

**CASSELLHOLME  
BOARD OF MANAGEMENT MEETING**



**MONDAY APRIL 23, 2018**

**MINUTES**

**Date:** April 23, 2018

**Location:** Cassellholme Garden Room

**Present:** Chris Mayne  
Mark King  
Sherry Culling  
Walter Ross  
Tamela Price-Fry  
Dean Backer  
Al MacDonald

**Staff:** Jamie Lowery, Chief Executive Officer  
Richard Campbell, Chief Financial Officer  
Julie Pilkey, Recording Secretary

**Guest:** Paul Mitchell, Nathan Jensen

**Regrets:** Tanya Vrebosch

	ITEM	ACTION
<b>A. CALL TO ORDER</b>		
	<p><i>“Moved by Mark King and seconded by Al MacDonald that the meeting be called to order at 6:10 p.m.”</i></p> <p><b>Res. #15-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>1. Approval of Agenda</b>		
	<p><i>“Moved by Tamela Price-Fry and seconded by Sherry Culling that the agenda for this meeting be approved as presented.”</i></p> <p><b>Res. #16-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>2. Conflict of Interest</b>		
	<p><i>“Moved by Walter Ross and seconded by Sherry Culling that no member present has declared a conflict of interest.”</i></p> <p><b>Res.#17-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>3. Approval of Minutes</b>		
	<p><b>3.1 Approval of Minutes of the Regular Meeting held on February 22, 2018</b></p> <p><i>“Moved by Tamela Price-Fry and seconded by Mark King that the minutes of the Regular Meeting held on February 22, 2018, be adopted as presented.”</i></p> <p><b>Res.#18-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

## 4. Business Arising

### 4.1 Redevelopment

Jamie Lowery announced that all Municipalities have signed the resolution that was presented at the Meeting with all the Municipalities. Jamie noted a concern with the recent compliance report falsely accusing Cassellholme “needs improvement” based on an algorithm used with data from 2016. This concern has been addressed and corrected.

A photo op will be planned before the Rit drops. The 5 remaining Municipalities will be invited to take part in the tender process. A ceremony will be tentatively planned prior to May 7, 2018. Jamie also noted the Ministry likes our Hub concept and may use our model around Ontario.

Paul Mitchell and Nathan Jensen spoke on the redevelopment. Levies could be reduced with the use of a Co-Gen, lowering hydro, adding a clinic and senior center, while still maintaining quality care. The 248 bed tender will be ready soon. If approved for 264 beds, designs could be ready and tender starting in October 2018. Will need one month to accept tenders. If the LEAD Program expires before approval, changes will be needed to upgrade to LEAD 4. Paul noted it will take approximately 2 years to complete each Phase. Phase 1 could be completed by Dec 2020.

## 5. Cassellholme Operations

### 5.1 Sick Leave Reserve

A reserve fund has been set up for sick leave on the 2017 Financial Statements.

### 5.2 Budget to Actuals

Ric Campbell reviewed the Revenue and Expense Analysis and Funding Envelopes. Ric noted NFS department are reviewing their ordering processes. They have changed the quality of meat and are shopping local, as well as changed their thickener product.

*“Moved by Tamela Price-Fry and seconded by Al MacDonald that the 2018 Revenue and Expense Analysis, as of March 31, 2018, be adopted as presented.”*

**Res.#19-18**

**Carried**

*“Moved by Walter Ross and seconded by Mark King that the 2018/2017 Comparison of Funding Envelopes, be adopted as presented.”*

**Res.#20-18**

**Carried**

## 6. Community Support Services

CSS has partnered with the DSAAB, LHIN and CTS to recruit nursing staff from those in the Ontario Works Program.

The new homemaking program is helping to remove clients off the wait list. The program also offers lawn care and snow removal to seniors at the \$7.00 an hour rate. This will help seniors maintain their homes at affordable rates and keep them in their homes longer.

## 7. New Business

### 7.1 Cassellholme Logo and Reimaging “Aging”

Jamie presented the Bus poster board with the new design for Cassellholme’s website. Jamie is requesting the Cassellholme heart logo be redesigned. Web designers will create a new logo and bring back to the Board for approval.

### 7.2 Status with the Ministry

Jamie discussed an incident that occurred at the Minister’s office a while back with an individual with a negative attitude towards Cassellholme’s redevelopment. He explained the data they use to rate Homes is not in real time. Corrections have been made and resolved.

### 7.3 Long Term Service Awards and Dinner – May 10, 2018 @ 5:30 p.m.

The Board of Management are invited to attend. The event will be held in the Cassellholme Auditorium. Julie will send out a reminder email to the Board Members.

Julie

## B. CORRESPONDENCE

Jamie received a thank you card from Tanya Vrebosch for the flowers sent from the Board to congratulate her on her new baby.

## C. REQUEST FOR FUTURE AGENDA ITEMS

No items noted

## D. DATE OF NEXT MEETING

May 24, 2018 – Regular Board Meeting, Cassellholme Garden Room

## E. ADJOURNMENT

*“Moved by Tamela Price-Fry and seconded by Sherry Culling that the meeting be adjourned at 7:05 p.m.*

**Res. 21-18**

**Carried**

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Secretary

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Chairman