

## CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Thursday, May 19, 2022

Present: Michelle McKenzie (Chair), Dwight Kilpatrick (Vice Chair),  
Ramona Robins, Chris Czember, Darren Hirsch,  
Sourav Saha (CAO), Myrna Cooper (Zoom)

Regrets: Chelsy McArady (HR & Workflow Manager), Dan Hamilton

### 1. Call to Order

The meeting was called to order by Michelle McKenzie at 9:07am.

### 2. Approval of the Agenda

MOTION: Moved by Michelle McKenzie to approve the agenda. CARRIED

### 3. Approval of the Minutes

MOTION: Moved by Ramona Robins to approve the minutes of the meeting of the Board of Directors held on April 21, 2022, as presented. CARRIED

### 4. Business Arising from the Minutes

Nothing to report

### 5. New Business

- a) Trust Toolkit - to be rolled amongst all managers
- b) Bylaws - send previous and revised to policy committee meeting on June 6<sup>th</sup>, 2022
- c) Accreditation - Obtain quotes to bring forward to finance committee on June 10<sup>th</sup>, 2022
- d) Dog visitation - contact Medicine Hat College
- e) Small appliances – make a policy and waiver

### 6. Committee Reports

#### a) Finance Committee

MOTION: Moved by Dwight Kilpatrick to approve the minutes of the Finance Committee meeting of May 13, 2022. CARRIED

MOTION: Moved by Chris Czember to approve the February Financials and Bank Reconciliation. CARRIED

MOTION: Moved by Chris Czember to approve the March Financials and Bank Reconciliation. CARRIED

#### b) Policy and Board Development Committee

MOTION: Moved by Ramona Robins to approve the minutes of the Policy and Board Development Committee held on May 2, 2022. CARRIED

#### Amendments to Policies:

##### a. Policy P-8 Maintenance on Call

MOTION: Moved by Darren Hirsch to approve the revised Policy P-8 Maintenance on Call. CARRIED

- b. Policy P-19 Probationary Period  
MOTION: Moved by Chris Czember to approve the revised Policy P-19 Probationary Period. CARRIED
- c. Policy P-27 Smoking  
MOTION: Moved by Dwight Kilpatrick to approve the revised Policy P-27 Smoking. CARRIED
- d. Policy R-25 Managed Risk Agreement  
MOTION: Moved by Chris Czember to approve the revised Policy R-25 Managed Risk Agreement. CARRIED
- e. Policy R-29 Assisting with Rectal Medications  
MOTION: Moved by Dwight Kilpatrick to approve the revised Policy R-29 Assisting with Rectal Medications. CARRIED
- f. Policy R-39 Use of Incontinence Products  
MOTION: Moved by Darren Hirsch to approve the revised Policy R-39 Use of Incontinence Products. CARRIED
- g. Policy R-40 Biomedical Biohazards Management  
MOTION: Moved by Chris Czember to approve the revised Policy R-40 Biomedical Biohazards Management. CARRIED
- h. Policy R-44 Palliative/End of Life Care  
MOTION: Moved by Dwight Kilpatrick to approve the revised Policy R-44 Palliative/End of Life Care. CARRIED
- i. Policy R-48 Health Care Aide Competency  
MOTION: Moved by Darren Hirsch to approve the revised Policy R-48 Health Care Aide Competency. CARRIED
- j. Policy R-49 Pain Management  
MOTION: Moved by Chris Czember to approve the revised Policy R-49 Pain Management. CARRIED
- k. Policy R-51 Falls  
MOTION: Moved by Darren Hirsch to approve the revised Policy R-51 Falls. CARRIED
- l. Policy H-1 Health & Safety  
MOTION: Moved by Dwight Kilpatrick to approve the revised Policy H-1 Health & Safety. CARRIED
- m. Policy H-4 Health & Safety Committee & Workplace Representatives  
MOTION: Moved by Darren Hirsch to approve the revised Policy H-4 Health & Safety Committee & Workplace Representatives. CARRIED
- n. Policy H-7 Working Alone  
MOTION: Moved by Chris Czember to approve the revised

Policy H-7 Working Alone. CARRIED

- o. Policy H-9 Workplace Violence  
MOTION: Moved by Chris Czember to approve the revised Policy H-9 Workplace Policy as amended. CARRIED
- p. Policy H-10 Protection of Others in the Vicinity of the Worksite  
MOTION: Moved by Dwight Kilpatrick to approve the revised Policy H-10 Protection of Others in the Vicinity of the Worksite. CARRIED
- q. Policy H-50 Incident / Accident Reporting & Investigation  
MOTION: Moved by Darren Hirsch to approve the revised Policy H-50 Incident / Accident Reporting & Investigation. CARRIED
- r. Policy H-70 Hazard Evaluation According to Risk  
MOTION: Moved by Chris Czember to approve the revised Policy H-70 Hazard Evaluation According to Risk. CARRIED
- s. Policy H-82 Field Level Hazard Assessment  
MOTION: Moved by Dwight Kilpatrick to approve the revised Policy H-82 Field Level Hazard Assessment. CARRIED

**New Policies:**

- a. Policy H-91 Hazard Assessment  
MOTION: Moved by Darren Hirsch to approve the new Policy H-91 Hazard Assessment. CARRIED
- b. Policy H-92 Preventative Maintenance  
MOTION: Moved by Chris Czember to approve the new Policy H-92 Preventative Maintenance. CARRIED
- c. Policy H-93 Harassment Prevention  
MOTION: Moved by Dwight Kilpatrick to approve the new Policy H-93 Harassment Prevention. CARRIED
- d. Policy H-94 Contractor Health & Safety Obligations  
MOTION: Moved by Darren Hirsch to approve the new Policy H-94 Contractor Health & Safety Obligations. CARRIED
- e. Policy H-95 Contractor Safety  
MOTION: Moved by Chris Czember to approve the new Policy H-95 Contractor Safety. CARRIED
- f. Policy H-96 Multiple Employers & Self-Employed  
MOTION: Moved by Dwight Kilpatrick to approve the new Policy H-96 Multiple Employers & Self-Employed. CARRIED
- g. Policy H-97 Employee Competency Checklists, Performance or Coaching Reviews  
MOTION: Moved by Darren Hirsch to approve the new Policy H-97 Employee Competency Checklists, Performance or Coaching Reviews. CARRIED

**Deletion of Policies:**

1. Policy H-12 Contractor Management (included in H-95)  
MOTION: Moved by Chris Czember to approve the deletion of Policy H-12 Contractor Management (included in H-95). CARRIED
  
2. Policy H-81 Near Miss Policy & Procedure (included in H-50)  
MOTION: Moved by Dwight Kilpatrick to approve the deletion of Policy H-81 Near Miss Policy & Procedure (included in H-50). CARRIED
  
3. Policy P-16 Harassment Policy (rewritten as H-93)  
MOTION: Moved by Darren Hirsch to approve the deletion of Policy P-16 Harassment Policy (rewritten as H-93). CARRIED

**7. Operational Reports**

**a) Acting CAO Report**

MOTION: Moved by Ramona Robins to approve the CAO Report as presented. CARRIED

**b) April Occupancy Reports**

MOTION: Moved by Darren Hirsch to approve the April Occupancy Reports as presented. CARRIED

**8. Next Meeting Date**

The next Board meeting will be June 16, 2022 @ 9:00 am.

**9. In-Camera Session**

MOTION: Moved by Dwight Kilpatrick to go in-camera at 10:59 am. CARRIED

MOTION: Moved by Chris Czember to return to regular session at 11:20 am. CARRIED

**10. Adjournment**

The meeting was adjourned by the Board Chair at 11:20 am.

Minutes by Sourav Saha, May 19, 2022

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Michelle McKenzie, Board Chair