

Mountain View Seniors' Housing
Board Meeting Minutes
Thursday September 19, 2013 – 6:30 pm – 9:00pm
Foothills Lodge,
Sundre, AB

APPROVED

Members: Sheldon Ball, Debbie Bennett, Annette Clews, Lavar Adams, Bruce Beattie, Paddy Munroe

Regrets: Eric McGhan, Robert Orr

Administration: Ralene McCulloch, Sam Smalldon

**Guests: Diane Kalin, Site Administrator Foothills Lodge
Cathy A. Hutchinson, RN, Director of Care**

1. CALL TO ORDER

13-074 – Moved by Chair Sheldon Ball to call the September 19, 2013 Board Meeting to order at 6:28 pm CARRIED.

2. PRESENTATIONS

a) Diane Kalin, Site Administrator of Foothills Lodge

b) Cathy A. Hutchinson, RN, Director of Care

3. APPROVAL OF AGENDA

13-075 – Moved by Director to approve the September 19, 2013 Board Meeting Agenda as presented. CARRIED

Move Agenda Item 5b, 5c, 5d and 11b, 11c to the front of the meeting and remove the presentations.

4. APPROVAL OF MINUTES

a. Regular Meeting July 18, 2013

13-076 Moved by Director Bruce Beattie to approve the minutes of July 18, 2013 as amended. CARRIED

5. BUSINESS ARISING FROM MINUTES

5b. ASLI Grant Application – Sundre Project – information presented by CAO Sam Smalldon.

13-077 Moved by Vice Chair Bruce Beattie Approve CAO to continue Sundre Project Development and Planning subject to ASLI Grant Approval to engage; Project Manager, Wayne Milaney as the Project Manager for Pre-Construction Project Design. CARRIED

13-078 Moved by Director Paddy Munro to approve CAO to continue Sundre Project Development and Planning subject to ASLI Grant Approval to tender Architect for Pre-Construction Design up to and including tender and development tender. CARRIED

13-079 Moved by Director Annette Clews to approve CAO to continue Sundre Project Development and Planning subject to ASLI Grant Approval to engage with the Town of Sundre for Land Procurement at Brookside Site subject to Financing from Mountain View County and MVSH Board Project Approval. CARRIED

13-080 Moved by Director Annette Clews to approve CAO to continue Sundre Project Development and Planning subject to ASLI Grant Approval to engage; Minister of Municipal Affairs for Borrowing up to \$23.5 Million. CARRIED

Board gave Direction to CAO to start project financing conversation with MVCU.

13-081 Moved by Director Bruce Beattie to approve CAO to continue Sundre Project Development and Planning subject to ASLI Grant Approval to engage; Mountain View County for Borrowing \$1.3 Million for Serviced Land. CARRIED

5c. 2013 Budget Management - information presented by CAO Sam Smalldon

13-082 Moved by Director Lavar Adams to accept the 2013 Budget Management Report as information. CARRIED

5d. 2014-2018 Business Plan and 2014 Budgets - information presented by CAO Sam Smalldon

Director Annette Clews left at 7:28pm and returned at 7:31pm

Vice Chair Bruce Beattie left the meeting at 7:30pm.

13-083 Moved by Director Lavar Adams to approve 2014-2018 Business Plan and 2014 Operating Budgets of \$9.928 Million, 5% Fee increase for Lodge Residents effective January 1, 2014 and July 1, 2014, 2014 Requisition of \$1.018 Million, goal of 25% occupancy from non-subsidized seniors in 2014, 1% Economic Wage Grid increase for Staff; \$250,000 capital budget for 2014 as presented. CARRIED

The Board gave Administration direction to combine rent and services in the Lodges to be called Accommodation Fees.

11b. Recapitalization - information presented by CAO Sam Smalldon

13-084 Moved by Director Paddy Munro to approve Administration to borrow \$1.4 Million from Mountain View County to pay down overdraft of \$1.2 Million and meet 2014 cash flow of \$200,000. CARRIED

11c. Request to Municipal Stakeholders for four year MVSH Board Appointments – information presented by CAO Sam Smalldon

13-085 Moved by Director Annette Clews to approve the Chairman to write a letter to the Municipal Stakeholders requesting 4 year appointments for new Board Directors after the election in October 2013. CARRIED

5a. Administrative Lease Space- information presented by CAO Sam Smalldon

13-086 Moved by Director Lavar Adams to accept the Administrative Lease Space as information. CARRIED

5e. Governance Proposal – Unanimous Member Agreement (UMA) - information presented by CAO Sam Smalldon

13-087 Moved by Director Annette Clews to accept the Unanimous Member Agreement (UMA) report as presented. CARRIED

6. COMMITTEE REPORTS

a. No Committee Reports to present

7. CHAIRMAN’S REPORT- verbal report was given by Chair Sheldon Ball.

13-088 Moved by Director Lavar Adams to accept the verbal Chairman’s’ Report as information. CARRIED

8. CAO’S REPORT (written report on SharePoint) – CAO Sam Smalldon gave a brief verbal report as well.

13-089 Moved by Director Paddy Munro to accept the CAO’s written and verbal CAO’s Report as information. CARRIED

9. POLICY REVIEW

10. CORRESPONDENCE

a. Appeal Letter – Laveck

13-090 Moved by Director Lavar Adams to accept the Laveck appeal letter as information and support Administration decision to follow policy for resident refunds. CARRIED

b. Appeal Letter – Proudfoot

13-091 Moved by Director Paddy Munro to accept the Proudfoot appeal letter as information and support Administration decision to follow policy for resident refunds. CARRIED

11. NEW BUSINESS

a. Change in Funding for DAL Residents – from LAP to ASB- information presented by CAO Sam Smalldon.

13-092 Moved by Director Lavar Adams to accept the update on ARL Level 3 as information and direct Administration to continue discussions with AHS for proper inclusion as designated supportive living classification and resolution in contract for delivery. CARRIED

d. CAO Annual Review- Chair Sheldon Ball presented the information

12. PENDING

13. IN-CAMERA

14. NEXT MEETING DATE:

New Board Orientation

Thursday November 21, 2013

@ 6:30pm at New Administration Office, Olds, AB

15. ADJOURNMENT

13-093 – Moved by Director Paddy Munro that the September 19, 2013 Board Meeting be adjourned at 8:20p.m. CARRIED.

Chairman Sheldon Ball