Dean Ward – cd.

1.9 – Contingency Plan for Interruption of Service - #44/23 motion to accept as presented – Dave Filipuzzi – cd.

6.41 – Training and Education - #45/23 Motion to accept as presented – Dave Filipuzzi – cd.

5.11 – Milage/Travel Policy - #46/23 Motion to accept as presented – Dean Ward – cd.

14.6 Org Chart change – accepted as information.

14.7 Benefit Increase Information - #47/23 Motion to accept – Donna Stelmachovich – cd.

14.8 Staff Appreciation and LSA March 23, 2023

15. IN CAMERA

15.1 Motion #48/23 to go into camera at 2:36pm – Dean Ward – cd.

15.2 Motion #49/23 to leave camera at 2:40pm – Donna Stelmachovich – cd.

14. ADJOURNMENT

14.2 Motion #50/23 to adjourn at 2:42pm – Dave Filipuzzi - cd


Debi Ruzek – Board Chairperson
