

Thursday, March 26, 2020

MINUTES

Date: March 26, 2020

Location: ZOOM Meeting

Present: Chris Mayne
 Mark King
 Terry Kelly
 Dean Backer
 Tanya Vrebosch

Staff: Jamie Lowery, CEO
 Billy Brooks, Finance Manager
 Julie Pilkey, Recording Secretary

Regrets: **Guests:** Dave Smits, Project Manager

| | ITEM | ACTION |
|--------------------------------|---|--------|
| A. CALL TO ORDER | | |
| | <p><i>"Moved by Tanya Vrebosch and seconded by Dean Backer that the meeting be called to order at 5:35 p.m."</i></p> <p>Res. #09-20 <u>Carried</u></p> | |
| 1. Approval of Agenda | | |
| | <p><i>"Moved by Terry Kelly and seconded by Mark King that the agenda for this meeting be approved presented."</i></p> <p>Res. #10-20 <u>Carried</u></p> | |
| 2. Conflict of Interest | | |
| | <p><i>"Moved by Mark King and seconded by Dean Backer that no member present has declared a conflict of interest."</i></p> <p>Res. #11-20 <u>Carried</u></p> | |
| 3. Approval of Minutes | | |
| | <p>3.1 Approval of Minutes of the Regular Meeting held on March 5, 2020</p> <p><i>"Moved by Dean Backer and seconded by Tanya Vrebosch that the minutes of the Regular Meeting held on March 5, 2020, be adopted as presented."</i></p> <p>Res. #12-20 <u>Carried</u></p> | |
| 4. Business Arising | | |
| | No business arising | |

5. Cassellholme Operations

5.1 COVID-19

Management staff are meeting daily. Adopting new practices as they arise. Receiving support from Queens Park.

The Minister of Long-Term Care announced a one-time emergency funding of \$75,000 to support increased operational costs related to COVID-19.

The 400 Club is closed. Staff are now assisting on the floors. 95% of staff continue to work with some staff off for lack of childcare. Visitors are restricted to palliative residents only and screened upon arrival. Staff are screened coming into the building and temperatures are taken. Discussed taking patients from the hospital and segregating them to Apple Street, moving existing residents. All admissions and re-admissions will be tested and screened. Staff will be assigned to Apple only to minimize movement. RN's providing care will wear PPE.

A newsletter was sent out to all staff to help answer their questions and concerns. (Newsletter also emailed to Board members).

Cassellholme has an extensive supply of PPE located in the boiler room. Staff are being retrained on the proper way to apply PPE. A detailed inventory supply list of PPE is being collected to track usage.

Activity staff are offering virtual visits to residents and their families using face time, skype, messenger, etc.

The Alzheimer's room (old boardroom) could be used as a place for staff to sleep and shower, if needed.

A contingency plan is in place to use the PSW students who are at the end of their placements and using staff from other areas/departments, if needed.

5.2 Lady Isabelle

Discussed during Castle Arms Board Meeting

5.3 2020 Interim Budget (Billy Brooks)

Billy discussed budget and provided a power point presentation.

"Moved by Mark King and seconded by Terry Kelly that the Board approve the 2020 Interim Budget for Cassellholme, as presented."

Res. #13-20

Carried

5.4 TD Online Banking

Billy explained that we are requesting the Board's approval to improve our online banking process. The approval will allow Julie Pilkey and Billy Brooks to have full access to add vendors, make online payments and deposit scanned cheques.

Also looking at processes to set up payroll, accounts payable and resident accounts to work remotely, if needed.

"Moved by Tanya Vrebosch and seconded by Dean Backer that the Board approve to amend our Web Business Banking (Company ID 68655), Payments & Transfers Service to Full Access Bill Payment option, effective immediately."

Res. #14-20

Carried

6. Redevelopment

6.1 Redevelopment Update (Dave Smits)

Dave updated the Board on the progress and discussed the tender process. Dave received a list of questions/concerns from the Ministry regarding the clarifications on the drawings. Dave to meet with Angie, Dan & Jamie to review the answers, then send back to the Ministry for final approval. Continuing with the equipment list and pricing.

7. Community Support Services

CSS is fully staffed. Clients wanting to cancel services during the COVID-19 pandemic. Refusing to let staff in their homes. Staff are checking on all clients who do not have families to ensure they have groceries and supplies and providing a delivery service.

| | | |
|---|--|-----------------------|
| 8. New Business | | |
| | 8.1 OHT OHT is currently on hold so businesses/organizations can focus on the COVID-19 pandemic. | |
| B. CORRESPONDENCE | | |
| | B.1 CUPE Letter Discussed the letter of reference to Eastholme Board members. Chris to follow-up. | |
| C. REQUEST FOR FUTURE AGENDA ITEMS | | |
| | No items noted | |
| D. DATE OF NEXT MEETING | | |
| | Thursday April 23, 2020 @ 5:00 p.m. – ZOOM Meeting or at the call of the Chair. | |
| E. ADJOURNMENT | | |
| | <i>“Moved by Dean Backer and seconded by Terry Kelly that the meeting be adjourned at 7:31 p.m.”</i> Res. #15-20 | <u>Carried</u> |

Secretary

Chairman