



## BOARD MEETING MINUTES November 27, 2023

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, November 27, 2023 at 10:05 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

**ATTENDEES:** Deb Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Donna Stelmachovich: Vice-Chairperson, Cathy Painter: Board Member, Shelley Price: Chief Administrative Officer, Marlene Ancil: Board Member, Shannon Harker: HR

**ABSENT:** Susan Demchuk: Board Member, Dee-Anna Strandquist: Finance Manager

Minutes recorded by Shannon Harker

### 1. CALL TO ORDER

- 1.1 Deb Ruzek called the meeting to order at 10:05 a.m. and it was determined that a quorum of directors was present.

### 2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Letter to Board – in camera

### 3. APPROVAL OF AGENDA

- 3.1 Motion #135/23 to approve the agenda as amended. — Dean Ward – cd.

### 4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion # 136/23 to approve the minutes of the meeting held October 24, 2023, as amended. – Cathy Painter – cd.

### 5. BUSINESS ARISING FROM THE MINUTES

- 5.1 None

### 6. CORRESPONDENCE

- 6.1 No correspondence.

### 7. MANAGEMENT REPORTS

- 7.1 #137/23 Motion to approve the Report from Management as presented – Cathy Painter – cd.

There was a discussion involving getting a quote for year round pest control maintenance it was decided to bring the quotes to the next meeting.

There was a request for the P2P menus to be included in the management reports.

8. FINANCIAL REPORTS

8.1 #138/23 Motion to approve the financial statement as presented – Dean Ward – cd.

There was a request for a comparison report to be done regarding the cost of contract health care workers.

9. BOARD CHAIRPERSON REPORT

9.1 D. Ruzek's term is 3 years. Motion #139/23 to accept as information – Dave Filipuzzi – cd.

9.2 Noted that the Board of Directors has been invited to the MD Christmas Party

10. OTHER BOARD REPORTS

10.1 No Report

11. OLD BUSINESS

11.1 No Report

12. DELEGATE

12.1 None

13. NEW BUSINESS

13.1 Introduction of Laurel Syryda as P2P's new Director of Care

13.2 Review of the Board contract

13.3 December 18<sup>th</sup> is the Resident Christmas party – invitation extended to the Board

13.4 December 19<sup>th</sup> is the Resident/Family Pub night – invitation extended to the Board

13.5 Policy Approval:

1.02 – Hand Hygiene - #140/23 Motion to approve – Dean Ward – cd.

1.08 – Pets - #141/23 Motion to approve – Marlene Anctil – cd.

1.11 – Aseptic Techniques - #142/23 Motion to approve – Cathy Painter – cd.

1.12 – Storage of Clean and Sterile Supplies - #143/23 Motion to approve – Dean Ward – cd.

2.28 – Safe Water Temperatures - #144/23 Motion to approve – Cathy Painter – cd.

2.29 – Quality Improvement - #145/23 Motion to approve – Dean Ward – cd.

5.02 – Recruitment and Employment - #146/23 Motion to approve as amended – Dave Filipuzzi – cd.

9.01 – Management of Assistive Equipment - #147/23 Motion to approve – Dave Filipuzzi – cd.

10.01–Volunteer Recruitment - #148/23 Motion to approve – Marlene Anctil – cd.

14. IN CAMERA

14.1 #149/23 Motion to go into Camera at 12:46pm – Cathy Painter – cd.

14.2 #150/23 Motion to come out of Camera at 1:34pm – Dave Filipuzzi – cd.

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- 14.3 #151/23 Motion to accept option 1 as presented in Camera – Dean Ward – cd.
- 14.4 #152/23 Motion to send letter to owner of Remedy Coleman – Dave Filipuzzi -cd.

**15. ADJOURNMENT**

- 15.1 Motion #/15323 to adjourn at 1:37pm – Dave Filipuzzi - cd



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Debi Ruzek – Board Chairperson