



BOARD MEETING MINUTES December 18, 2023

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Tuesday, December 18, 2023 at 10:00 a.m. at Country Encounters in Coleman, Alberta.

ATTENDEES: Deb Ruzek: Board Chairperson, Donna Stelmachovich: Vice-Chairperson Dean Ward: Municipal Councillor, Shelley Price: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager, Susan Demchuk: Board Member, Cathy Painter: Board Member, Dave Filipuzzi: Municipal Councillor, Shannon Harker: HR, Diane Nuni

ABSENT:

Minutes recorded by Shannon Harker

1. **CALL TO ORDER**

- 1.1 Deb Ruzek called the meeting to order at 10:15 a.m. and it was determined that a quorum of directors was present.

2. **ADDITIONS/CHANGES TO AGENDA**

- 14.2 Addition to Camera

3. **APPROVAL OF AGENDA**

- 3.1 Motion #158/23 to approve the agenda as amended. — Dean Ward – cd.

4. **APPROVAL OF PRIOR MINUTES**

- 4.1 Motion #159/23 to approve the minutes of the meeting held November 27, 2023, as presented. – Cathy Painter – cd.

5. **BUSINESS ARISING FROM THE MINUTES**

None

6. **CORRESPONDENCE**

None

7. **MANAGEMENT REPORTS**

- 7.1 #160/23 Motion to approve the Report from Management as presented – Dean Ward – cd.
7.2 #161/23 Motion to accept NEXTGEN quote for data management – Donna Stelmachovich – cd.

8. **FINANCIAL REPORTS**

- 8.1 #162/23 Motion to approve the Financial Reports as presented – Dean Ward – cd

9. BOARD CHAIRPERSON REPORT

9.1 January meeting will do elections for Board Chair and Co-Chair
Board Chair to follow up with P2P Resident Association regarding fundraising for SCU as well
require copy of bylaws for any change of name.

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 CPSH board term and contact information updated to include cell phone numbers.

13.2 Policies

#163/23 Motion to approve 2.19 Medication Reconciliation as presented– Dean Ward – cd.

#164/23 Motion to approve 2.21 Medication Assistance – Level of care as presented – Dave
Fillipuzzi – cd.

#165/23 Motion to approve 2.22 Medication Storage as presented – Marlene Ancil – cd.

#166/23 Motion to approve 2.29 Quality Improvement as presented – Marlene Ancil – cd.

#167/23 Motion to approve 2.30 Pharmacy Services – Pharmacy Medication Packaging/labelling
as presented – Cathy Painter – cd.

#168/23 Motion to approve 2.31 Medication Review as presented – Donna Stelmachovic – cd.

#169/23 Motion to approve 5.04 Training and Education as presented – Dean Ward – cd.

13.3 #170/23 Motion to accept Rentokil's pest control quote – Dave Filipuzzi – cd.

13.4 Moved into Camera.

14. IN CAMERA

14.1 Motion #171/23 to go into camera 11:45 a.m. – Dean Ward – cd

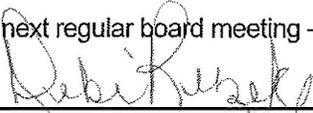
14.2 Motion #172/23 to come out of camera 12:04pm – Dave Filipuzzi – cd

- 14.3 Motion #173/23 to approve the new Recreational Therapy Assistant classification– Susan Demchuk – cd.
- 14.4 Motion #174/23 to provide monetary Christmas gifts as discussed – Dean Ward – cd.

15. ADJOURNMENT

- 15.1 Motion #175/23 to adjourn at 12:05p.m. – Dave Filipuzzi - cd

The next regular board meeting – January 22, 2024 10:00 a.m.



Debi Ruzek – Board Chairperson