



## Mountain View Seniors' Housing Board Meeting Minutes

**Thursday January 26, 2017 – 6:30 pm to 9:00pm**  
**MVSH Administration Offices, Olds AB**

- Members:** Director Bruce Beattie, Director Meg Bigelow, Director, Judy Dahl,  
Director Kimberly Moore, Director Sandi Roberts
- Regrets:** Director Terry Leslie, Director Jeremy Sayer
- Administration:** Ralene McCulloch, Sam Smalldon,
- Guests:** Shauna Urbanowski, MVSH Director of Care  
Wayne Milaney, MVSH Capital Development and Project Manager  
Al Smart, MVSH Director of Facilities and Infrastructure  
Debra Steiger, MVSH Chief Financial Officer  
Kristi Gingrich, MVSH Chief Operating Officer  
Joyce McCoy, Alternate Director

### **APPROVED**

Agenda 1 – CALL TO ORDER at 6:32pm by Chair Bruce Beattie

Agenda 2 - APPROVAL OF AGENDA

**17-001 Moved by Director Kim Moore to accept the January 26, 2017 agenda as presented. CARRIED**

Agenda 3 – PRESENTATIONS

- a) *Shauna Urbanowski, Director of Care (written report on Share Point)*
- b) *Wayne Milaney, Capital Development and Project Manager*
- c) *Kristi Gingrich, Chief Operating Officer (written report on Share Point)*
- d) *Al Smart, Director of Facilities and Infrastructure (written report with COO Report)*
- e) *Debra Steiger, Chief Financial Officer (written report with COO Report)*

**17-002 Moved by Director Kim Moore to accept all Presentations- Shauna Urbanowski Director of Care, Wayne Milaney MVSH Capital Development and Project Manager, Kristi Gingrich Chief Operating Officer, Al Smart MVSH Director of Facility, Debra Steiger Chief Financial Officer as presented. CARRIED**



#### Agenda 4 – APPROVAL OF MINUTES

- a) *Regular Meeting November 24, 2016*

**17-003 Moved by Director Judy Dahl to accept the regular November 24, 2016 minutes as amended. CARRIED**

#### Agenda 5 - BUSINESS ARISING FROM MINUTES

#### Agenda 6 - COMMITTEE REPORTS

- a) *Building Committee – last met October 13, 2016*
- 1. Concept designs for Olds and Didsbury- information presented by Wayne Milaney earlier in his presentation.*
  - 2. Repurposing Foothills Lodge and Property Management Proposals- Chair Bruce Beattie presented the information.*
  - 3. Facility Life Cycle Studies- will be brought back to the next Building meeting.*
  - 4. 2017 Maintenance Program Budget- will be brought back to the next Building meeting.*
- b) *Finance Committee- last met October 27, 2016*
- 1. 2016 Preliminary Draft Financial Statements- Debra presented the Draft statements earlier during her presentation.*
  - 2. Q4 2016 Budget Management- Sam presented the information.*
- c) *Human Resources Committee- last met October 31, 2016*
- 1. Minimum Wage Review- Kristi presented the information.*
  - 2. MVSH Market Wage Review- Kristi presented the information.*
  - 3. CAO Annual Review- HR Committee needs put this on their Agenda for next meeting.*
- d) *Foundation Report – last met January 18, 2017*
- 1. Sundre Seniors’ Supportive Living Facility Capital Campaign “Naming Program”*

**17-004 Moved by Director Sandi Roberts to accept the Committee Reports as information. CARRIED**

#### Agenda 7 - NEW BUSINESS

- a) *Pharmacy Contract Review – Recommendation as informed in Shauna’s presentation and DOC report.*

**17-005 Moved by Director Kim Moore to accept the recommendation on renewing Remedy’s contract for 3 years. CARRIED**



- b) *Provincial Legislative and Regulatory Reviews- Sam presented the information.*
- c) *Strategic Management – MVSH Leadership Council- they create an action plan to put the vision, mission and goals of MVSH in motion. Sam presented the information.*
- d) *ASCHA Conference and Trade Show – March 22-24, 2017 in Edmonton- Sam presented the information. Sam, Ralene and Shauna are attending.*
- e) *Board Planning Retreat in April 2017- Sam will send out an email poll.*
- f) *Corporate Seal- Sam presented the options*

**17-006 Moved by Director Kim Moore to approve option #1 as voted on for the Corporate Seal. We had a secret ballot and #1 won 3 against 2. CARRIED**

Agenda 8 - CHAIRMAN'S REPORT- a verbal report was given from Chair Bruce Beattie.

Agenda 9 - CAO's REPORT (written report on Share Point) – a verbal report was given by CAO Sam Smalldon.

**17-007 Moved by Director Meg Bigelow to accept the Chairman's and CAO's report as information. CARRIED**

Agenda 10 - POLICY REVIEW – All will come to the March meeting

- a) *Municipal Requisitions*
- b) *Reserves*
- c) *Budget Process*
- d) *Communications*

Agenda 11 – CORRESPONDENCE

- a) *Letter from Minister of Seniors and Housing on Capital Funding*

Agenda 12 – PENDING

- a) *Resident and Family Satisfaction Survey*
- b) *Board Package Formats*

All guests left the meeting at 8:42pm

Agenda 13 - IN-CAMERA

**17-008 Moved by Director Kim Moore to move in-camera at 8:42pm.**

**17-009 Moved by Director Judy Dahl to move out of in-camera 8:48pm.**



## Agenda 14 - KEY MESSAGES

- All the Project plans to circulate to the Municipalities
- 2.8 RNs in MVSH
- Building relationships to the community
- Renewing Pharmacy Contract- and community conversations
- Giving back 13 Community housing assets
- Maintenance Efficiencies
- Repurposing Committee has done its work

## Agenda 15 - 2017 BOARD MEETING SCHEDULE

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

Agenda 16 – ADJOURNMENT- Chair Bruce Beattie to adjourn meeting at 8:53pm.

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Chair Bruce Beattie