



Mountain View Seniors' Housing
Regular Board Meeting

Thursday March 30, 2017 – 6:30 pm to 9:00pm
MVSH Administration Offices, Olds AB

Members: Director Bruce Beattie, Director, Judy Dahl, Alternate Director Tim Hagen, Director Terry Leslie, Director Kimberly Moore, Director Sandi Roberts, Director Jeremy Sayer

Regrets: Director Meg Bigelow

Administration: Ralene McCulloch, Sam Smalldon,

Guests: Shauna Urbanowski, MVSH Director of Care
Wayne Milaney, MVSH Capital Development and Project Manager
Al Smart, MVSH Director of Facilities and Infrastructure
Debra Steiger, MVSH Chief Financial Officer
Kristi Gingrich, MVSH Chief Operating Officer
Colleen Sharp, Auditor from Collins Barrow Red Deer LLP
Lance Colby, Alternate Director
Joyce McCoy, Alternate Director

APPROVED

Agenda 1 – CALL TO ORDER at 6:30pm by Chair Bruce Beattie

Agenda 2 - APPROVAL OF AGENDA

17-010 Moved by Director Kim Moore to accept the March 30, 2017 Agenda as presented. CARRIED

Agenda 3 – PRESENTATIONS

- a) Shauna Urbanowski, Director of Care (written report on Share Point)
- b) Wayne Milaney, Capital Development and Project Manager
- c) Kristi Gingrich, Chief Operating Officer (written report on Share Point)

At 7pm we went into teleconference with Auditor Colleen Sharp to present the Auditor Report and Financial reports.

7c. Audited FS and Notes December 31, 2016- presented by Colleen Sharp, Auditor Collins Barrow Red Deer LLP



7b. 2016 Auditor Report- presented by Colleen Sharp, Auditor Collins Barrow Red Deer LLP

17-011 Moved by Director Jeremy Sayer to move in camera at 7:21pm. CARRIED

17-012 Moved by Director Judy Dahl to move out of in camera at 7:26pm. CARRIED

d) Al Smart, Director of Facilities and Infrastructure (written report with COO Report)

e) Debra Steiger, Chief Financial Officer (written report with COO Report)

17-013 Moved by Director Kim Moore to accept the all Guest Reports as information.

Agenda 4 – APPROVAL OF MINUTES

a) Regular Meeting January 26, 2017- add Joyce McCoy as a guest

17-014 Moved by Director Terry Leslie to accept January 26, 2017 MVSH Board Meeting minutes as amended. CARRIED

Agenda 5 - BUSINESS ARISING FROM MINUTES

a) Pharmacy Contract Review – Update presented by Shauna Urbanowski, DOC.

17-015 Moved by Director Sandi Roberts to accept the Pharmacy Contract Review as information. CARRIED

b) Provincial Legislative and Regulatory Reviews –CAO Sam Smalldon presented the update.

17-016 Moved by Director Jeremy Sayer to accept the Provincial Legislative and Regulatory Reviews update as information. CARRIED

c) Strategic Management – MVSH Leadership Council – Update

17-017 Moved by Director Judy Dahl to accept the Strategic Management update as information. CARRIED

d) 2017 ASCHA Conference and Trade Show – Update presented by Shauna Urbanowski and Sam Smalldon.



17-018 Moved by Director Tim Hagen to accept the 2017 ASCHA Conference and Trade Show update as information. CARRIED

e) Board Planning Retreat in April 8, 2017 – Draft Agenda- information presented by Sam Smalldon.

17-019 Moved by Director Kim Moore to accept the Board Planning Retreat DRAFT agenda as presented. CARRIED

Agenda 6 - COMMITTEE REPORTS

- a) Building Committee – last met February 2, 2017 – presented by Sandi Roberts
1. Committee Chair – Sandi Roberts
 2. Concept designs for Carstairs, Olds and Didsbury
 3. Capital Development Consultant – MVSH Long Term Capital Plan
 4. Repurposing Foothills Lodge and Property Management Proposals
 5. Facility Life Cycle Studies
 6. 2017 Capital Budget
 7. 2017 Maintenance Program Budget

17-020 Moved by Director Kim Moore to accept the Building Committee Report as information. CARRIED

- b) Finance Committee- last met March 17, 2017 – presented by Director Jeremy Sayer.
1. Committee Chair – Jeremy Sayer
 2. Audit RFP Recommendation
 3. 2016 Auditor Report
 4. 2016 Financial Statements and Notes
 5. 2017 Capital Budget
 6. Board Reserve Policy
 7. Board Municipal Requisitions Policy
 8. Capital Reserve Transfer from Sundre Project
 9. 2017 Financial Update
 10. Q1 2017 Budget Management – Update to the end of February 2017

17-021 Moved by Director Jeremy Sayer to accept the Finance Committee Report as information. CARRIED

- c) Human Resources Committee- last met February 6, 2017- presented by Judy Dahl
1. Committee Chair – Judy Dahl
 2. Minimum Wage Review



3. MVSH Market Wage Review
4. CAO Annual Review

Joyce McCoy left the meeting at 8:20pm and returned at 8:22pm.

17-022 Moved by Director Terry Leslie to accept the HR Committee Report as information. CARRIED

- d) Foundation Report – last met January 18, 2017- presented by Ralene McCulloch
 1. AGM on April 12, 2017 at MVL in Olds Alberta

17-023 Moved by Director Kim Moore to accept the Foundation Report as information. CARRIED

Agenda 7 - NEW BUSINESS

- a) Audit RFP Recommendation-

17-024 Moved by Director Tim Hagen to approve the appointment of Auditor for the 2017 year based on results of RFP process. CARRIED

- b) 2016 Auditor Report

17-025 Moved by Director Judy Dahl to accept the 2016 Auditor report as presented. CARRIED

- c) Audited FS and Notes December 31, 2016

17-026 Moved by Director Terry Leslie to accept the MVSH Audited Financial Statement and notes at December 31, 2016 as presented and direct the Chair and Vice Chair of the board to sign these statements for reporting to all Stakeholders and all Accountabilities. A signed copy to be placed on the public MVSH website. CARRIED

- d) 2017 Capital Budget- Debra Steiger presented the Budget

17-027 Moved by Director Jeremy Sayer to approve the 2017 Capital Budget of \$905,269.32 as presented. CARRIED

- e) Statement of Board Director Remuneration-



17-028 Moved by Director Kim Moore to accept the Statement of Board Director Remuneration as presented. CARRIED

f) Capital Development Consultant- information presented by Sam Smalldon

17-029 Moved by Director Sandi Roberts to approve Milaney Construction as Capital Development Consultants to achieve the presented objectives for a 3 year term. CARRIED

g) Community Housing – Recommendation to Minister for Sale of Assets- Sam Smalldon presented the information.

17-030 Moved by Director Judy Dahl to a recommend to the Minister of Alberta Seniors and Housing to dispose of the 13 Community Housing assets as presented. CARRIED

h) Capital Reserve Transfer – from Sundre Project - to be approved after item 10b.

Agenda 8 - CHAIRMAN'S REPORT -Bruce Beattie presented a verbal report.

Agenda 9 - CAO's REPORT (written report on Share Point) - Sam presented his report.

17-031 Moved by Director Jeremy Sayer to accept CAO Sam Smalldon report as presented. CARRIED

Agenda 10 - POLICY REVIEW

a) Requisition Policy – Revised- presented by Debra Steiger

17-032 Moved by Director Bruce Beattie to approve the revised Requisition Policy as presented. CARRIED

b) Reserve Policy – Revised- presented by Debra Steiger

17-033 Moved by Director Judy Dahl to approve the revised Reserve Policy as presented and rescind the old Reserve Policy. CARRIED

i) 7h. Capital Reserve Transfer – from Sundre Project -

17-034 Moved by Director Bruce Beattie to approve the re-designation of \$227,193.14 in the MVSH Capital 2 Account on deposit with Mountain View Credit



Union, unspent from the Sundre Project, as MVSH Board Capital Reserve In accordance with the board Reserve Policy. CARRIED

Agenda 11 – CORRESPONDENCE

Agenda 12 – PENDING

- a) Budget Process Policy Update
- b) Communications Policy NEW
- c) Resident and Family Satisfaction Survey
- d) Board Package Formats

Agenda 13 - IN-CAMERA

17-035 Moved by Director Sandi Roberts at 9:19pm to go in-camera. CARRIED

17-036 Moved by Director Judy Dahl to come out of in-camera at 9:40pm. CARRIED

Agenda 14 - KEY MESSAGES

- Clean Audit
- Compliance Audit
- Efficiencies
- Response of ASCHA presentation
- Upcoming volunteer Appreciation Night
- Selling Housing assets
- Gala
- Volunteer Teas
- Policies
- Requisitions are all paid

Agenda 15 - 2017 BOARD MEETING SCHEDULE

- a) Next meeting date Thursday June 15, 2017 @ 6:30 PM-9:00 PM
At MVSH Administration Offices, Olds AB

Agenda 16 – ADJOURNMENT by Director Tim Hagen at 9:46pm.

Chair Bruce Beattie