



Mountain View Seniors' Housing
Regular Board Meeting

Thursday February 7, 2019 – 6:30pm to 9:00pm
MVSH Administration Offices, Olds AB

Members: Director Bruce Beattie, Director Duncan Milne, Director Dorothy Moore, Director Heather Ryan, Director Sonia Temple, Alternate Director Cheri Funke, Alternate Director Marty Ratz

Regrets: Director Richard Warnock, Director Lance Colby, Wayne Milaney, Shauna Urbanowski

Administration: Sam Smalldon, Leslie Clarke, Al Smart, Debra Steiger, Chayla Zelasek (Board Secretary)

APPROVED MINUTES

Agenda 1 – CALL TO ORDER at 6:24pm by Board Chair, Bruce Beattie.

Agenda 2 - APPROVAL OF AGENDA

19-001 Moved by Director Heather Ryan to approve the Agenda, as presented. CARRIED

Agenda 3 – PRESENTATIONS

- a) Shauna Urbanowski, Chief Operating Officer/Director of Care (written report) - Reviewed submitted report as a group.
- b) Leslie Clarke, Director of Employee Engagement (written report) - Communication and Relationships with Colleagues. Conducted Supervisor training sessions. Created the Respectful Workplace Training program. Reviewed report as a group.

19-002 Moved by Director Sonia Temple to accept the Director of Employee Engagement report, as information. CARRIED

- c) Wayne Milaney, Capital Development and Project Manager (written report) - Planning has been completed for 3 site projects. Waiting for Grant Calls.

19-003 Moved by Director Duncan Milne to accept the Capital Development and Project Manager report, as information. CARRIED



- d) Al Smart, Director of Facilities and Infrastructure (written report) - Most items will be covered under the Building Committee Report.

19-004 Moved by Director Heather Ryan to accept the Director of Facilities and Infrastructure report, as information. CARRIED

- e) Debra Steiger, Chief Financial Officer (written report) - Received first quarterly payments for requisitions, thank you. Reviewed Report as a group, noting highlights.

19-005 Moved by Alternate Director Mary Ratz to accept the Chief Financial Officer report, as information. CARRIED

Agenda 4 – APPROVAL OF MINUTES

- a) Regular Meeting November 29, 2018
b) Special Meeting December 14, 2018

19-006 Moved by Director Dorothy Moore to approve the minutes from the Regular Board Meeting on November 29, 2018, as presented. CARRIED

19-007 Moved by Director Dorothy Moore to approve the minutes from the Special Board Meeting on December 14, 2018, as presented. CARRIED

Agenda 5 - BUSINESS ARISING FROM MINUTES

- a) AHS Health Care Funding Concerns – Sam presented the information. Shauna has diligently been meeting with representatives from both zones. In the process of getting a reassessment completed for Mount View Lodge in Olds.
- b) Foothills Lodge/Community Housing Asset Disposals – Foothills lodge has been appraised and will go to market through Sundre Relators. The benefit of any proceeds will be available through the Treasury, to MVSH. Funds will be available to Sundre community first and then municipalities. Community Housing properties will be transferred to MVSH for Nominal Sum Disposal by the Department of Housing. Expectations are to have this complete by the end of March 2019.
- c) Board Retreats and Site Tours for 2019 – Sam presented. Reviewed all dates as a group. Revisit Retreat dates to be complete by June 2019.
- d) Provincial Legislative and Regulatory Reviews – Proposed Bill 26 – LAP rate changed, and Disposable income went up a minor amount. This document is available to review upon request.
- e) 2018 Audit Plan – There will be a presentation of the finalized audited statements after the next meeting.



19-008 Moved by Director Sonia Temple to accept the Business Arising from the Minutes, as information. CARRIED

Agenda 6 - REPORTS

a) Building Committee – last met February 7, 2019 – Heather presented the information. Highlights include CH and FHL assets sale announcements. ARL Elevator work has been completed and in operation. Sundre water softener has been installed and commissioned. Sundre internet March 2019 should see this project begin. Govt energy efficiency studies and projects completed. Announcement that ECOFIT will be returning to change out the T-8s as well. Highlighted some of the stats from 2018 regarding work orders and amount of equipment.

19-009 Moved by Director Duncan Milne to accept the Building Committee report, as information. CARRIED

b) Finance Committee- last met January 10, 2019 – Dorothy and Sam presented. Discussed interest rate change risks, at the end of terms. Have taken our concerns to the Bank through Bob Marshall. Will be receiving a report with proposals to mitigate the risks.

19-010 Moved by Alternate Director Cheri Funke to accept the Finance Committee report, as information. CARRIED

c) Human Resources Committee -- last met January 7, 2019 – Heather presented. Applied for the STEP program and Canada Job Grant. Have met both deadlines. OHS audit was conducted and are working on rolling out the action plan. Reviewed the Market Wage Study.

19-011 Moved by Director Sonia Temple to accept the Human Resources Committee report, as information. CARRIED

d) Foundation Report – last met January 16, 2019 – In active mode for planning this year's Gala event, themed Blue Hawaii with a live Elvis Impersonator.

19-012 Moved by Director Heather Ryan to accept the Foundation report, as information. CARRIED

e) ASCHA Finance Working Committee Report- last met November 15, 2018 – Sam presented. This is a subcommittee of the Board.

19-013 Moved by Director Heather Ryan to accept the ASCHA Finance Working Committee report, as information. CARRIED



- f) 2018 Preliminary Financial Statements – Included in package. Auditors will be coming back to present to the Board.

19-014 Moved by Director Duncan Milne to accept the 2018 Preliminary Financial Statements, as information. CARRIED

Agenda 7 - NEW BUSINESS

- a) 2019 Operating Forecast and Budget Management Strategies – Sam presented the information. Reviewed the attached budget as a group. This budget will allow us to maintain 2018 operating levels and balance the budget. Note there is no budget for one off repairs.

19-015 Moved by Alternate Director Marty Ratz to accept the 2019 Operating Forecast and Budget Management Strategies, as information. CARRIED

- b) Meeting with ADM February 4, 2019 – Bruce presented the information. Received updates on the CH and FHL disposal processes. Raised issues that were acknowledged as legitimate but restricted due to policy. Example: Subsidized Lodge residents do not receive ASB. Overall the meeting was very positive, with follow ups to occur. Have a really good working relationship with the ADM and hope to continue maintaining.

19-016 Moved by Alternate Director Cheri Funke to accept the Meeting with ADM February 4, 2019, as information. CARRIED

- c) 2019 Capital Budget – Reviewed included attachment.

19-017 Moved by Director Heather Ryan to approve the 2019 Capital Budget of \$689,500, based on available cashflow. CARRIED

- d) Resident and Family Satisfaction Survey – Sam presented. Reviewed process for surveys. Next step is to provide the response for both the Resident and Family, and Staff Satisfaction surveys. Noted there is a tracking form for how we will address each item identified.
- e) Staff Satisfaction Survey – Provided electronic copies. Discussion on providing additional ways for Staff, Families and Residents to report complaints/issues; maybe through the MVSH website.

19-018 Moved by Alternate Director Marty Ratz to accept the Resident and Family Satisfaction Survey and Staff Satisfaction Survey, as information. CARRIED



Agenda 8 - CHAIRMAN'S REPORT - Bruce presented. ADM covered many items. Note goal is to move to a compiled digital copy of meeting documents.

Agenda 9 - CAO's REPORT (written report on Share Point) – To date, no influenza outbreaks at any sites. Waitlists are starting to build again and movement in the programs has picked up.

19-019 Moved by Director Duncan Milne to accept the CAO's report, as information. CARRIED

Agenda 10 - POLICY REVIEW

Agenda 11 – CORRESPONDENCE

- a) Letter: 2019 Housing Budget – Sam presented.
- b) Letter: Sundre Hospital Futures Committee – Sam presented. Director Richard Warnock has agreed to serve as representative, should the Board approve to appoint.

19-020 Moved by Alternate Director Cheri Funke to appoint Director Richard Warnock as the MVSH representative on the Sundre Hospital Futures Committee. CARRIED

Agenda 12 – PENDING

- a) Draft Strategic Plan (Care, HR, Facilities, Finance) – Under Development
- b) Communications Policy – NEW – Under Development
- c) Policy on Non-Disclosure for Paid Information – Under Development
- d) Board Director Orientation/Committee Manuals – Under Development

19-021 Moved by Director Heather Ryan to the update on pending as information. CARRIED

Agenda 13 – IN-CAMERA

- a) HR Matters
- b) Board Matters

19-022 Moved by Director Heather Ryan to move into In-Camera Session at 8:36pm. CARRIED

19-023 Moved by Director Dorothy Moore _____ to move out of In-Camera Session at 9:00pm. CARRIED

Agenda 14 – KEY MESSAGES

- FHL Disposal Progress




- CH Disposal Progress
- Maintenance Statistics from 2018
- Capital Budget 2019
- Staff/Resident & Family Survey Responses
- Meeting with ADM was Positive
- Balanced Budget at 2018 levels
- Gala Fundraising Event
- Board Retreats & Tours

Agenda 15 – NEXT MEETING & 2019 BOARD MEETING SCHEDULE

- a) Next meeting date Thursday March 28, 2019 @ 6:30 PM-9:00 PM at MVSH Administration Offices, Olds AB.
- b) 2019 Board Calendar

Agenda 16 – ADJOURNED at 9:00pm by Chair Bruce Beattie.


MVSH Board Chair, Bruce Beattie