



BOARD MEETING MINUTES April 22, 2019

A regular meeting of the Management Body of Crowsnest Pass Senior Housing was held on Monday, April 22, 2019 at 11:00 am in the TV Room at York Creek Lodge, Blairmore, Alberta.

ATTENDEES: Joanne Drain: Chairperson, Donna Stelmachovich (via phone): Vice-Chairperson; Marlene Ancill: Municipal Rep., Dave Filipuzzi: Municipal Rep. , Sharon Groat: Board Member, Debi Ruzek: Board Member, Annie Lok: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager

Absent: Leslie McCallum: Board Member

Minutes recorded by Dee-Anna Strandquist

1. CALL TO ORDER

- 1.1 Joanne Drain called the meeting to order at 11:00 a.m. and it was determined that a quorum of directors was present.

2. Terri Fortunaso -- AHS

- 2.1 AHS Service Contracts do not account for beds for residents. Supportive Living residents are expected to provide their own furniture.
- 2.2 If Long Term Care has any extra beds available, they may be able to donate them to residents in need, but not CPSH. The resident would then be responsible for any repairs, etc.
- 2.3 CPSH can ask for the first month's funding upfront.
- 2.4 AHS will give 3 months leeway to allow CPSH time to fill SL4 and SL4D beds. They don't believe there will be any issues meeting admissions capacity.
- 2.5 SL4 requires lifts, which must be provided by CPSH. We can negotiate with AHS for some of theirs.

3. ADDITIONS/CHANGES TO AGENDA

- 3.1 No Changes

4. APPROVAL OF AGENDA

- 4.1 *Motion #36/19 to approve the agenda as presented. – Sharon Groat – cd.*

5. APPROVAL OF MINUTES FROM LAST REGULAR MEETING & JAN & FEB AMENDED MINUTES

- 5.1 *Motion #37/19 to approve the minutes of the meeting held March 18, 2019 as presented and the meetings held January 21 and February 19 as amended - Debi Ruzek – 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 Lodge

7.1. b Self-Contained Apartments

7.1. c Resident meetings

7.2 *Motion #38/19 to accept the Report from Management as presented – Sharon Groat - cd.*

8. **FINANCIAL STATEMENTS – MARCH 2019**

8.1 Income Statements and Balance Sheets for Self-Contained and Lodge as at March 31, 2019 were Presented.

8.2 *Motion #39/19 to approve the Financial Statements for March 2019 as presented – Marlene Anctil – cd.*

9. **CORRESPONDENCE**

9.1 Municipal CAO Request for 2019 Budget

9.1.a A meeting with Council and CPSH Board will be requested.

9.2 Accommodation Charge from AHS

9.3 Healthcare Aid Directory

10. **BOARD CHAIRPERSON REPORT**

10.1 Nothing to Report

11. **OTHER BOARD REPORTS**

11.1 Nothing to report.

12. **OLD BUSINESS**

12.1 Lodge Upgrade (standing item)

12.1.1 Site Meeting next Monday

12.1.2 Nurse Call System meeting on Friday

13. NEW BUSINESS

13.1 Rent Review 2019 YCL & SCU

13.1.1 *Motion #40/19 to increase the base rent rate for all York Creek Lodge residents that moved in prior to 2019 by \$50 effective August 1, 2019. – Dave Filipuzzi – cd.*

13.2 Electricity Review 2019 SCU

13.2.1 *Motion # 41/19 to increase electricity recovery to \$50 per month for both Westwinds and Tecumseh and increase the rent ceiling to \$645 effective September 1, 2019 .— Sharon Groat – cd.*

13.3 Collective Agreement Ratification

13.2.2 *Motion #42/19 to ratify the 2019-2021 Collective Agreement with CUPE Local 812.– Marlene Anctil- cd*

13.4 ASLI Contract

13.4.1 Contract was signed by the CAO to release the money from the ASLI grant

13.5 Spring Social Complaints

13.5.1 Complaints brought forward regarding the restriction to the number of SCU residents.

13.5.2 Restrictions put in place due to safety concerns of overcrowding.

13.5.3 Main focus of the party is for York Creek Lodge residents and their guests.

13.6 Resident Rental Rate, Payment and Refund Policy

13.6.1 *Motion #43/19 to approve the proposed amendments to the Resident Rental Rate, Payment and Refund Policy. – Debi Ruzek – cd.*

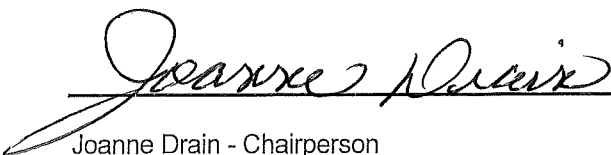
14. IN CAMERA

14.1 *Motion #44/19 to go in Camera at 2:27 P.M. – Debi Ruzek – cd.*

14.2 *Motion #45/19 to come out of In Camera at 2:58 P.M. – Debi Ruzek – cd.*

15. ADJOURNMENT

15.1 *Motion #46/19 to adjourn at @ 2:58 P.M.- Dave Filipuzzi - cd*



Joanne Drain - Chairperson

ATTACHEMENT #1: ACTION LOG – April 22, 2019 (MINUTES)

#	ACTION	PERSON RESPONSIBLE	Progress/Comments
1	Bid Contract Package	Annie/ Christine Klyne	Completed: Windows WW
			Completed : Windows TEC
			Work-In-Progress: Barrier Free Doors TEC
			Work-In-Progress: Barrier Free Doors WW
			Work-In-Progress: Fire system upgrade TEC
			Work-In-Progress: Fire system upgrade WW
			Submitted to ASHC: TEC hot water tanks replacement
			Approved: TEC tub to shower conversion, new toilets, flooring. Waiting for official letter before tendering.
2	Website re-design	Ian	Completed
3	CUPE Contract Negotiation	All Management	Settled, waiting for ratification from CUPE.
4	Emergency Preparedness Plan	Annie	Review stage
5	Policy review	Christine	Initiate in May

