



Laura Lee Machell-Cunningham Division 5 & Carrie Fobes Division 4

MEETING MINUTES

FOR THE REGULAR BOARD MEETING OF THE DIRECTORS OF
KNEEHILL HOUSING CORPORATION

Monday, October 2, 2023 5:00 PM

1. CALL TO ORDER:

Chair Robinson called the meeting to order at 5:05 p.m.

2. PERSONS PRESENT:

Present: Chair Robinson

Directors: Fobes, Machell-Cunningham, Cunningham, Hazelton, CAO Julie Miller, Housing Coordinator Crystal Hodgkiss, Auditor Justin Gitzel

Absent: Directors Lammle, Kuiken

3. AGENDA APPROVAL

Director Fobes moved to accept the agenda as presented.

MOTION CARRIED

4. APPROVAL OF MINUTES

Board Meeting September 20, 2023

Director Cunningham moved to accept the September 20, 2023 meeting minutes as presented.

MOTION CARRIED

5. CORRESPONDENCE:

Nothing to present at this time.

MOTION CARRIED



6. FINANCIAL REPORTS

6.1: GHL Monthly Profit & Loss (August)

6.2: HSG Monthly Profit & Loss (August)

6.3: YTD – GHL January-August 2023

6.4: YTD – HSG January-August 2023

6.5: Bank Recs – Operating Account (August)

Director Cunningham moved to accept the Financial Reports as presented.

MOTION CARRIED

7. FINANCIAL AUDIT REVIEW AND APPROVAL

Auditor Justin Gitzel presented the audit and financial statements for 2022.

Director Hazelton moved to accept the Financial Audit Review statements for 2022 as presented.

MOTION CARRIED

Break: 6:10 p.m.

Reconvene: 6:30 p.m.

8. COMMITTEE REPORTS

Currently working on the CAO review.

9. NEW BUSINESS

9.1: Board Policy Manual

CAO Miller reviewed the document she sent to the Board in August.

Change for Section 1: Board Member should be changed to Board Executives.

Terms for the Board Chair and Co-Chair will be limited to 4 consecutive years.

Change for Section 10 – Renumeration: Amounts will be changed to \$250 for full-day and \$125 for ½-day if the Board member attends a conference or special meetings on behalf of Kneehill Housing.

The existing Board Policies will be abolished and are now included in the Board Policy Manual that includes Code of Ethics and Oath of Confidentiality.

Director Fobes moved to accept the Board Policy Manual as amended.

MOTION CARRIED



9.2: Policy Review – Vacation Pay

Director Cunningham moved to approve as presented.

MOTION CARRIED

9.3: Policy Review – Sick Leave Policy

CAO Miller updated wording to align with current employment standards.

Director Fobes moved to approve as amended.

MOTION CARRIED

9.4: Policy Review – Staff Fire Procedures

CAO Miller recommended deleting this policy and following the fire procedures policy in place for tenants and residents.

Director Machell-Cunningham moved to delete this policy.

MOTION CARRIED

9.5: Policy Review – Benefit Policy

A discussion about the benefits percentage paid occurred.

Director Hazelton moved to table this discussion to a future meeting.

TABLED

9.6: Policy Review – Statutory Holidays

No changes to this policy.

Director Cunningham moved to approve as presented.

MOTION CARRIED

9.7: Policy Review – Protected Leaves

No changes to this policy.

Director Fobes moved to approve as presented.

MOTION CARRIED

9.8: Policy Review – Training and Development

CAO Miller updated this policy to show all training and meetings are mandatory.

Director Machell-Cunningham moved to approve as amended.

MOTION CARRIED



9.9: Policy Review – Dress Code

CAO Miller updated to include some new positions and added acceptable footwear and beard nets.

Director Hazelton moved to approve as amended.

MOTION CARRIED

9.10: Policy Review – Hiring Policy

CAO Miller changed the policy to post internally and externally concurrently.

The section outlining the Board being involved in all hiring will be changed to say “the Board will recruit, interview, and hire for the CAO position.

Orientation will take place while waiting for a new hire to obtain a criminal background check, but not work alone.

The Board expressed concerns about this, and it was decided to explore this topic in further detail. It was also discussed that the wording “relatively minor record” is too ambiguous and would need to be more defined.

Director Fobes moved to table this discussion to a future meeting.

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9.11: Policy Review – Hours of Work (old and new replacement)

CAO Miller presented an updated version of this document.

Director Cunningham moved to replace the old policy with the updated version.

MOTION CARRIED

9.12: Policy Review – Return to Work

CAO Miller presented this new policy that outlines the information and duties required of an employee on a leave of absence.

Director Machell-Cunningham moved to accept the new policy as presented.

MOTION CARRIED

11. CAO Report

CAO Miller reviewed the work done by the finance administrator to review the covid expenses claimed by GHL vs. payments from the Province.

She is currently exploring a volunteer opportunity to build connections for job experience within KHC.

A part-time executive assistant is still required to support the CAO and the job description and wages are being reviewed.

No motion was made to accept this report

In-camera: 7:39 p.m.



Out-of-camera: 7:49 p.m.

12. REPORT FROM THE CHAIR

Nothing to report at this time.

13. OTHER BUSINESS

Nothing to report at this time.

14. DATE OF NEXT MEETING:

November 29, 2023 at 6:00 p.m.

15. ADJOURNMENT

Chair Robinson adjourned the meeting at 7:50 p.m.

