

**Minutes of the  
Policy and Board Development Committee Meeting  
Thursday October 5<sup>th</sup> , 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 11:56 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 September 13<sup>th</sup> ,2023 as presented. CARRIED

**4. Amendments to Policies:**

a. Policy P-25 Employee Computer Internet Usage

MOTION: Moved by Michelle McKenzie to recommend the revised P-25 Employee Computer Internet Usage as amended to the Board for approval. CARRIED

b. Policy P-10 Resident Abuse and Neglect

MOTION: Moved by Chris Czember to recommend the revised P-10 Resident Abuse and Neglect as amended to the Board for approval .  
CARRIED

**5. New Policies:**

a. Policy A-4 Technology Systems Planning

MOTION: Moved by Michelle McKenzie to recommend the new A-4 Technology Systems Planning to the Board for approval.  
CARRIED

b. Policy A-5 Data Backup/Restore

c. MOTION: Moved by Chris Czember recommend the new A-5 Data Backup/Restore to the Board for approval. CARRIED

- d. Policy A-6 Disposal of Electronics  
MOTION: Moved by Michelle McKenzie recommend the new A-6 Disposal of Electronics as amended to the Board for approval. CARRIED
  
- e. Policy A-8 IT Business Continuity/Disaster Plan  
MOTION: Moved by Chris Czember recommend the A-8 IT Business Continuity/Disaster Plan as amended to the Board for approval. CARRIED
  
- f. Policy R-12 Computer/Internet Usage for Residents  
MOTION: Moved by Michelle McKenzie recommend the new R-12 Computer/Internet Usage for Residents as amended to the Board for approval. CARRIED

**6. Date for the next meeting**

The date for the next meeting will be November 1<sup>st</sup> ,2023 @ 11:30 am.

**7. Adjournment**

The meeting was adjourned @ 12:36 pm.

Minutes by Chelsy McArady, October 5, 2023