

CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Thursday, March 17, 2022

Present: Michelle McKenzie (Chair), Dwight Kilpatrick (Vice Chair),
Ramona Robins, Chris Czember, Dan Hamilton, Sourav Saha (CAO),
Chelsy McArady (HR & Workflow Manager), Myrna Cooper (Advisor to the Board)

Guests: Jerica Filanti Morgan (MNP), Tracy Noullett (MNP phone),
Cindy Rattai (Finance Manager)

Regrets: Darren Hirsch

1. Call to Order

The meeting was called to order by Michelle McKenzie at 9:02 am.

2. Approval of the Agenda

MOTION: Moved by Dwight Kilpatrick to approve the agenda with the addition of Board Competencies documentation and the Vaccination policy to New Business. CARRIED

3. Approval of the Minutes

MOTION: Moved by Ramona Robbins to approve the minutes of the meeting of the Board of Directors held on February 17, 2022, as presented. CARRIED

4. Business Arising from the Minutes

Nothing to report

5. New Business

a) Year End Financial Auditor's Report presented by MNP

MOTION: Moved by Chris Czember to approve the 2021 Year End Financial Audit Report as presented. CARRIED

Cindy Rattai, Jerica Filanti Morgan, and Tracy Noullett left the meeting at 9:33 am.

b) Board Competencies

MOTION: Moved by Ramona Robins to table board competencies discussion for November 2022 Board meeting. CARRIED

c) Covid Vaccination Policy

MOTION: Moved by Dwight Kilpatrick to uphold Policy P-41 Mandatory Vaccination for Covid 19. CARRIED

6. Committee Reports

a) Finance Committee

MOTION: Moved by Dwight Kilpatrick to approve the minutes of the Finance Committee meeting of March 11, 2022. CARRIED

MOTION: Moved by Dan Hamilton to approve the January Financials and Bank Reconciliation. CARRIED

b) Policy and Board Development Committee

MOTION: Moved by Chris Czember to approve the minutes of the Policy and Board Development Committee held on March 7, 2022. CARRIED

Amendments to Policies:

- a. Policy A-13 Manager and/or Assistant Compensation and Benefits
MOTION: Moved by Dwight Kilpatrick to approve the revised Policy A-13 Manager and/or Assistant Compensation and Benefits as Amended. CARRIED

- b. Policy A-15 Out-of-Scope Compensation and Benefits
MOTION: Moved by Chris Czember to approve the revised Policy A-15 Out-of-Scope Compensation and Benefits as amended. CARRIED

- c. Policy P-2 Progressive Discipline
MOTION: Moved by Ramona Robins to approve the revised Policy P-2 Progressive Discipline. CARRIED

- d. Policy P-6 Service Awards
MOTION: Moved by Chris Czember to approve the revised Policy P-6 Service Awards. CARRIED

- e. Policy P-41 Stat Holidays
MOTION: Moved by Ramona Robins to approve the revised Policy P-41 Stat Holidays. CARRIED

- f. Policy R-2 Guest Rooms
MOTION: Moved by Ramona Robins to approve the revised Policy R-2 Guest Rooms. CARRIED

- g. Policy R-3 Rental Payments
MOTION: Moved by Chris Czember to approve the revised Policy R-3 Rental Payments. CARRIED

- h. Policy R-9 Fire Prevention
MOTION: Moved by Ramona Robins to approve the revised Policy R-9 Fire Prevention. CARRIED

- i. Policy R-10 Access to Rooms/Suites
MOTION: Moved by Chris Czember to approve the revised Policy R-10 Access to Rooms/Suites. CARRIED

Deletion of Policy:

- a) P-28 Management on Call
MOTION: Moved by Ramona Robins to delete
Policy P-28 Management on Call. CARRIED

7. Operational Reports

a) Acting CAO Report

MOTION: Moved by Chris Czember to approve the CAO Report as presented.
CARRIED

MOTION: Moved by Ramona Robins to draft a letter to Home Care regarding
resident care. CARRIED

b) February Occupancy Reports

MOTION: Moved by Ramona Robins to approve the February Occupancy Reports
as presented. CARRIED

8. Next Meeting Date

The next Board meeting will be April 21, 2022 @ 9:00 am.

Sourav, Chelsy, and Myrna left the meeting at 11:12 am

9. In-Camera Session

MOTION: Moved by Michelle McKenzie to go in-camera at 11:12 am. CARRIED

MOTION: Moved by Chris Czember to return to regular session at 11:45 am. CARRIED

10. Adjournment

The meeting was adjourned by the Board Chair at 11:47 am.

Minutes by Chelsy McArady, March 17, 2022

Signed: _____ Date: _____
Michelle McKenzie, Board Chair