

CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Thursday, August 15, 2022

Present: Michelle McKenzie (Chair), Dwight Kilpatrick (Vice Chair), Dan Hamilton, Ramona Robins, Chris Czember, Darren Hirsch (ZOOM), Sourav Saha (CAO), Chelsy McArady (HR & Workflow Manager)

Call to Order

The meeting was called to order by Michelle McKenzie (Chair) at 9:01 am.

1. Approval of the Agenda

MOTION: Moved by Ramona Robins to approve the agenda. CARRIED

2. Approval of the Minutes

MOTION: Moved by Chris Czember to approve the minutes of the meeting of the Board of Directors held on July 17th, 2022, as presented. CARRIED

3. Business Arising from the Minutes

Nothing to report

4. New Business

a. Signing Authority

MOTION: Moved by Ramon Robins to add Chris Czember as additional Board signing authority. CARRIED

MOTION: Moved by Chris Czember to add Chelsy McArady and Kevin Schaaf as signing authority. CARRIED

b. New credit card

MOTION: Moved by Dwight Kilpatrick to authorize a credit card to Food Services Manager, Dhaneesh Gopi with a \$2000.00 limit. Maintenance Manager Kevin Schaaf to be replaced as card holder with removal of Rick Armstrong as card holder. CARRIED

c. Healthy Aging Framework -Sourav to forward information to the board.

d. Operational Workplan (attachment 3)

MOTION: Moved by Dwight Kilpatrick to accept the Operational Workplan as presented. CARRIED

e. Accreditation – CARF fee structure schedule, pricing estimate (attachment 4 and 5)

MOTION: Moved by Ramona Robins to engage Carf to do accreditation based on the July 20, price estimate. CARRIED

- f. Internet – Survey to be put out to residents
- g. PCS - Telephone and nurse call system

5. Committee Reports

a) Finance Committee

MOTION: Moved by Dwight Kilpatrick to approve the minutes of the Finance Committee held on August 17th, 2022. CARRIED

MOTION: Moved by Darren Hirsch to approve the June 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 September 12th, 2022. CARRIED

Amendments to Policies:

- g. A-1 Records Management Program
MOTION: Moved by Chris Czember to approve the revised A-1 Records Management Program. CARRIED
- h. A-2 FOIP
MOTION: Moved by Dwight Kilpatrick to approve the revised A-2 FOIP. CARRIED
- i. A-3 Release of Information
MOTION: Moved by Dan Hamilton to approve the revised A-3 Release of Information. CARRIED
- j. A-13 Managers and/or Assistant Managers Compensation & Benefits
MOTION: Moved by Darren Hirsch to approve the revised A-13 Managers and/or Assistant Managers Compensation & Benefits. CARRIED
- e. F-6 Signing Authority
MOTION: Moved by Ramona Robins to approve the revised F-6 Signing Authority. CARRIED
- f. F-8 Credit Card Use (attachment 14)
MOTION: Moved by Chris Czember to approve the revised Credit Card Use. CARRIED
- g. F-9 Property and Equipment Inventory
MOTION: Moved by Dwight Kilpatrick to approve the revised F-9 Property and Equipment Inventory. CARRIED

- h. H-2 Emergency Preparedness
MOTION: Moved by Dan Hamilton to approve the revised H-2 Emergency Preparedness. CARRIED
- i. H-6 Safety Inspections
MOTION: Moved by Darren Hirsch to approve the revised H-6 Safety Inspections. CARRIED
- j. H-40 Asbestos
MOTION: Moved by Ramona Robins to approve the revised H-40 Asbestos CARRIED
- k. H-41 Safe Footwear
MOTION: Moved by Chris Czember to approve the revised H-41 Safe Footwear. CARRIED
- l. H-42 Hazardous Energy Control
MOTION: Moved by Dwight Kilpatrick to approve the revised H-42 Hazardous Energy Control. CARRIED
- m. H-80 Confined Spaces
MOTION: Moved by Dan Hamilton to approve the revised H-80 Confined Spaces. CARRIED
- n. H-92 Preventative Maintenance
MOTION: Moved by Darren Hirsch to approve the revised H-92 Preventative Maintenance. CARRIED
- o. M-1 Food Safety
MOTION: Moved by Ramona Robins to approve the revised M-1 Food Safety CARRIED
- p. M-11 Meal Service Review
MOTION: Moved by Chris Czember to approve the revised M-11 Meal Service Review CARRIED
- q. P-8 Maintenance on Call
MOTION: Moved by Dwight Kilpatrick to approve the revised P-8 Maintenance on Call. CARRIED
- r. P-9 Timesheets Policy
MOTION: Moved by Dan Hamilton to approve the revised P-9 Timesheets Policy. CARRIED
- s. P-25 Computer/Internet
MOTION: Moved by Darren Hirsch to approve the revised P-25 Computer/Internet. CARRIED

- t. P-33 Employee Vaccinations (prior Hepatitis A & B)
MOTION: Moved by Ramona Robins to approve the revised P-33 Employee Vaccinations (prior Hepatitis A & B). CARRIED
- u. P-34 Scheduled Breaks
MOTION: Moved by Chris Czember to approve the revised P-34 Scheduled Breaks. CARRIED
- v. P-35 Time in Lieu
MOTION: Moved by Dwight Kilpatrick to approve the revised P-35 Time in Lieu. CARRIED

- w. R-8 Preferred Accommodation
MOTION: Moved by Dan Hamilton to approve the revised R-8 Preferred Accommodation. CARRIED
- x. R-21 Fees and Charges
MOTION: Moved by Darren Hirsch to approve the revised R-21 Fees and Charges. CARRIED

- y. R-23 Monitoring
MOTION: Moved by Ramona Robins to approve the revised R-23 Monitoring. CARRIED
- z. R-34 Resident's Club
MOTION: Moved by Chris Czember to approve the revised R-34 Resident's Club. CARRIED
- aa. R-36 Aggressive and or Violent Behaviors
MOTION: Moved by Dwight Kilpatrick to approve the revised R-36 Aggressive and or Violent Behaviors. CARRIED
- bb. R-43 Exercise Equipment
MOTION: Moved by Dan Hamilton to approve the revised R-43 Exercise Equipment. CARRIED

- cc. R-50 Resident Safety
MOTION: Moved by Ramona Robins to approve the revised R-50 Resident Safety. CARRIED
- dd. R-52 Decision Making
MOTION: Moved by Chris Czember to approve the revised R-52 Decision Making. CARRIED

Deletion of Policy:

- a. R-45a Motorized Vehicles – Visitors

MOTION: Moved by Dwight Kilpatrick to delete R-45a Motorized Vehicles – Visitors. CARRIED

Policies for Discussion:

- a. P-12 Code of Ethics
MOTION: Moved by Chris Czember to approve with the change of supervisor to Manager. CARRIED

6. Operational Reports

a) CAO Report

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

b) July and August Occupancy Reports

MOTION: Moved by Chris Czember to approve the July and August Occupancy Reports as presented. CARRIED

7. Next Meeting Date

The next Board meeting will be October 20th, 2022 @ 9:00 am.

8. In-Camera Session

MOTION: Moved by Ramona Robins to go in-camera at 10:16 am. CARRIED

Chelsy left the meeting @ 10:20 am

MOTION: Moved by Ramona Robins to return to regular session at 10:44 am. CARRIED

9. Adjournment

The meeting was adjourned by the Board Chair at 10:45 am.

Minutes by Chelsy McArady, September 15th, 2022

Signed: _____ Date: _____

Michelle McKenzie, Board Chair