

**WEDNESDAY OCTOBER 10, 2018**

**MINUTES**

**Date:** October 10, 2018

**Location:** Cassellholme Garden Room

**Present:** Chris Mayne  
Tanya Vrebosch  
Sherry Culling  
Walter Ross  
Tamela Price-Fry

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

**Guest:** Shani Giroux, Director of Human Resources

**Regrets:** Mark King  
Walter Ross

	ITEM	ACTION
<b>A. CALL TO ORDER</b>		
	<p><i>“Moved by Dean Backer and seconded by Tanya Vrebosch that the meeting be called to order at 5:25 p.m.”</i></p> <p><b>Res. #29-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>1. Approval of Agenda</b>		
	<p>The following Agenda items were added: 5.2 Redevelopment Communication 6.2 Replies to RFP PHARA 6.3 M.A.I.D. Update 6.4 Cannabis 8.6 Satisfaction Survey – Preliminary Results 8.7 Remembrance Day Service - Volunteer Needed – Nov. 11/18</p> <p><i>“Moved by Tamela Price-Fry and seconded by Dean Backer that the agenda for this meeting be approved as amended.”</i></p> <p><b>Res. #30-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>2. Conflict of Interest</b>		
	<p><i>“Moved by Sherry Culling and seconded by Dean Backer that no member present has declared a conflict of interest.”</i></p> <p><b>Res.#31-18</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 May 24, 2018</b></p> <p><i>“Moved by Dean Backer and seconded by Tamela Price-Fry that the minutes of the Regular Meeting held on May 24, 2018, be adopted as presented.”</i></p> <p><b>Res.#32-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

## 4. In-Camera Session

*“Moved by Sherry Culling and seconded by Dean Backer that the Board proceed to an In-Camera session at 5:34 p.m.”*

**Res.#33-18**

**Carried**

**4.1 Personnel Matter** (Shani Giroux)

**4.2 Legal Matter** (Shani Giroux)

*“Moved by Tanya Vrebosch and seconded by Dean Backer that the In-Camera session be adjourned at 6:01 p.m.”*

**Res.#34-18**

**Carried**

## 5. Business Arising

### 5.1 Redevelopment Update

Jamie stated the LHIN has been in caretaker mode since June. South Algonquin is still wanting out. Jamie sent a response letter to Mayor Jane Dumas. Copies were sent to Chris & Mark. Jamie sent a letter to the Ministry, explaining the money up front and our request for 24 beds (8 dementia and 16 first nations).  
October 22, 2018 will be the Municipal Election. New council will be selected and will begin sitting on the Board in January 2019.

### 5.2 Redevelopment Communication

Councilors have been campaigning and have included Cassellholme in their platforms. The North Bay Nugget has been miss-informed regarding Cassellholme. The Board has agreed to write to the Nugget with corrections after the election.

## 6. Cassellholme Operations

### 6.1 Cassellholme Budget to Actual Review at August 31, 2018

Ric Campbell discussed the report, noting the high Plan A costs.

*“Moved by Dean Backer and seconded by Tanya Vrebosch that the Budget to Actual Review at August 31, 2018, be adopted as presented.”*

**Res.#35-18**

**Carried**

### 6.2 RFP's PHARA

Jamie discussed revenue opportunities. Trout Creek – receive a fee to run the Home. A new development in Callander – gated community for seniors 55 and up.

### 6.3 M.A.I.D. Update

Jamie noted the challenges to meet. Policy is large and complicated. There isn't a designated room, stating there should be one on each floor. 2 doctors must give their consent to confirm the resident's wishes. The policy will be relooked at and finalized. Jamie will send out to everyone when completed.

### 6.4 Cannabis

The new cannabis law will come into effect on October 17/18. Shani stated the policy will mirror our current tobacco use that there will be no smoking in the building. A staff policy is being developed.

## 7. Community Support Services

### 7.1 Homemaker Program

CSS has trained and hired new staff to work as homemakers. A retired PSW from Cassellholme has also been hired as a homemaker.

## 8. New Business

### 8.1 Health Human Resources Crisis (PSW, RN) (*Jamie Lowery/Shani Giroux*)

A PSW Summit was held to get staff feedback with problems and their input on solution ideas. Management is looking at a new Helping Hands program to provide feeding, portering, cleaning, making beds, etc. when short staffed. This will give PSW's time to provide care. A trial was held during the last outbreak for housekeeping, laundry and NFS. It was well received with positive feedback.

### 8.2 Bus Launch Event

The Bus Launch is planned for October 23, 2018

### 8.3 Cassellholme Letterhead & Business Cards

Julie to send out to the Board Members for their input

### 8.4 Region 8 – AGM Conference & Retreat

Cassellholme will be hosting the Region 8 AGM again this year. The Conference will be held from October 17/18 – October 19/18 at the Terrace Suites in Callander.

### 8.5 Cassellholme Staff Christmas Party – November 30, 2018

The dinner and party will be held at the Best Western, Lakeshore Drive. Julie to send invites to all Board Members.

### 8.6 Satisfaction Survey – Preliminary Results

Jillian Marchand, Resident Services Coordinator, provided a handout to give out at the meeting. Jamie discussed the survey. Jamie mentioned the possibility of offering oral care to residents using a company called Dr. Dent. They would share the Hairdresser shop and provide mobile care throughout the Home. They are currently looking for a hygienist.

### 8.7 Remembrance Day Service – Volunteer Needed – November 11, 2018

The Board suggested a member of the Family Council be selected. Chris volunteered if needed.

## B. CORRESPONDENCE

Newspaper article, titled "Giroux calls for better care for seniors" and copy response letter sent to Henri Giroux from Chris Mayne, included in package.

## C. REQUEST FOR FUTURE AGENDA ITEMS

None noted  
Email Julie if you have any future agenda items

<b>D. DATE OF NEXT MEETING</b>		
	November 21, 2018 – Regular Board Meeting, Cassellholme Garden Room	
<b>E. ADJOURNMENT</b>		
	<p><i>“Moved by Sherry Culling and seconded by Tanya Vrebosch that the meeting be adjourned at 6:55 p.m.</i></p> <p><b>Res. 36-18</b></p>	<p><b><u>Carried</u></b></p>

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**Secretary**

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**Chairman**