

CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Thursday, June 16, 2022

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

Regrets: Chelsy McArady (HR & Workflow Manager)

1. Call to Order

The meeting was called to order by Michelle McKenzie at 9:03 am.

2. Approval of the Agenda

MOTION: Moved by Chris Czember to approve the agenda with additions. CARRIED

3. Approval of the Minutes

MOTION: Moved by Dwight Kilpatrick to approve the minutes of the meeting of the Board of Directors held on May 19, 2022, as presented. CARRIED

4. Business Arising from the Minutes

Nothing to report

5. New Business

a) Business Plan

MOTION: Moved by Darren Hirsch to approve the 2023-2025 Business Plan as amended. CARRIED

b) Phone System – start RFP and invite to facility when wi-fi upgrade is complete

c) Refrigeration – Use Equipment reserve.

MOTION: Moved by Ramona Robins to use Equipment reserve to pay the invoice. CARRIED

d) Accreditation – Send to finance committee with more information

6. Committee Reports

a) Policy and Board Development Committee

MOTION: Moved by Darren Hirsch to approve the minutes of the Policy and Board Development Committee held on June 6, 2022. CARRIED

Amendments to Policies:

a. Policy A-7 Keys

MOTION: Moved by Darren Hirsch to approve the revised Policy A-7 Keys. CARRIED

b. Policy H-8 Hand Hygiene

MOTION: Moved by Chris Czember to approve the revised Policy H-8 Hand Hygiene. CARRIED

- c. Policy P-7 Confidentiality
MOTION: Moved by Dwight Kilpatrick to approve the revised Policy P-17 Confidentiality. CARRIED

- d. Policy P-10 Resident Abuse
MOTION: Moved by Darren Hirsch to approve the revised Policy P-10 Resident Abuse as amended . CARRIED

- e. Policy P-18 Employee Code of Conduct
MOTION: Moved by Dwight Kilpatrick to approve the revised Policy P-18 Employee Code of Conduct. CARRIED

- f. Policy P-37 Cell Phones
MOTION: Moved by Chris Czember to approve the revised Policy P-37 Cell Phones. CARRIED

- g. Policy R-6 Housekeeping
MOTION: Moved by Darren Hirsch to approve the revised Policy R-6 Housekeeping. CARRIED

- h. Policy R-13 Resident, Staff, Volunteer Personal Relationships
MOTION: Moved by Dwight Kilpatrick to approve the revised Policy R-13 Resident, Staff, Volunteer Personal Relationships as amended. CARRIED

- i. Policy R-20 Pet Policy
MOTION: Moved by Chris Czember to approve the revised Policy R-20 Pet Policy. CARRIED

- j. Policy R-47 Allergies
MOTION: Moved by Darren Hirsch to approve the revised Policy R-47 Allergies as amended. CARRIED

New Policies:

- a. Policy P-42 Staff Social Fund
MOTION: Moved by Dwight Kilpatrick to approve the new Policy P-42 Staff Social Fund. CARRIED

Policies for Discussion:

Policy R-62 Use of Small Microwave
MOTION: Moved by Chris Czember to table the new Policy R-62 Use of Small Microwave to next board meeting with insurance advisory. CARRIED
R-62 Use of Small Microwave-Waiver Template to be amended to add family members name and signature

7. Operational Reports

a) CAO Report

MOTION: Moved by Dwight Kilpatrick to approve the CAO Report as presented.
CARRIED

b) May Occupancy Reports

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

8. Next Meeting Date

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

9. In-Camera Session

MOTION: Moved by Chris Czember to go in-camera at 11:20 am. CARRIED

MOTION: Moved by Dwight Kilpatrick to return to regular session at 11:40 am.

CARRIED

10. Adjournment

The meeting was adjourned by the Board Chair at 11:41 am.

Minutes by Sourav Saha, June 16, 2022

Signed: _____ Date: _____

Michelle McKenzie, Board Chair