

CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Thursday, February 15th, 2024

Present: Chris Czember (Chair), Ramona Robins (Vice-Chair), Dwight Kilpatrick, Michelle McKenzie, Linnsie Clark, Sourav Saha (CAO), Chelsy McArady (HR & Workflow Manager)

Regrets: Dan Hamilton

Call to Order

The meeting was called to order by Chris Czember @ 9:17 am.

1. Approval of the Agenda

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

2. Approval of the Minutes

MOTION: Moved by Michelle McKenzie to approve the minutes of the meeting of the Board of Directors held on December 21st, 2023 as amended. CARRIED

3. Business Arising from the Minutes

4. New Business

a) MNP Audit Service Plan

MOTION: Moved by Dwight Kilpatrick to receive the MNP Audit Service Plan for information. CARRIED

b) ProComm Camera System Expansion Proposal

Moved by Michelle McKenzie to receive the ProComm Camera System Expansion for information. CARRIED

c) ASSA ABLOY Visionline System

MOTION: Moved by Dwight Kilpatrick receive ASSA ABLOY Visionline System for information. CARRIED

d) COSTEK (Cable) Invoice

MOTION: Moved by Ramona Robins to receive COSTEK (Cable) Invoice for information. CARRIED

e) Infection and Prevention Control Site Visit

MOTION: Moved by Dwight Kilpatrick to receive Infection and Prevention Control Site Visit for information. CARRIED

- f) Accounts Receivable Write-off
MOTION: Moved by Michelle McKenzie to write off Accounts Receivable request as presented. CARRIED

5. Committee Reports

a) Finance Committee

MOTION: Moved by Dwight Kilpatrick to approve the minutes of the Finance Committee held on February 9th, 2024 as amended. CARRIED

MOTION: Moved by Ramona Robins to approve the November, and December 2023 Financials and Bank Reconciliation. CARRIED

b) Policy and Board Development Committee

MOTION: Moved by Linnsie Clark to approve the minutes of the Policy and Board Development Committee held on January 8th, 2024 as amended. CARRIED

MOTION: Moved by Linnsie Clark to approve the minutes of the Policy and Board Development Committee held on February 5th, 2024 as amended. CARRIED

New Policies:

- a) A-9 Accessibility
Motion: Moved by Linnsie Clark to approve the new A-9 Accessibility with amendments as discussed. CARRIED
- b) A-10 Scope of Persons Served
Motion: Moved by Linnsie Clark to approve the new A-10 Scope of Persons Served with amendments as discussed. CARRIED
- c) A-11 Code of Ethics
Motion: Moved by Linnsie Clark to approve the new A-11 Code of Ethics as amended. CARRIED

- d) A -12 Legal Requirements
Motion: Moved by Linnsie Clark to approve the new A -12 Legal Requirements with amendments as discussed. CARRIED
- e) P-15 Access to Resident Information
Motion: Moved by Linnsie Clark to approve the new P-15 Access to Resident Information with amendments as discussed. CARRIED
- f) R-12 Rights of Persons Served
Motion: Moved by Linnsie Clark to approve the new R-12 Rights of Persons with amendments as discussed. CARRIED
- g) R-26 Management of PRN Medications
Motion: Moved by Linnsie Clark to approve the new R-26 Management of PRN Medications with amendments as discussed. CARRIED
- h) R-28 MAP-Do not use abbreviations
Motion: Moved by Linnsie Clark to approve the new R-28 MAP-Do not use abbreviations with amendments as discussed. CARRIED

Amendments to Polices

- a) A-2 FOIP
Motion: Moved by Linnsie Clark to approve the revised A-2 FOIP with amendments as discussed. CARRIED
- b) A-13 Managers and or Assistant Managers Compensation & Benefits
Motion: Moved by Linnsie Clark to approve the revised A-13 Managers and or Assistant Managers Compensation & Benefits with amendments as discussed. CARRIED
- c) A-14 Complaint Process for Out-of-Scope Employees
Motion: Moved by Linnsie Clark to approve the revised A-14 Complaint Process for Out-of-Scope Employees as presented. CARRIED
- d) B-1 Board Honoria
Motion: Moved by Linnsie Clark to approve the revised B-1 Board Honoria as amended. CARRIED
- e) B-2 Communication
Motion: Moved by Linnsie Clark to approve the revised B-2 Communication as amended. CARRIED

- f) B-3 Policy Review
Motion: Moved by Linnsie Clark to approve the revised B-3 Policy Review as presented. CARRIED

- g) B-4 Decision Making
Motion: Moved by Linnsie Clark to refer B-4 Decision Making back to the Policy Committee. CARRIED

- h) P-3 Criminal Record Check
Motion: Moved by Linnsie Clark to approve the revised P-3 Criminal Record Check with amendments as discussed. CARRIED

- i) P-39 LOA for Employees without COVID Vaccination
Motion: Moved by Linnsie Clark to delete P-39 LOA for Employees without COVID Vaccination. CARRIED

- j) P-40 Mandatory Immunization for Covid-19
Motion: Moved by Linnsie Clark to delete P-40 Mandatory Immunization for Covid-19. CARRIED

- k) P-41 Stat Holidays
Motion: Moved by Linnsie Clark to approve the revised P-41 Stat Holidays as amended. CARRIED

Deletion of Polices

- a) A-3 Release of Information
Motion: Moved by Ramona Robins to delete A-3 Release of Information. CARRIED

- b) A-15 Out-of-Scope (OOS) Employees Compensation and Benefits
Motion: Moved by Linnsie Clark to delete A-15 Out-of-Scope (OOS) Employees Compensation and Benefits. CARRIED

Reference-P-39 and P-40 deletion in amendments to policies

6. Operational Reports

- a) **CAO Reports**
MOTION: Moved by Ramona Robins to approve the CAO Reports as presented. CARRIED

b) December and January Occupancy Report

MOTION: Moved by Michelle McKenzie to approve the December 2023, and January 2024 Occupancy Reports as presented. CARRIED

7. Next Meeting Date

The next Board meeting will be on March 21st, 2024 @ 9:00 am.

8. Adjournment

The meeting was adjourned by Chris Czember at 12:00 pm.

Minutes by Chelsy McArady February 15th, 2024

Signed: _____ Date: _____