

**MINUTES OF THE FIRST MEETING OF THE ORANGE MEMORIES BOARD  
HELD ON THE 7<sup>th</sup> DAY OF MAY, 2019  
IN THE TOWN OF ROSETOWN COUNCIL CHAMBERS AT 7:00 P.M.**

**PRESENT:** Members Romona Molsberry, Ryan Wickett, Trevor Hay and Rick Bell. Orange Memories Manager Nadine Olson and Town of Rosetown CAO/Orange Memories Officer Michele A. Schmidt.

**ABSENT:** Member Blair Wingert.

**VACANCY:** 2 members at large seats vacant.

**CHAIRMAN:** In accordance with the Town of Rosetown Bylaw No. 714-15, the Procedure Bylaw, section 68.10 the members present at the meeting have appointed Member Ryan Wickett as Acting Chairman to preside at this meeting.

**CALL TO ORDER:**

A quorum being present, Acting Chairman Wickett called the meeting to order at 6:59 p.m.

**AGENDA:**

001/19 **Hay:** That the agenda be accepted as presented and circulated.  
Carried.

**MINUTES:**

002/19 **Hay:** That we hereby acknowledge receipt of the Town of Rosetown Administration Committee minutes dated April 8, 2019 and the Family meeting dated April 10, 2019 and that these minutes shall be filed.  
Carried.

**PUBLIC FORUM:** No one present.

**CORRESPONDENCE:**

003/19 **Hay:** That the following correspondence, having been read, be filed:  
- Ministry of Health – Personal Care Home Re-Licensing.  
Carried.

**FINANCIAL REPORTS:**

004/19 **Hay:** That we hereby approve the Integrated Life Care Inc. invoice regarding Management Fees for Orange Memories March 25 to April 22, 2019 in the amount of \$4,659.41.  
Carried.

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005/19      **Hay:**                      That we hereby acknowledge receipt of the following Orange Memories April Financial reports from Integrated Life Care Inc. and that these reports shall be filed:

1.    Operational Cash Flow.
2.    Trail Balance.
3.    Profit & Loss.
4.    Balance Sheet.
5.    Reconciliation.

Carried.

006/19      **Bell:**                      That we hereby acknowledge receipt of the Orange Memories May 2019 Financial Status report.

Carried.

**ACCOUNTS:**

007/19      **Molsberry:**              That the general accounts and payroll for the month of April 2019 in the amount of \$80,283.37 are hereby approved, as attached to these minutes.

Carried.

**MANAGER REPORT:**

008/19      **Bell:**                      That we hereby acknowledge receipt of Jennifer Jedlicka, Orange Memories Manager April 2019 Manager’s report and that this report shall be filed.

Carried.

**UNFINISHED BUSINESS:**

**GROUP BENEFITS – PERMANENT FULL-TIME EMPLOYEES:**

009/19      **Hay:**                      That we hereby agree to enroll the Orange Memories permanent full-time employees in the Chamber of Commerce Group Benefits as follows:

INSURANCE TYPE	ORANGE MEMORIES PORTION	EMPLOYEE PORTION
Accidental Death & Dismemberment	0%	100%
Life Insurance	0%	100%
Extended Health Care Insurance (E81)	50%	50%
Dental Care Insurance (D11)	55%	45%
Employee Assistance Program	100%	0%
<b>Average Group Benefits:</b>	<b>50%</b>	<b>50%</b>

Carried.

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**GROUP BENEFITS – PERMANENT PART-TIME EMPLOYEES:**

010/19      **Molsberry:**                      That we hereby agree to enroll the Orange Memories permanent part-time employees, that are scheduled and work a minimum of twenty (20) hours per week and maintain said hours of work, in the Chamber of Commerce Group Benefits as follows:

INSURANCE TYPE	ORANGE MEMORIES PORTION	EMPLOYEE PORTION
Accidental Death & Dismemberment	0%	100%
Life Insurance	0%	100%
Extended Health Care Insurance (E81)	50%	50%
Dental Care Insurance (D11)	55%	45%
Employee Assistance Program	100%	0%
<b>Average Group Benefits:</b>	<b>50%</b> Carried.	<b>50%</b>

**SICK LEAVE BENEFITS – PERMANENT PART TIME:**

011/19      **Hay:**                                      That we hereby agree that permanent part-time employees shall receive eight (8) hours per calendar year of sick leave upon commencement of employment. Sick leave benefits will not accumulate or be carried forward from year to year.  
Carried.

**SHORT TERM & LONG-TERM DISABILITY:**

012/19      **Hay:**                                      That we hereby table discussion regarding short term and long term disability benefits for the Orange Memories full time employees to the October 2019 Board meeting.  
Carried.

**NEW BUSINESS:**

**ORANGE MEMORIES MANAGER:**

013/19      **Hay:**                                      That we hereby appoint Nadine Olson as the Orange Memories Manager, effective May 25, 2019.  
Carried.

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**ORANGE MEMORIES HUMAN RESOURCE MANUAL:**

- 014/19      **Bell:**                      That we hereby approve the Orange Memories Human Resource Manual, as circulated.  
Carried.

**ORANGE MEMORIES EMPLOYEE CLASSIFICATIONS:**

- 015/19      **Hay:**                      That we hereby authorize Nadine Olson, Orange Memories Manager to review the Orange Memories files and schedules and ensure that the Orange Memories employees are classified in the following categories:
- Permanent Full Time – an employee that works and/or scheduled to work a minimum of thirty-five (35) hours per week.
- Permanent Part Time – an employee that works and/or scheduled to work a minimum of twenty (20) hours per week. To maintain the Part-time designation, the employee shall maintain at least 20 hours of work per week.
- Casual – an employee that works less than twenty (20) hours per week.
- Carried.

**2017 & 2018 PERSONAL CARE HOMES INSPECTION REPORT:**

- 016/19      **Hay:**                      That we hereby acknowledge receipt of the 2017 and 2018 Personal Care Homes Inspection report regarding Orange Memories, received from the Ministry of Health, Community Care Branch and that these reports shall be filed.  
Carried.

**REGULAR MEETING DATES:**

- 017/19      **Hay:**                      That we hereby establish at the regular meetings of the Orange Memories Personal Care Home Board shall be the 2<sup>nd</sup> Wednesday of each month at 12:00 p.m. at Orange Memories.  
Carried.

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**BOARD APPOINTMENTS:**

018/19      **Molsberry:**            That we hereby make the following appointments for the Orange Memories Personal Care Home Board, effective May 7, 2019 to December 31, 2019:  
Chairman:                    Ryan Wickett  
Vice Chairman:             Rick Bell  
Secretary:                    Nadine Olson  
Carried.

**ADMINISTRATION APPOINTMENTS:**

019/19      **Hay:**                        That we hereby designate the Town of Rosetown Administration Staff as the Orange Memories bookkeepers;  
and;  
Furthermore; that we hereby make the following appointments:  
Administrator:             Michele A. Schmidt  
Treasurer:                    Amanda Bors  
Carried.

**ORANGE MEMORIES SIGNING AUTHORITIES:**

020/19      **Hay:**                        That the Orange Memories Care Home Inc. signing authority shall require two (2) signatures as follows, effective May 26, 2019:  
the Chairman or Vice Chairman or any Orange Memories Board members, with the Orange Memories Manager, Nadine Olson or the Orange Memories Administrator, Michele A. Schmidt or the Orange Memories Treasurer, Amanda Bors.  
Carried.

021/19      **Hay:**                        That the Orange Memories Manager, Nadine Olson, the Orange Memories Administrator, Michele A. Schmidt, the Orange Memories Treasurer, Amanda Bors hereby be authorized to complete those duties necessary to provide for electronic funds transfer for the Orange Memories payroll, direct deposits and CAFT Accounts, effective May 26, 2019.  
Carried.

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**ROOM RENTAL:**

022/19      **Bell:**                      That we hereby authorize Nadine Olson to review the monthly rental rate regarding room 114 and if this room is still receiving the reduced rental rate, offered by Integrated Life Care Inc., that the 60 day written notice be provide that the rental rate for room 114 will be \$4,347.20 per month.  
Carried.

023/19      **Molsberry:**                That we hereby adjust the approved couple monthly rental rate for room 103 and 107 to \$5,847.20 per month;  
and;  
Furthermore; that any new couples moving into Orange Memories shall be charged the couple monthly rental rate of \$5,915.00.  
Carried.

**SEMI-ANNUAL FAMILY MEETINGS:**

024/19      **Hay:**                              That we hereby agree to establish semi-annual family meeting with the Orange Memories Resident's families in April and October of each year on the 3<sup>rd</sup> Wednesday of the Month.  
Carried.

**BYLAW NO. 001-19:**

025/19      **Hay:**                              That Bylaw No. 001-19 a Bylaw to establish the Orange Memoires Personal Care Home Management Board procedure, hereby be introduced and read a first time.  
Carried.

026/19      **Molsberry:**                That Bylaw No. 001-19 hereby be read a second time.  
Carried.

027/19      **Bell:**                              That Bylaw No. 001-19 hereby be given three readings at this meeting.  
Carried Unanimously.

028/19      **Hay:**                              That Bylaw No. 001-19 a Bylaw to establish the Orange Memoires Personal Care Home Management Board procedure, hereby be read a third time and hereby be adopted.  
Carried.

