

**Thursday, February 28, 2019**

**MINUTES**

**Date:** February 28, 2019

**Location:** Cassellholme Garden Room

**Present:** Chris Mayne  
 Mark King  
 Tanya Vrebosch  
 Dean Backer  
 Tamela Price-Fry  
 Sherry Culling  
 Terry Kelly

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

**Guests:** Elio Tignanelli, Family Council

**Regrets:**

	ITEM	ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><i>"Moved by Dean Backer and seconded by Sherry Culling that the meeting be called to order at 5:08 p.m."</i></p> <p><b>Res. #11-19</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>1. Welcome New Board Member</b>	
	<p>New Board Member, Terry Kelly, was welcomed at last meeting – January 24/19. Terry will need an orientation package and a tour of Cassellholme. Julie to book and confirm with Jamie.</p>	
	<b>2. Approval of Agenda</b>	
	<p>Additions/Changes to the following Agenda Items:                      8.0 In-Camera Session                          8.1 Contractor – Personnel Issue                          8.2 Human Resources – Legal Issue                      9.0 New Business                          9.1 Trout Creek</p> <p><i>"Moved by Terry Kelly and seconded by Tamela Price-Fry that the agenda for this meeting be approved as amended."</i></p> <p><b>Res. #12-19</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>3. Conflict of Interest</b>	
	<p><i>"Moved by Sherry Culling and seconded by Mark King that no member present has declared a conflict of interest."</i></p> <p><b>Res. #13-19</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>4. Approval of Minutes</b>	
	<p><b>4.1 Approval of Minutes of the Regular Meeting held on January 24, 2019</b></p> <p><i>"Moved by Terry Kelly and seconded by Tanya Vrebosch that the minutes of the Regular Meeting held on January 24, 2019, be adopted as presented."</i></p> <p><b>Res. #14-19</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

## 5. Business Arising

### 5.1 Municipality Resolutions

Still waiting for resolutions from Mattawan, Bonfield and East Ferris. Bonfield and East Ferris will be presenting the resolution at their council meetings on March 13/19. The Ministry is ready to go as soon as all the resolutions are in. The letter regarding South Algonquin was received by Minister Christine Elliott.

### 5.2 Redevelopment

Jamie discussed the equipment issues that have arisen within the existing building do to the length of time it has taken to have the capital project approved. This information was added to the Municipal Levy letters as an additional Capital amount to cover repair or replacement of the following items:

- Air conditioning units on the roof
- Main elevator replacement (which is 56 years old)
- Repairs to roof leaks on Apple and Maple (approx. 34 years old)

Jamie noted the LHIN may provide funding for the roof repairs. Quotes have been received for the air conditioning units and elevator with repairs to be completed in the spring.

Jamie stated that tenders could tentatively go out in late November/December 2019, award in January 2020, and construction to begin in the Spring of 2020. Architects are currently on hold until more information becomes available. Discussed having a sub-committee for the tender details.

The Government announced changes to the LHIN to dissolve the existing agencies and make 5 super-agencies. Jamie will keep the Board updated as more information becomes available.

## 6. Cassellholme Operations

### 6.1 Outbreak

Cassellholme is currently in a facility-wide respiratory outbreak.

### 6.2 Flood – January 28/19

On January 28, 2019 a flood occurred on Apple Street. Residents were evacuated and relocated to other vacant rooms until repairs and clean-up were completed. Jamie noted the excellent staff response to ensure the safety of all residents and the quick reaction to contain the flood from spreading.

### 6.3 Staffing

CUPE signed off on the new Helping Hands positions. Job postings went up this week, for internal staff to apply. This should eliminate the use of the Plan A staffing agency. Management is attending arbitration with ONA to discuss management rights. Jamie noted there are currently 8 PSW vacancies.

## 7. Community Support Services

Staffing and wait lists are excellent. There are currently zero applicants on the homemaker waiting list.

## 8. In-Camera Session

### 8.1 Contractor – Personnel Issue

### 8.2 Human Resources – Legal Issue

*“Moved by Tanya Vrebosch and seconded by Mark King that the Board proceed to an in-camera session at 5:30 p.m.”*

**Res. #15-19**

**Carried**

*“Moved by Terry Kelly and seconded by Dean Backer that the in-camera session be adjourned at 5:46 p.m.”*

**Res. #16-19**

**Carried**

<b>9. New Business</b>	
<p><b>9.1 Trout Creek</b>  A new owner has purchased the Lady Isabelle building and land in Trout Creek. A retirement home will be developed first, followed by a long-term care home. 96 beds. Jamie has been approached to have Cassellholme provide the management services (laundry, meals, admin, etc). Jamie suggested having it run through Castle Arms as a separate entity. More information will be presented to the Board as it becomes available.</p> <p>Belvedere Heights has approached Jamie and Ric again to provide administration services. Ric will look at funding and staffing.</p>	
<b>B. CORRESPONDENCE</b>	
<p><b>B.1 Thank You Letter to Staff – Flood on Apple Street</b>  All staff working on the day of the flood received a thank you letter from Jamie, 113 staff in total. Staff were also invited to a Chinese Luncheon as an additional thank you for all their hard work and dedication.</p> <p><b>B.2 Cassellholme 2019 Calendars</b>  All Board Members received a 2019 Calendar. Calendar pictures were designed by Cassellholme residents as a fundraiser.</p>	
<b>C. DATE OF NEXT MEETING</b>	
<p>The next Board Meeting is scheduled for March 28, 2019 – Cassellholme Garden Room @ 5:00 p.m. Tanya Vrebosch sends her regrets, as she will not be able to attend.</p>	
<b>E. ADJOURNMENT</b>	
<p><i>“Moved by Dean Backer and seconded by Tanya Vrebosch that the meeting be adjourned at 6:01 p.m.”</i></p> <p><b>Res. #17 -19</b></p>	<b><u>Carried</u></b>

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**Secretary**

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**Chairman**