

**CASELLHOLME  
BOARD OF MANAGEMENT MEETING**



**THURSDAY MAY 24, 2018**

**MINUTES**

**Date:** May 24, 2018

**Location:** Cassellholme Garden Room

**Present:** Mark King  
Dean Backer  
Sherry Culling  
Walter Ross  
Tamela Price-Fry

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

**Guest:**

**Regrets:** Tanya Vrebosch (*Maternity Leave of Absence*)  
Ric Campbell  
Al MacDonald

	ITEM	ACTION
<b>A. CALL TO ORDER</b>		
	<p><i>“Moved by Walter Ross and seconded by Sherry Culling that the meeting be called to order at 5:08 p.m.”</i></p> <p><b>Res. #22-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>1. Approval of Agenda</b>		
	<p>Jamie requested to add the following agenda items: 4.2 Compliance Inspection 4.3 PSW Recruit</p> <p><i>“Moved by Dean Backer and seconded by Tamela Price-Fry that the agenda for this meeting be approved as amended.”</i></p> <p><b>Res. #23-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>2. Conflict of Interest</b>		
	<p><i>“Moved by Dean Backer and seconded by Walter Ross that no member present has declared a conflict of interest.”</i></p> <p><b>Res.#24-18</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 April 23, 2018</b></p> <p><i>“Moved by Sherry Culling and seconded by Tamela Price-Fry that the minutes of the Regular Meeting held on April 23, 2018, be adopted as presented.”</i></p> <p><b>Res.#25-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

## 4. Business Arising

### 4.1 Redevelopment

Jamie Lowery announced that the redevelopment is on hold. Cassellholme is not receiving any additional beds at this time. It is under review until after the election. Jamie noted most beds went to Liberal ridings with the for-profit homes received the majority of beds.

It was suggested that the Board be pro-active and arrange a meeting with the Mayors and Don Gracey as soon as the election is over. Jamie to contact Don Gracey to see if he will be available on June 13<sup>th</sup>, 2018 and Julie will send out the invites.

Jamie  
Julie

### 4.2 Compliance Inspection

Jamie received the Compliance Inspection from the Ministry today. Inspectors were at Cassellholme on March 26-29/18 and April 3-6/18 to conduct a Critical Incident System Inspection. The inspectors reviewed 18 critical incidents. Cassellholme received zero orders, 3 written notices and 3 voluntary plan of corrections. Jamie explained how incidents get reported and some are called in anonymously. The Board members were pleased with the results presented.

## 5. Cassellholme Operations

### 5.1 2018 Base Funding Increases MOH-LTC

Jamie explained the funding increases as noted in the attachment. Jamie also noted the CMI is low and looking at ways to increase funding.

Cassellholme received a letter from the Ministry announcing \$106,000.00 to hire one additional Registered Nurse.

*“Moved by Walter Ross and seconded by Dean Backer that the 2018 Base Funding Increases MOH-LTC, be adopted as presented.”*

**Res.#26-18**

**Carried**

## 6. Community Support Services

### 6.1 PSW Recruitment

In collaboration with the DNSSAB, LHIN and CTS, 13 candidates have been selected to participate in the PSW 9-month training program. Placements will be done at Cassellholme.

Candidates will sign a 3 year contract to work at Cassellholme.

The CSS Homemaker program is down to 50 clients on the waiting list now.

## 7. New Business

### 7.1 Cassellholme Logo and Tagline Options

The Board reviewed and discussed the 4 logo and tagline options presented.

*“Moved by Dean Backer and seconded by Sherry Culling that the Board has agreed on Option #1 for the Cassellholme logo and Tagline for the new Website and Branding.”*

**Res.#27-18**

**Carried**

**B. CORRESPONDENCE**

	No items noted	
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**C. REQUEST FOR FUTURE AGENDA ITEMS**

	No items noted	
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**D. DATE OF NEXT MEETING**

	The Board agreed to take the summer months off and resume again on September 27, 2018 – or at the call of the Chair, if requested.	
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**E. ADJOURNMENT**

	<p><i>“Moved by Walter Ross and seconded by Tamela Price-Fry that the meeting be adjourned at 5:48 p.m.</i></p> <p><b>Res. 28-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
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**Secretary**

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**Chairman**