

CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Tuesday October 24th, 2023

Present: Chris Czember (Chair), Ramona Robins (Vice-Chair), Dwight Kilpatrick, Dan Hamilton, Linnise Clark, Sourav Saha (CAO)

Regrets: Michelle McKenzie

Call to Order

The meeting was called to order by Chris Czember @ 9:06 am.

1. Approval of the Agenda

MOTION: Moved by Chris Czember to approve the agenda as amended. CARRIED

2. Approval of the Minutes

MOTION: Moved by Ramona Robins to approve the minutes of the meeting of the Board of Directors held on August 24th, 2023. CARRIED

3. Business Arising from the Minutes

4. New Business

- a) Wi-Fi
- b) Living Wall
- c) Accreditation
- d) Outbreak
- e) Warming Cabinets
- f) Johnston Controls

MOTION: Moved by Ramona Robins to receive all New Business a) through f) for information. CARRIED

g) Strategic Planning

MOTION: Moved by Dwight Kilpatrick to receive Strategic Priorities/Core Values for information as amended. CARRIED

h) 2024 Budget Step 5

MOTION: Moved by Dan Hamilton to approve the 2024 Budget. CARRIED

5. Committee Reports

a) Finance Committee

MOTION: Moved by Dwight Kilpatrick to approve the minutes of the Finance Committee held on September 5th, 2023 as presented. CARRIED

MOTION: Moved by Dwight Kilpatrick to approve the June and July 2023 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 13th, 2023. CARRIED

MOTION: Moved by Ramona Robins to approve the minutes of the Policy and Board Development Committee held on October 5th, 2023. CARRIED

Amendments to Policies:

a) H-2 Emergency Preparedness Plan

Motion: Moved by Dan Hamilton to approve the revised H-2 Emergency Preparedness Plan. CARRIED

b) H-4 Occupational Health and Safety Committee and Workplace Representatives

Motion: Moved by Ramona Robins to approve the revised H-4 Occupational Health and Safety Committee and Workplace Representatives. CARRIED

c) H-6 Safety Inspections

Motion: Moved by Ramona Robins to approve the revised H-6 Safety Inspections. CARRIED

d) P-10 Resident Neglect

Motion: Moved by Linnsie Clark to send the revised P-10 Resident Neglect back to the Policy Committee. CARRIED

e) P-25 Employee Computer-Internet Usage

Motion: Moved by Ramona Robins to approve the revised P-25 Employee Computer-Internet Usage. CARRIED

f) R-59 Quality Improvement

Motion: Moved by Ramona Robins to approve the revised R-59 Quality Improvement as amended. CARRIED

New Policies:

- a) A-4 Technology Systems Planning
Motion: Moved by Ramona Robins to approve the new A-4 Technology Systems Planning. CARRIED

- b) A-5 Data Backup-Restore
Motion: Moved by Ramona Robins to approve the new A-5 Data Backup-Restore. CARRIED

- c) A-6 Disposal of Electronics
Motion: Moved by Ramona Robins to approve the new A-6 Disposal of Electronics. CARRIED

- d) A-8 IT Business Continuity-Disaster Recovery Plan
Motion: Moved by Ramona Robins to approve the new IT Business Continuity-Disaster Recovery Plan. CARRIED

- e) H-5 Certified First Aiders
Motion: Moved by Ramona Robins to approve the new H-5 Certified First Aiders. CARRIED

- f) H-15 Transportation of Residents
Motion: Moved by Ramona Robins to send the new H-15 Transportation of Residents back to the Policy Committee. CARRIED

- g) H-16 Transportation of Dangerous Goods
Motion: Moved by _____ to approve the new H-16 Transportation of Dangerous Goods. CARRIED

- h) R-12 Nurse Bell-Call Bell Training
Motion: Moved by Ramona Robins to approve the new R-12 Nurse Bell-Call Bell Training. CARRIED

- i) R-15 Computer-Internet Usage for Residents/Internet Use Signoff
Motion: Moved by Ramona Robins to approve the new R-15 Computer-Internet Usage for Residents/Internet Use Signoff as amended. CARRIED

- j) R-16 Critical Incidents and Procedure
Motion: Moved by Ramona Robins to approve the new R-16 Critical Incidents and Procedure. CARRIED

- k) R-22 Person-Centered Residential Services
Motion: Moved by Ramona Robins to approve the new R-22 Person-Centered Residential Services. CARRIED

6. Operational Reports

a) CAO Report

MOTION: Moved by Dan Hamilton to approve the CAO Report as presented.
CARRIED

b) August/September Occupancy Report

MOTION: Moved by Ramona Robins to approve the August and September Occupancy Report as presented. CARRIED

7. Next Meeting Date

The next Board meeting will be November 16th, 2023 @ 9:00 am.

8. In camera

MOTION: Moved by Dwight Kilpatrick to go in-camera at 10:58 am. CARRIED

MOTION: Moved by Dan Hamilton to return to regular session at 11:12 am. CARRIED

9. Adjournment

The meeting was adjourned by Dwight Kilpatrick at 11:14 am.

Minutes by Chelsy McArady on October 24th, 2023

Signed: _____ Date: _____