



Mountain View Seniors' Housing
Regular Board Meeting Minutes
Thursday September 21, 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, Shauna Urbanowski

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

Guests:

APPROVED

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

Agenda 2 - APPROVAL OF AGENDA

17-058 Moved by Director Lance Colby to accept the September 21, 2017 Agenda as circulated. CARRIED

Agenda 3 – PRESENTATIONS

a) Shauna Urbanowski, Director of Care (written report on Share Point) – CAO Sam Smalldon presented a brief summary on behalf of Shauna Urbanowski. Explanation of the differences between Independent, SL1, SL2, SL3, SL4 and SL4D. SL= Supportive Living

17-059 Moved by Director Meg Bigelow to accept the Director of Care Report as information. CARRIED

b) Wayne Milaney, Capital Development and Project Manager – Wayne Milaney presented a verbal report. Provided a highlight of summer projects. Capital Plans are in place and ready for calls.

17-060 Moved by Director Jeremy Sayer to accept the Capital Development and Project Manager Report as information. CARRIED

c) Al Smart, Director of Facilities and Infrastructure – Al Smart provided a verbal report. Provided update on the Carstairs Remediation Project and a brief recap of work completed.

17-061 Moved by Director Terry Leslie to accept the Director of Facilities and Infrastructure Report as information. CARRIED



- d) Kristi Gingrich, Chief Operating Officer (written report on Share Point) – Kristi Gingrich presented a brief summary of this report.

17-062 Moved by Director Meg Bigelow to accept the Chief Operating Officer Report as information. CARRIED

- e) Debra Steiger, Chief Financial Officer (written report with COO Report) – Debra Steiger presented the information.

17-063 Moved by Director Lance Colby to accept the Chief Financial Officer Report as information. CARRIED

Agenda 4 – APPROVAL OF MINUTES

- a) Regular Meeting June 15, 2017

17-064 Moved by Director Jeremy Sayer to accept the June 15, 2017 minutes as presented. CARRIED

Agenda 5 - BUSINESS ARISING FROM MINUTES

- a) MVSH and Olds and District Hospice Society Collaboration – Update – CAO Sam Smalldon presented information. Follow up letter received and included in agenda package.
- b) Provincial Legislative and Regulatory Reviews – Update – CAO Sam Smalldon presented the information.
- c) Draft Strategic Plan (Care, HR, Facilities, Finance) – Update – CAO Sam Smalldon presented the information.
- d) AHS Hours Audit – Report Attached – CAO Sam Smalldon presented the information.
- e) Policy on Non-Disclosure for Paid Information - Update – CAO Sam Smalldon presented the information. Research to be done.

17-065 Moved by Director Judy Dahl to accept the Business Arising from Minutes a) MVSH and Olds Hospice Society Collaboration; b) Provincial Legislative and Regulatory Reviews; c) Draft Strategic Plan; d) AHS Hours Audit and e) Policy on Non-Disclosure for Paid Information as information. CARRIED



Agenda 6 - COMMITTEE REPORTS

- a) Building Committee – last met June 8, 2017 – Director Terry Leslie gave the report.
- b) Finance Committee- last met September 7, 2017 - Committee Chair Jeremy Sayer gave the report.
- c) Human Resources Committee- last met September 18, 2017 - Committee Chair Judy Dahl gave the report.

17-066 Moved by Director Meg Bigelow to accept the Human Resources Committee Report as information. CARRIED

- d) Foundation Report – last met June 14, 2017 – CAO Sam Smalldon presented the report.

17-067 Moved by Director Jeremy Sayer to accept the Foundation Report as information. CARRIED

- e) Foothills Lodge Repurpose Committee Report – last met June 6, 2017 – Committee Chair Bruce Beattie gave the report.

17-068 Moved by Director Lance Colby to accept Foothills Lodge Repurpose Committee Report as information. CARRIED

Agenda 7 - NEW BUSINESS

- a) Carstairs Campus Project – Business Case – CAO Sam Smalldon presented the information.

17-069 Moved by Director Judy Dahl to accept the Carstairs Campus Project Business Case as information. CARRIED

- b) Capital Development and Planning – Request for Interest (RFI) for Architect and Construction Partners – Wayne Milaney presented the information.

17-070 Moved by Director Lance Colby to approve the RFI process for architect and construction partners. CARRIED

- c) 2017 Q2 Draft Financial Statements – Jeremy Sayer presented the information.

17-071 Moved by Director Terry Leslie to accept the 2017 Q2 Draft Financial Statements as information. CARRIED



d) 2017 Q2 Capital Report – Jeremy Sayer presented the information.

17-072 Moved by Director Terry Leslie to accept the 2017 Q2 Capital Report as information. CARRIED

e) 2018-2022 Budget, Forecast and Business Plan Assumptions – CAO Sam Smalldon presented the information.

17-073 Moved by Director Terry Leslie to approve the 2018-2022 Budget, Forecast and Business Plan Assumptions. CARRIED

f) 2018-2022 Business Plan for Alberta Seniors and Housing – CAO Sam Smalldon presented the information.

17-074 Moved by Director Judy Dahl to approve the submission of the 2018-2022 Business Plan for MVSH to Alberta Seniors and Housing. CARRIED

g) Sundre Seniors' Supportive Living Facility – Union Update – COO Kristi Gingrich presented the information. The Board extended their thanks to Kristi Gingrich for all the hard work her and her team dedicated to this item.

17-075 Moved by Director Lance Colby to accept the Sundre Seniors' Supportive Living Facility Union Update as information. CARRIED

h) 2018 Board Calendar – CAO Sam Smalldon presented the information.

17-076 Moved by Director Terry Leslie to approve the 2018 Board Calendar. CARRIED

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

17-077 Moved by Meg Bigelow to accept the Chairman's Report as information. CARRIED

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

17-078 Moved by Terry Leslie to accept the CAO Report as information. CARRIED

Agenda 10 - POLICY REVIEW – None at this time. Policies are reviewed annually.

Agenda 11 – CORRESPONDENCE – None at this time.



Agenda 12 – PENDING – Terry motioned to accept all as info.

- a) Resident and Family Satisfaction Survey
- b) Board Director Orientation/Committee Manuals
- c) Communications Policy – NEW – in Development

17-079 Moved by Terry Leslie to accept the Pending Items a) Resident and Family Satisfaction Survey; b) Board Director Orientation/Committee Manuals and c) Communications Policy-NEW as information. CARRIED

Agenda 13 - IN-CAMERA – No session at this time.

Agenda 14 - KEY MESSAGES

- Budget Management 5 Year Plan
- Thank you to All Members of Board
- Reopening of Chinook Winds Lodge
- Gen-set Installation at Chinook Winds Lodge
- Preplanning for New Carstairs Project
- Sundre Union
- Proactive Orientation Planning
- Positive Impact of Canada Jobs and STEP Grants
- Successful RFPs for 2018 Utility Rates
- RFI for Architect & Construction Services
- Supportive Living Levels Explanation
- All Alberta Contactors Completed Chinook Winds Work
- Business Plan for AB Seniors and Housing
- Business Assumptions

Agenda 15 - 2017 BOARD MEETING SCHEDULE

a) Next meeting date Thursday November 30, 2017 @ 6:30 PM-9:00 PM

At MVSH Administration Offices, Olds AB. Please note this meeting will also be our Board Director Orientation and Organization meeting after the Election on October 16, 2017.

Agenda 16 – ADJOURNMENT by Chair Bruce Beattie at 8:27pm.



Chair Bruce Beattie