



Mountain View Seniors' Housing  
Regular Board Meeting

**Thursday January 25, 2018 – 6:30pm to 9:00pm**  
**MVSH Administration Offices, Olds AB**

**Members:** Director Bruce Beattie, Alternate Director Debbie Bennett, Director Lance Colby, Director Dorothy Moore, Director Duncan Milne, Director Sonia Temple, Director Richard Warnock

**Regrets:** Director Heather Ryan

**Administration:** Sam Smalldon, Kristi Gingrich, Wayne Milaney, Shauna Urbanowski, Al Smart, Debra Steiger, Chayla Zelasek (Secretary)

**Guests:**

## **APPROVED MINUTES**

Agenda 1 – CALL TO ORDER at 6:30PM by Board Chair Bruce Beattie.

Agenda 2 - APPROVAL OF AGENDA

**18-001 Moved by Director Richard Warnock to approve the January 25, 2018 Board Agenda as amended. CARRIED**

Agenda 3 – PRESENTATIONS

a) Shauna Urbanowski, Director of Care (written report on Share Point) – Shauna presented a verbal highlight of written report. Patient based funding is based on activities such as bathing but on the previous year's average. Each resident would be funded differently based on their needs. Currently in the first phase of education with AHS. Discussion on items of impact and possible risks. Currently MVL is being funded by this method, slightly modified. Working with ASCHA, APHAA, ACCA to raise the concerns.

**18-002 Moved by Director Duncan Milne to accept the Director of Care report as information. CARRIED**

b) Wayne Milaney, Capital Development and Project Manager – Wayne presented a verbal report. Have been working on a long-range replacement and upgrading plan for all facilities and buildings. Bruce inquired to additional possible plans for the extra purchased land in Sundre that was originally intended to house a future Doctors Clinic. Working with Debra and Al, conducting interviews for potential design and construction partners. Compiling a complete, comprehensive budget which will outline the costs. This budget will be presented



at the building committee for review. Binders containing all information is available at the MVSH Administrative Office.

**18-003 Moved by Director Sonia Temple to accept the Capital Development and Project Manager report as information. CARRIED.**

- c) Al Smart, Director of Facilities and Infrastructure (written report on Share Point) – Al presented a verbal highlight of written report. December was a trying month with the varying temperatures. Only site that had o issues was Sundre as it is a smart building and adjusts as needed. Two frozen pipes burst at Mount View Lodge and Wild Rose Court. Working with insurance to repair.

**18-004 Moved by Director Sonia Temple moved to accept the Director of Facilities and Infrastructure report as information. CARRIED**

- d) Kristi Gingrich, Director of Human Resources (written report on Share Point) – Kristi presented a verbal highlight of report. Collective agreement negotiations scheduled for mid-January were cancelled by the AUPE. Rescheduled for March 1 & 2, 2018. Working with the new payroll legislation. Receiving education regarding marijuana in the workplace. Professionals are recommending looking into impairment to manage. Staff Appreciation scheduled for June 7, save the dates will be circulated once all details have been confirmed. Staff sat survey to take place and 2018. Have applications ready for both Summer Temporary Employment Program (STEP) and Canada Job Grant for submissions. New training hub platform through our pharmacy Remedy's RX, which is more user friendly.

**18-005 Moved by Director Lance Colby to accept the Director of Human Resources report as information. CARRIED.**

- e) Debra Steiger, Chief Financial Officer (written report on Share Point) – Debra presented a verbal highlight of written report. Thank you to Cremona and the County, requisitions from both have been received. Focus is currently on year end for 2017.

**18-006 Moved by Director Duncan Milne to accept the Chief Financial Officer report as presented. CARRIED**

Agenda 4 – APPROVAL OF MINUTES

- a) Regular Meeting November 30, 2017

**18-007 Moved by Director Richard Warnock to approve the minutes from the regular meeting of November 30, 2017, as presented. CARRIED**



#### Agenda 5 - BUSINESS ARISING FROM MINUTES

- a) Board Director Orientation/Committee Manuals – Sam presented an update.
- b) Board Retreat April 7, 2018 from 9am to 1pm. Sam presented an update. Alternate Directors are welcome to attend.
- c) MVSH and Olds and District Hospice Society Collaboration – Information covered under the DOC Report. Meeting February 8th
- d) Capital Development and Planning
  - i. Request for Interest (RFI) for Architect and Construction Partners – Wayne presented. Went to market to look for possible partners. Received lots of interest from Central Alberta and farther. Have narrowed the lists down to create shortlists for both categories.
  - ii. Development of Capital Project Priorities and 10 Year Capital Plan
- e) Sundre Senior's Supportive Living Facility – Union Update – Information covered in the HR Report.

**18-008 Moved by Director Duncan Milne to accept the business arising from the minutes as information. CARRIED**

#### Agenda 6 - REPORTS

- a) Building Committee – next meeting February 8, 2018
- b) Finance Committee- last met December 20, 2017 – Richard Warnock presented a verbal report. Budget has been revised to reflect a change in funding, in a second price increase for 2018.

**18-009 Moved by Director Dorothy Moore to accept the Finance Committee report as information. CARRIED**

- c) Human Resources Committee- last met January 8, 2018 – Sonia presented a verbal report. This meeting was educational. Discussed bill 17 and its impacts. Also discussed, volunteer revitalization and the importance of their presence.

**18-010 Moved by Director Richard Warnock moved to accept the Human Resources Committee report as information. CARRIED**

- d) Foundation Report – last met January 17, 2018 – Sam provided a brief update. Reviewed desire to begin a capital campaign pending the announcement for a new project. Planning for the April 19, 2018 Gala, held in Carstairs. The Foundation organizes and hosts 2 major fundraisers each year. Have a new nomination, Rob Griebel, for the Sundre Director. Still working on the Cremona Director. Recommendations for vacant director positions can be forwarded for Sam.



**18-011 Moved by Alternate Director Debbie Bennett to accept the Foundation report as information. CARRIED**

- e) Foothills Lodge Repurpose Committee Report – correspondence from Minister – To be covered under correspondence.
- f) Community Housing – follow up with Department – Received a response and process steps to move into disposition phase. Recommendation was accepted. Goal is to keep monitoring and assist where needed. In Partnership with the Communities and the Government.
- g) ASCHA Report – Bruce Beattie is now on the ASCHA Board. Information and News from this meeting will be circulated through Sam Smalldon.

**18-012 Moved by Director Richard Warnock to accept the ASCHA report as information. CARRIED**

Agenda 7 - NEW BUSINESS

- a) 2017 Audit Plan

**18-013 Moved by Director Richard Warnock to approve the 2017 Audit Plan. CARRIED**

- b) Resident and Family Satisfaction Survey – Executive management group will be working to put together the results of this survey. Plans of action will be created to resolve the issues and concerns. Copies can be circulated is desired.

**18-014 Moved by Director Lance Colby to accept the Resident and Family Satisfaction Survey as information. CARRIED.**

- c) 2018-2022 Budget, Forecast and Business Plan Assumptions – Richard presented the information. Discussed the amendment resulting from recent funding changes.

**18-015 Moved by Director Richard Warnock to approve the 2018 Budget and 2018-2022 Business Plan including 2018 Requisitions and Resident Fees and Services increases on January 1, 2018 and July 1, 2018. CARRIED**

Agenda 8 - CHAIRMAN'S REPORT - Bruce presented a brief verbal report. Thank you to Sam for keeping Bruce up to date on any items of concern. Looking forward to a clear indication about the Carstairs project.

**18-016 Moved by Director Sonia Temple to accept the Chairman's report as information. CARRIED.**



Agenda 9 - CAO's REPORT (written report on Share Point) – Focus for Organization will be improving, not just maintaining, quality of care and life, for residents. Achieving standards and consistency, operating all facilities in the same manner. This will be conducted via a service review. To obtain cost control, we are aiming to have one contact, within the organization to conduct purchasing. Goal would be to pay for this position through the efficiencies this position would find. Could benefit from external expertise in the services department, which would be contracted. Special diets will be included in the review.

**18-017 Moved by Director Sonia Temple to accept the CAO's report as information. CARRIED**

Agenda 10 - POLICY REVIEW – No policies presented at this time.

Agenda 11 – CORRESPONDENCE

- a) From Minister – Foothills Lodge Repurposing – Minister has indicated the next step. They will obtain an appraisal, sell the property and allow us to make a case to utilize the funds within the community, for housing. Will present a list of items to the building committee for review and consideration.

**18-018 Moved by Director Richard Warnock to accept the correspondence as information. CARRIED**

Agenda 12 – PENDING

- a) Provincial Legislative and Regulatory Reviews – Ongoing
- b) Draft Strategic Plan (Care, HR, Facilities, Finance) – Ongoing
- c) Communications Policy – NEW – In development
- d) Policy on Non-Disclosure for Paid Information – In development

Agenda 13 - IN-CAMERA –

**18-019 Moved by Alternate Director Debbie Bennett to move into In-Camera Session for Legal Discussion at 8:13PM. CARRIED**

**18-020 Moved by Director Richard Warnock to move out of In-Camera Session at 8:35PM. CARRIED**

Agenda 14 - KEY MESSAGES

Agenda 15 – NEXT MEETING & 2018 BOARD MEETING SCHEDULE

- a) Next meeting date Thursday March 29, 2018 @ 6:30 PM-9:00 PM  
At MVSH Administration Offices, Olds AB.



b) 2018 Board Calendar

Agenda 16 – ADJOURNMENT at 8:45 PM by Board Chair Bruce Beattie

  
Chair Bruce Beattie