

Wednesday, March 5, 2020

MINUTES

Date: March 5, 2020

Location: Cassellholme - Garden Room

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: Angie Punnett, Director of Operations
 Jillian Duchesne, Resident Services
 Dave Smits, Project Manager
 Dean Decaire, BDO
 Blanch-Helene Tremblay, Family Council

	ITEM	ACTION
A. CALL TO ORDER		
	<p><i>"Moved by Dean Backer and seconded by Mark King that the meeting be called to order at 5:24 p.m."</i></p> <p>Res. #01-20 <u>Carried</u></p>	
1. Approval of Agenda		
	<p>Move BDO Presentation (9.3) to the beginning of the Meeting, due to time constraints.</p> <p><i>"Moved by Terry Kelly and seconded by Dean Backer that the agenda for this meeting be approved amended."</i></p> <p>Res. #02-20 <u>Carried</u></p>	
2. Conflict of Interest		
	<p><i>"Moved by Mark King and seconded by Terry Kelly that no member present has declared a conflict of interest."</i></p> <p>Res. #03-20 <u>Carried</u></p>	
3. Approval of Minutes		
	<p>3.1 Approval of Minutes of the Regular Meeting held on December 18, 2019 <i>(Note – meetings were cancelled for Jan 23/20 & Feb 27/20)</i></p> <p><i>"Moved by Terry Kelly and seconded by Dean Backer that the minutes of the Regular Meeting held on December 18, 2019, be adopted as presented."</i></p> <p>Res. #04-20 <u>Carried</u></p>	
4. Business Arising		
	No business arising	

5. Cassellholme Operations

5.1 Year End Financials (Subject to Audit & Adjustments)

Billy reviewed the Financials, noting the figures are subject to the Audit & Adjustments. The LHIN is no longer providing free OT, speech therapy, etc. It is now a paid service. Our Dietitian includes increased responsibilities in her contract. Physio funding was reduced. Our provider has reduced their fees but will provide the same amount of physio. Assessments are done on an hourly rate. Residents pay, effective Jan 1/20.

6. Redevelopment

6.1 Redevelopment Update (Dave Smits)

Dave updated the Board on the progress since the Procurement & Finance Committee Meeting. He has received guidance to the structure process. He discussed the importance for those submitting tenders, that they must know how to manage safety, infection control, etc., and have bonding references. BDO continues to do their work with the private sector interest and will report back. A general update will be going out to the Municipalities shortly.

7. IN-CAMERA

“Moved by Tanya Vrebosch and seconded by Dean Backer that the Board proceed to an In-Camera Session at 6:00 p.m.”

Res. #05-20

Carried

7.1 Redevelopment (Dave Smits)

7.2 Finance & Procurement – Sub-Committee Minutes

“Moved by Mark King and seconded by Terry Kelly that the In-Camera Session be adjourned at 6:20 p.m.”

Res. #06-20

Carried

8. Community Support Services

Jamie noted our CSS program is the most successful in the Region with 30 staff and 163 clients. Tanya is requesting an update on the waiting list for next meeting.

9. New Business

9.1 Ministry Inspections

Jamie discussed the recent ministry visits. Inspector was here for 1 week to investigate 1 complaint with no findings. They were also here for a critical incident with a voluntary plan of action. Jamie noted the Ministry has discontinued the annual RQI visits and only come on an as-needed basis. Reports are now received in days instead of months.

9.2 Ontario Health Team (OHT) (Paul Preston)

Paul Preston was unable to attend. Jamie updated on the progress noting Almaguin District , Powassan to Huntsville, will be joining the North region.

!st year Population Group will be inviting families and clients to share stories and services at a focus group. An expert in LEAN has been hired to tease out improvements and streamline processes. Jamie noted the Hospital and Phara are now affiliates instead of members. 2nd year will be focused on Health & Addiction.

9.3 BDO Presentation (Dean Decaire)

Dean Decaire provided a presentation on the Audit Planning process. Dean reviewed the checklist with the Board Members, discussed the deadline for 2019 invoices to be entered (Jan 31/20 is our cut-off). The Audit will begin the week of March 9/20 with a review the week of April 20/20, presenting to the Board on April 23/20. Dean also noted that he can be called to any meeting at the call of the Chair.

	<p>9.4 Pharmacy Contract – Rexall 3 groups submitted RFP’s to apply for the Pharmacy contract. Rexall was the successful bidder. They will provide enhanced services, contribute grants, financial support, technology grant, foundation grant. They will improve the EMAR system. Rexall has a process to streamline the transfer from Medical Pharmacies.</p> <p>9.5 Wi-Fi Proposal Billy explained the need to update technology, software programs, etc. Our current Wi-Fi system has outdated switches and not enough access points. Staff constantly complain about dropped calls and poor connections to the med carts. The cost for the upgrade is included in the 2020 budget. The new system will be transferable to the new building.</p> <p><i>“Moved by Tanya Vrebosch and seconded by Dean Backer that the Board approve the Wi-Fi expenditure as outlined in the memo. The total cost of the upgrade is \$55,465. Work will begin ASAP, following delivery of the equipment.”</i></p> <p>Res. #07-20 <u>Carried</u></p> <p>9.6 Family Council – New Brochure (Jillian Duchesne) Jillian presented a sample brochure, created with Family Council member, Nancy Tod. The brochure will be handed out to families at admission to encourage families to join the Family Council. A “Saying Goodbye” booklet has also been created (currently draft), designed with a Family Council family who sourced out the content. The booklet is designed to help families as they prepare or deal with the death of a loved one. Jillian also presented a beautiful quilt, attached with a welcome card. Quilts are given to new residents at admission. The quilts are made by the Sew to Sew quilting group, Lynn Morison. Jillian is responsible for the navigation of families and residents. She meets with families 1 week after admission, 4 weeks to see how they are doing/coping, and at 6 weeks for a Care Conference. She is also available any time in between to help.</p>	
B. CORRESPONDENCE		
	<p>Pandemic Plan – Jamie presented our Policy & Procedure binder with our Pandemic Plan. Jamie noted we are prepared for the Covid-19 with extensive supplies (masks (1000+), gowns, etc). Prepared to screen staff, residents & visitors, if needed. New handwashing signs and stands have been purchased and put at the entrances.</p>	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	<p>Tanya Vrebosch is requesting an update on the Community Support Services waiting list.</p>	<p>Add to next meeting</p>
D. DATE OF NEXT MEETING		
	<p>Thursday March 26, 2020 @ 5:00 p.m. – Cassellholme Garden Room or at the call of the Chair.</p>	
E. ADJOURNMENT		
	<p><i>“Moved by Dean Backer and seconded by Terry Kelly that the meeting be adjourned at 7:02 p.m.”</i></p> <p>Res. #08-20 <u>Carried</u></p>	

Secretary

Chairman