



GRANDE SPIRIT FOUNDATION BOARD MINUTES
Paradise Inn
Friday November 25, 2022

Present:	Judy Kokotilo-Bekkerus	Town of Beaverlodge	
	Denise Joudrey	Birch Hills County	
	Alvin Hubert	Saddle Hills County - Virtual	
	Joanne Chelick	Village of Rycroft	
	Jonathan Siggelkow	Town of Sexsmith	
	Elaine Garrow	MD of Spirit River	
	Tanya Skinner	Town of Wembley	
	Tom Burton	MD of Greenview	
	Denise Skoworodko	Town of Spirit River	
	Karen Rosvold	County of Grande Prairie	
	Chris Thiessen	City of Grande Prairie	
	Administration:	Steve Madden	General Manager - Virtual
		Kelsey Edginton	Executive Assistant - Virtual
Hilary Head		Administration/Health and Safety	
Ryan Mysko		Director of Finance	
Paula McGregor		Finance Controller	
Arlene Charlesworth		Rural District Manager	
Tracy Bussiere		Human Resources Manager	
Wendy Vandelaar		Housing Intake and Policy Manager	
Wes Jacobs		Facilities Manager	
Scott McFadyen	Project Manager		

Absent:

1. CALL TO ORDER
J. Kokotilo-Bekkerus called the meeting to order at 9:30 am.
2. CHANGES AND OR ADDITIONS TO AGENDA
3. APPROVAL OF AGENDA
RESOLUTION #1463 – Moved by D. Skoworodko to approve the agenda as presented. CARRIED
4. APPROVAL OF MINUTES – Board Meeting – October 28, 2022
RESOLUTION # 1464 – Moved by E. Garrow to approve the minutes of October 28, 2022 meeting. CARRIED
5. PUBLIC INPUT/PRESENTATIONS
6. NEW BUSINESS
 - 6.1 RFD – Senior Housing Policies
This has been updated and brought back sooner than January, as per the October meeting. There is still concern over residents who are in their units for isolations. Grande Spirit Foundation is overruled at times when Alberta Health Services has put Chief Medical Officer orders in place, as this take precedence over policies that are in place. With the orders in place, residents were never forced to be alone, and family was encouraged to visit, with more rules in place. There are changes with Alberta Health Services which could benefit congregate care settings and this policy could wait until the changes have taken place.
RESOLUTION # 1465 – Moved by T. Burton to defer the Outbreak Management policy to the first quarter of 2023 meeting with Administration to bring back updates as needed. CARRIED

The Medication Assistance Program

Fairly straightforward policy to help assist with staff and their roll with residents' medications.

RESOLUTION # 1466 – Moved by E. Garrow to approve the Medication Assistance Program as presented. CARRIED

Protection for Persons in Care

This is an act that Grande Spirit Foundation must follow for congregate settings. It should be noted that it is illegal not report any abuse and there could be fines and jail time. Should consider putting in the acronyms in the policies since they are referred to in the policy.

RESOLUTION # 1467 – Moved by J. Siggelkow to approve the Person's for Protection in Care policy as amended.

6.2 RFD – Spirit River Design Consultant Procurement

This was emailed to the board members on November 8, 2022, for approval before the board meeting. This is at board meeting to be ratified and be recorded in the formal minutes.

RESOLUTION #1468 – Moved by D. Joudrey to approve a contract with Berry Architect for Design Development and Contract Administration for the proposed Spirit River Self-Contained Apartment project. CARRIED

6.3 RFD – PIR Rebate

This is an annual rebate based on WCB statistics. In previous years it was approved for items to go back to the employees. Administration is looking for approval to have this money put towards swag for the safety program.

RESOLUTION #1469 – Moved by K. Rosvold to approve the rebate funds from Partnerships in Injury Reduction to be invested in the annual Employee Awards program focusing on Safety, on an ongoing basis annually. CARRIED

6.4 RFD – 2023 Capital Request

The largest item on the list is the HVAC system at Pioneer that needs to be replaced which was approved earlier this year. Finance is also working on identifying the upcoming five-year capital plan items. Administration is looking for the board to approve \$882,00 from the Building Reserve and \$264,800 from the Equipment Replacement Reserve for the 2023 capital projects.

RESOLUTION #1470 – D. Skoworodko to approve the use of the Building Reserve and Equipment Replacement Reserve for Capital Expenditures in 2023, as presented. CARRIED

6.5 RFD – Signing Authority

With the new Director of Finance being added to the administration team, the board needs to approve spending authority for this position to move forward.

RESOLUTION #1471 – Moved by E. Garrow to approve the Director of Finance position to have signing authority on expenditures and the operating and investment financial accounts. CARRIED

6.6 RFD – Rate Sheet

The rate sheet has had some changes, with the cost of meals increasing. The increase is due to the change in the menu, as well as inflation which is showing an increase of 10% to food costs. Industry standards also show we do not match what other housing management bodies are charging.

RESOLUTION #1472 – Moved by J. Siggelkow to approve the rate sheet as presented for 2023. CARRIED

6.7 RFD – Mortgage Rates

The mortgages for the Family Housing Building and Wild Rose Villas are up for renewal at then end of November 2022. Administration has been in discussions with lenders regarding these mortgages, with RBC presenting market rates between 5.39 and 5.80 based on term. Rates are still expected to climb but the upward trend is slowing down. Administration would like to not exceed 5.65%.

RESOLUTION #1473 – Moved by K. Rosvold to approve administration the ability to negotiation and approve mortgage renewals. CARRIED

7. UNFINISHED BUSINESS:

7.1 RFD – 2023 Lodge Budget

Brief summary of the 2023 budget includes decrease in salaries in the lodges due to the extra staff that were hired to help with sanitization during COVID, no longer being required. Expecting grants to increase for 2023. Due to an increase in occupancy rates, rental income is expected to go up. There were previous discussions with the board regarding no rental increase and a municipal requisition increase of 11% at the Spring 2022 meeting.

K. Rosvold left at 11:37 am

K. Rosvold joined zoom at 11:40 am

In past there have been larger rental rate increases because there were no other options and it was ultimately decided that rental rates would be better to increase slowly over time. Any rental rate increase requires 3 months' notice to residents.

S. McFadyen left at 11:48 am

C. Thiessen joined zoom at 12:03 pm

It was discussed to wait on the rental increase and show a deficit so the province can see how housing management bodies are not able to handle the inflation costs. The discussion regarding municipal requisitions resulted in a 15% increase to be presented.

RESOLUTION #1474 – Moved by J. Chelick to approve a municipal requisition increase of 15% with no rental increase for 2023. CARRIED

Stopped for lunch at 12:10 pm

C. Thiessen left at 1:01 pm

Resumed meeting at 1:06 pm

8. CORRESPONDENCE:

8.1 Letter from ADM of Seniors, Community and Social Services re: Sale Proceeds Request

8.2 Letter from Premier Smith re: Minister of Seniors, Community and Social Services

8.3 Letter from ADM Lussier re: Capital Assistance – P3 Project

RESOLUTION #1475 – Moved by D. Joudrey to accept 8.1 to 8.3 as information. CARRIED

RESOLUTION # 1476 – Moved by D. Joudrey to approve administration to send a letter of congratulations to the new Minister of Seniors, Community and Social Service and the new Premier. CARRIED

9. REPORTS

9.1 General Manager's Report

Presented with the opportunity to be Director of Transportation for the 2024 Alberta Games. This will be a very small-time commitment currently but will take vacation time in February 2023 to cover the games in this role. Will be taking some time away in December with the Director of Operations covering while away.

9.2 Portfolio Report

Would like to review the pet policy again with management before presenting to the board for approval. Will need to have another conversation with the board regarding Hythe so everyone can be on the same page with things.

9.3 Financial Report

E. Garrow and J. Chelick left at 1:30 pm

9.4 Maintenance Report

Some concerns regarding snow removal for rural locations but many communities have the Snow Angels program to help those who need a hand with snow removal.

9.5 HR Manager Report

S. McFadyen returned at 1:40 pm

9.6 Director of Operations Report

Still working with the new menu and kitchen staff, allowing new recipes to be introduced up to three times a week instead of drastically changing it all at once and following a strict schedule.

9.7 Project Manager Report

Concerns regarding the new lodge in Spirit River with the removal of plug ins in the parking lot due to cutting costs on some items. The second landscaped area was pulled as it was out of scope but the main area is still scheduled to be done.

RESOLUTION # 1477 – Moved by J. Siggelkow to approve administration approaching the province with the request that power stalls that were removed be installed due to the location and climate of the project.

CARRIED

9.8 Action Listing

RESOLUTION # 1478 – Moved by D. Skoworodko to accept item 9.1 to 9.8 as information. CARRIED

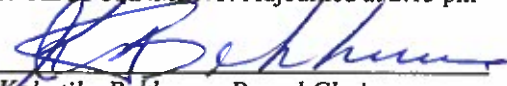
10. ROUND TABLE

11. CLOSED SESSION

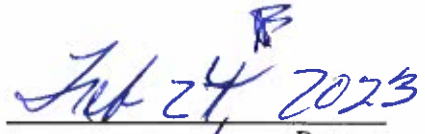
12. NEXT MEETING:

12.1 Board Meeting – January 27, 2022 – Lakeview

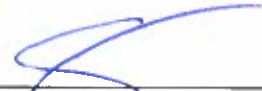
13. ADJOURNMENT: Adjourned at 2:13 pm



Judy Kokotilo-Bekkerus, Board Chair



Date



Steve Madden, General Manager