



Mountain View Seniors' Housing
Regular Board Meeting Minutes
Thursday June 15, 2017 – 6:30 pm to 9:00pm
MVSH Administration Offices, Olds AB

Members: Director Bruce Beattie, Director Meg Bigelow, Director, Judy Dahl, Director Terry Leslie, Director Kimberly Moore, Alternate Director Lance Colby, Director Jeremy Sayer, Alternate Directors Joyce McCoy

Regrets: Director Sandi Roberts

Administration: Kristi Gingrich, Ralene McCulloch, Wayne Milaney, Sam Smalldon, Al Smart, Debra Steiger, Shauna Urbanowski, Chayla Zelasek

Guests: Harold Johnsrude and Kathy Kemmere, Olds and District Hospice Society

APPROVED

Agenda 1 – CALL TO ORDER at 6:38pm by Chair Bruce Beattie

Introductions were made.

Agenda 2 - APPROVAL OF AGENDA

17-037 Moved by Director Jeremy Sayer to accept the June 15, 2017 Agenda as circulated. CARRIED

Agenda 3 – PRESENTATIONS

a) Harold Johnsrude and Kathy Kemmere, Olds and District Hospice Society

Harold and Kathy left the meeting at 7:17pm

17-038 Moved by Director Meg Bigelow to direct CAO, COO and DOC to meet with the Olds and District Hospice Society to start the conversation of possible partnership. CARRIED

b) Shauna Urbanowski, Director of Care (written report on Share Point)

c) Wayne Milaney, Capital Development and Project Manager

17-039 Moved by Director Kim Moore to accept the priority of our projects, 1st in Carstairs, 2nd new project in Didsbury and 3rd priority is Olds. CARRIED

d) Kristi Gingrich, Chief Operating Officer (written report on Share Point)

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



- f) Debra Steiger, Chief Financial Officer (written report with COO Report)
- g) **17-040 Moved by Director Lance Colby to accept all the Presentation from Harold Johnsrude and Kathy Kemmere, Olds and District Hospice Society; Shauna Urbanowski, Director of Care; Wayne Milaney, Capital Development and Project Manager; Kristi Gingrich, Chief Operating Officer; Al Smart, Director of Facilities and Infrastructure; Debra Steiger, Chief Financial Officer reports as information. CARRIED**

Agenda 4 – APPROVAL OF MINUTES

- a) Regular Meeting March 30, 2017

17-041 Moved by Director Terry Leslie to accept the March 30, 2017 minutes as presented. CARRIED

Agenda 5 - BUSINESS ARISING FROM MINUTES

- a) Pharmacy Review – Update given in Shauna’s DOC Report
- b) Provincial Legislative and Regulatory Reviews – Update given by CAO Sam Smalldon
- c) Draft Strategic Plans (Care, HR, Facilities, Finance) – Update given by CAO Sam Smalldon
- d) CAO Review – Update given by HR Committee Chair Judy Dahl

Agenda 6 - COMMITTEE REPORTS

- a) Building Committee – last met June 8, 2017 – Director Terry Leslie gave the report.
- b) Finance Committee- last met June 15, 2017 - Committee Chair Jeremy Sayer gave the report.
- c) Human Resources Committee- last met May 15, 2017 - Committee Chair Judy Dahl gave the report.
- d) Foundation Report – last met June 14, 2017 – Executive Director Ralene McCulloch gave the report.
- e) Foothills Lodge Repurpose Committee Report – last met June 6, 2017 – Committee Chair Bruce Beattie gave the report.



17-042 Moved by Director Terry Leslie to accept the Foothills Repurpose Committee Report and to include a message from the MVSH Board stating that we are not able to take on any other projects other than the ones we have prioritized in the next 10 years. CARRIED

Agenda 7 - NEW BUSINESS

a) 1% Merit Pay for Staff effective July 1, 2017- HR Committee Chair Judy Dahl presented the information.

17-043 Moved by Director Judy Dahl to accept the 1% Merit Pay for Staff effective July 1, 2017. CARRIED

b) MVCU Demand Loan Renewal- Finance Chair Jeremy Sayer presented the information

17-044 Moved by Director Jeremy Sayer to approve the renewal of the MVCU Demand Loan and to increase the limit to \$300,000 per year to meet requirements. CARRIED

c) Appointment of Banking Partner- Finance Chair Jeremy Sayer presented the information

17-045 Moved by Director Jeremy Sayer to appoint Mountain View Credit Union as the banking partner for MVSH. CARRIED

d) Market Rents- Finance Chair Jeremy Sayer presented the information

17-046 Moved by Director Jeremy Sayer to approve MVSH Market rent rates for Self Contained units at \$650 per month for a second year. CARRIED

e) Alberta Seniors and Housing 2018 Capital Plan- Finance Chair Jeremy Sayer presented the information

17-047 Moved by Director Jeremy Sayer to approve the Alberta Seniors and Housing 2018 Capital Plan for MVSH. CARRIED

f) Emergent Capital Items and Equipment Financing- Finance Chair Jeremy Sayer presented the information

17-048 Moved by Director Jeremy Sayer to approve the emergent capital items as presented and to approve financing of \$366,210 from MVCU for Capital equipment items listed. CARRIED



g) AHS Hours Audit- Finance Chair Jeremy Sayer presented the information.

Break was given at 8:40pm and stopped at 8:45pm

h) Bank Signing Authority- Finance Chair Jeremy Sayer presented the information

17-049 Moved by Director Jeremy Sayer to approve Kristi Gingrich, COO for MVSH Management to replace Ralene McCulloch as bank signing authority effective July 1, 2017. CARRIED

i) Foothills Lodge Repurpose Committee Recommendation- Presented earlier in the meeting.

j) MVSH Demand Study Information – Discussion- Sam Smalldon presented the information.

17-050 Moved by Director Kim Moore to have administration draft a policy not to divulge any of our paid information and bring back to the next Board meeting. CARRIED

k) MVCU Golf Tournament – July 6, 2017 Coyote Creek Golf Course, Sundre- Bruce, Judy can golf.

17-051 Moved by Director Terry Leslie to approve to pay for 4 golfers for MVCU July 6, 2017 Golf Tournament. CARRIED

Agenda 8 - CHAIRMAN'S REPORT- a verbal report was given.

Agenda 9 - CAO's REPORT (written report on Share Point)

17-052 Moved by Kim Moore to accept the CAO Report as information. CARRIED

Agenda 10 - POLICY REVIEW

a) Hiring of Staff Policy – Revised- COO Kristi Gingrich presented the Procedure changes.

b) Budget Process Policy - Revised – CFO Debra Steiger presented the Policy

17-053 Moved by Director Terry Leslie to approve the revised Budget Process Policy as presented. CARRIED

c) Communications Policy – NEW- Sam Smalldon presented the Policy



17-054 Moved by Director Kim Moore to support the development of a Communications Policy. CARRIED

Agenda 11 – CORRESPONDENCE

- a) Provincial – Patient Based Care Funding (PCBF)
- b) ASCHA Request
- c) Provincial Energy Rebates
- d) Alberta Employment Standards and Labour Relations Codes

17-055 Moved by Director Lance Colby to accept the Correspondence as information. CARRIED

Agenda 12 – PENDING

- a) Resident and Family Satisfaction Survey
- b) Director Orientation/Committee Manuals

Agenda 13 - IN-CAMERA

Agenda 14 - KEY MESSAGES

- Financials looking good for end of year to balance off deficient, 2% Savings
- Study of future needs
- Project Priorities Carstairs, Didsbury, Olds
- Presentation from Olds Hospice Society
- Generator at Carstairs
- New Communication Policy, role of communication officer
- 5 year capital business plan
- Strategic Health Plan
- 7th Annual Golf Classic
- 1% merit increase to staff
- Thank you to Ralene
- CAO Review
- Repurposing of Foothills Committee
- Strategic Plan for all areas
- Chayla's new Board Secretary

17-056 Moved by Director Terry Leslie to move to go in-camera at 9:18pm. CARRIED

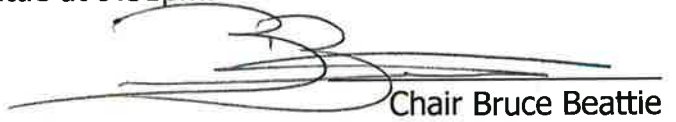
17-057 Moved by Director Meg Bigelow to move to come out of in Camera at 9:30pm. CARRIED



Agenda 15 - 2017 BOARD MEETING SCHEDULE

- a) Next meeting date Thursday September 21, 2017 @ 6:30 PM-9:00 PM
At MVSH Administration Offices, Olds AB

Agenda 16 – ADJOURNMENT by Chair Bruce Beattie at 9:31pm.



Chair Bruce Beattie