



BOARD MEETING MINUTES June 17, 2019

A regular meeting of the Management Body of Crowsnest Pass Senior Housing was held on Monday, June 17, 2019 at 11:00 am in the TV Room at York Creek Lodge, Blairmore, Alberta.

ATTENDEES: Joanne Drain: Chairperson, Donna Stelmachovich: Vice-Chairperson; Marlene Anctil: Municipal Council, Dave Filipuzzi: Municipal Council, Sharon Groat: Board Member, Leslie McCallum: Board Member, Debi Ruzek: Board Member, Annie Lok: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager

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. ADDITIONS/CHANGES TO AGENDA

- 2.1 No additions/changes.

3. APPROVAL OF AGENDA

- 3.1 *Motion #57/19 to approve the agenda as presented. – Marlene Anctil – cd.*

4. APPROVAL OF MINUTES FROM LAST REGULAR MEETING

- 4.1 Board members asked management to provide more details regarding discussions in the minutes.
- 4.2 *Motion #58/19 to approve the minutes of the meeting held May 21, 2019 as presented.- Sharon Groat – 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 Lodge
 - 6.1. b Self-Contained Apartments
 - 6.1. c Resident meetings

6.2 *Motion #59/19 to accept the Report from Management as presented – Debi Ruzek - cd*

7. FINANCIAL STATEMENTS – MAY 2019

7.1 Financial Statements for Self-Contained and Lodge as at May 31, 2019 were presented.

7.2 *Motion #60/19 to approve the Financial Statements for May 2019 as presented – Sharon Groat –cd.*

8. CORRESPONDENCE

8.1 AB Seniors response on Municipal Requisition

8.1.a Email from Valerie Puttick, Housing Advisor regarding conversation with the Municipality's lawyer

8.1.b Discussion regarding reserves and level of depletion as a result of the new building project

8.1.c Dave Filipuzzi advised that CPSH will need to start budgeting without the requisition and try to balance the budget without it.

8.1.d Joanne will send a formal letter requesting a meeting with the CAO and council

8.2 Accommodation Standards Audit Certification

8.2.a Fully compliant with accommodation standards

9. BOARD CHAIRPERSON REPORT

9.1 Nothing to Report

10. OTHER BOARD REPORTS

10.1 Nothing to report.

11. OLD BUSINESS

11.1 Lodge Upgrade (standing item)

11.1.a New Lodge Handover date

- October 8, 2020

11.1.b LEED Status

- Aiming for Gold Status

11.1.c Community Facility Use

- Ideas: recitals, senior's group rentals, etc
- Concern about security risk

- Annie to do a generic policy regarding community facility use for now

12. NEW BUSINESS

12.1 Business Plan Approval

12.1.a The board would like to see starting points for the performance measures.

12.1.b *Motion # 61/19 to approve the 2020-2022 Business Plan with changes.-Leslie McCallum-cd*

12.2 Board Meetings in the summer

12.2.a There will be no regular board meeting in July.

12.3 Amend Terms & Conditions of Employment for Out of Scope Employees Policy

12.3.a Tabled - Suggested edits. Would like to see on paper management extra hours and what compensation for them would look like.

12.4 Amend LAPP policy

12.4.a *Motion # 62/19 to approve the amendments to the LAPP Policy.-Sharon Groat -cd*

12.5 Amend Resident Complaint & Concerns Resolution Policy

12.5.a *Motion # 63/19 to approve the amendments to the Resident Complaint & Concerns Policy.
- Leslie McCallum - cd.*

12.6 ATB GICs

12.6.a *Motion #64/19 to reinvest the ATB GICs for a 6 month term at the best available rate -
Donna Stelmachovich - cd*

13. IN CAMERA


13.1 *Motion #65/19 to go In Camera at 1:00 P.M. - Donna Stelmachovich - cd.*

13.2 *Motion #66/19 to come out of In Camera at 1:10 P.M. - Debi Ruzek - cd.*

13.3 Annie will ask the Chef Manager to bring in some sugar free dessert options.

14. ADJOURNMENT

14.1 *Motion #67/19 to adjourn at @ 1:11 P.M.- Dave Filipuzzi - cd*


Joanne Drain - Chairperson

ATTACHEMENT #1: ACTION LOG –June 17, 2019 (Minutes)

#	ACTION	PERSON RESPONSIBLE	Progress/Comments
1	Bid Contract Package	Annie/ Christine Klyne	Completed: Barrier Free Doors WW
			Completed: Fire system upgrade TEC
			Completed: Fire system upgrade WW
			Waiting for ASHC for extension of TEC hot water tanks replacement tender.
			Approved: TEC tub to shower conversion, new toilets, flooring. Waiting for official letter before tendering.
2	Business Plan	Annie	Submission to Board June
3	AB Health Standards Accommodation Audit	Annie/Kelly	June 14, 2019
4	Emergency Preparedness Plan	Annie	Review stage
5	Policy review	Dee-Anna	Work-In-progress
6	Guest Meal Token system	Annie / Dee-Anna	Pre-paid tokens, initiate June 30
8	Budget 2020-2022	Dee-Anna/Annie	ASHC required budget for business plan
10	HCA registration	Crystal	AHS HCA registry by Dec 31
11	Facility Manager	Annie	Orientation June 25
12	Smoking notification	Annie	Issued smoking zone notification to Residents/family