

**Minutes of the  
Policy and Board Development Committee Meeting  
Monday March 6, 2023  
11:30 am**

**Attended by:** Ramona Robins(Chair),Michelle McKenzie, Chris Czember, Sourav Saha (CAO), Chelsy McArady (HR & Workflow Manager)

**Regrets:**

**1. Call to Order**

The meeting was called to order at 11:40 am.

**2. Approval of the Agenda**

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

**3. Approval of the Minutes**

MOTION: Moved by Chris Czember to approve the minutes of the Policy and Board Development Committee Meeting on January 9,2023, as amended. CARRIED

**4. Amendments to Policies:**

a. Policy F-1 Budget Preparation Guidelines

MOTION: Moved by Michelle McKenzie to recommend the revised F-1 Budget Preparation Guidelines as amended to the Board for approval.  
CARRIED

b. Policy R-4 Appeals

MOTION: Moved by Chris Czember to recommend the revised R-4 Appeals as amended to the Board for approval . CARRIED

c. Policy R-45 Powered Wheelchairs

MOTION: Moved by Michelle McKenzie to recommend the revised R-45 Powered Wheelchairs as amended to the Board for approval. CARRIED

d. Policy R-53 Wellness Checks Inspections

MOTION: Moved by Chris Czember to recommend the revised Policy R-53 Wellness Checks Inspections as amended to the Board for approval. CARRIED

e. Policy R-55 Restraints

MOTION: Moved by Michelle McKenzie to recommend the revised R-55 Restraints as amended to the Board for approval. CARRIED

- f. Policy R-59 Quality Improvements  
MOTION: Moved by Chris Czember to recommend the revised R-59 Quality Improvements as amended to the Board for approval. CARRIED
  
- g. Policy R-60 Reportable Incidents  
MOTION: Moved by Michelle McKenzie to recommend the revised R-60 Reportable Incidents as amended to the Board for approval. CARRIED
  
- h. Policy R-61 Assistive Equipment Technology and or Medical Surgical Supplies  
MOTION: Moved by Chris Czember to recommend the revised R-61 Assistive Equipment Technology and/or Medical Surgical Supplies as amended to the Board for approval. CARRIED
  
- i. Policy H-1 Health and Safety  
Motion: Moved by Chris Czember to sign as required yearly. CARRIED

**5. Date for the next meeting**

The date for the next meeting will be April 17 ,2023 @ 11:30 am.

**6. Adjournment**

The meeting was adjourned @ 12:30 pm.

Minutes by Chelsy McArady, March 6<sup>th</sup> , 2023