

**Thursday, April 23, 2020**

**MINUTES**

**Date:** April 23, 2020

**Location:** ZOOM Meeting

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

**Staff:** Jamie Lowery, CEO  
 Billy Brooks, Finance Manager  
 Angie Punnett, Director of Operations  
 Julie Pilkey, Recording Secretary

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

	ITEM	ACTION
<b>A. CALL TO ORDER</b>		
	<p><i>“Moved by Tanya Vrebosch and seconded by Mark King that the meeting be called to order at 5:17 p.m.”</i></p> <p><b>Res. #16-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>1. Request to Postpone Annual General Meeting</b>		
	<p><i>“Moved by Terry Kelly and seconded by Dean Backer that the Board approve to postpone the Annual General Meeting until the May 28, 2020 Board Meeting.”</i></p> <p><b>Res. #17-20</b></p>	
<b>2. Approval of Agenda</b>		
	<p><i>“Moved by Tanya Vrebosch and seconded by Terry Kelly that the agenda for this meeting be approved presented.”</i></p> <p><b>Res. #18-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>3. Conflict of Interest</b>		
	<p><i>“Moved by Mark King and seconded by Dean Backer that no member present has declared a conflict of interest.”</i></p> <p><b>Res. #19-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>4. Approval of Minutes</b>		
	<p><b>3.1 Approval of Minutes of the Regular Meeting held on March 26, 2020</b></p> <p><i>“Moved by Dean Backer and seconded by Terry Kelly that the minutes of the Regular Meeting held on March 26, 2020, be adopted as presented.”</i></p> <p><b>Res. #20-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

## 5. Business Arising

No business arising

## 6. Cassellholme Operations

### 6.1 COVID-19

Management staff continue to meet daily and adopt new practices as they arise.

An isolation unit has been created on 3<sup>rd</sup> floor west. All residents were relocated to other vacant rooms in the Home. A request went out to staff to see who would be interested in working in the isolation unit, 40 staff have applied. Staff will receive bonus pay for working in this unit. The unit is ready with supplies, PPE, Greens, a separate staff room, change room and shower. If a current resident is tested positive, they will be moved to this unit using proper PPE and a type of "shroud" to cover a resident's wheelchair, if needed.

Billy and Nicole are working diligently to find masks and supplies. Currently have 2 month supply. Reaching out to other LTC Homes to share our suppliers. We are offering to do laundry for the warming centre, adding 10% to our cost. Jamie has helped with PPE to the City Jail. Jamie has received several emails from staff, thanking him and Cassellholme for all their efforts to protect staff.

A Webinar was held on April 16/20 for LTC Homes (Cassellholme, Au Chateau, Nipissing Manor, Eastholme) 150 participants attended via Zoom. The webinar was hosted by OH North VP Clinical Dr. Paul Preston with North Bay Regional Health Center's Chief of Staff, Dr. D. Fung, and internist Dr. Ann Marie McKenna, Jamie Lowery, and Cynthia Desormiers as panelists. The purpose of the presentation is to present an update related to local COVID-19 preparations and issues, including discussing Advance Care Directives and the provincial "Clinical Triage Protocol for Major Surge" developed to guide decisions related to care in the COVID-19 pandemic. A link to the recorded Webinar is on our Cassellholme Website. Jamie discussed the new Coroner rules and process in case of a resident dies with COVID-19. Residents are screened twice a day using a temperature gun. If they have symptoms, they will be swabbed and sent to Life Labs for testing. Extra flights to Toronto have increased for testing. Results take approximately 48 hrs.

Cassellholme received 3,000 N95 masks today (Apr 23/20).

Cassellholme has hosted thank you lunches and treats for staff, including a pizza lunch, Twiggs coffee & treats and planning a BBQ for next Tuesday. Board members are encouraged to attend. Mark King noted several essential staff are using the childcare provided by the DSSAAB. Rotating shifts are a concern.

Meal tray service has been implemented on all units. Residents able to eat in their own rooms are provided a tray, while those needing feeding assistance are spaced apart in the dining rooms to ensure social distancing.

The Board suggested Cassellholme provide donning and doffing education to other organizations who we have supplied PPE. Jamie to contact Matt in our RAI office who has retrained our staff.

### 6.2 Lady Isabelle

All construction and preparation work is complete. Jamie met with the Home and Community Care Group. Home could be ready in a week or so. Cassellholme to receive a revenue to manage. Hospital is very supportive.

### 6.3 Financial Update

Billy noted the Financial Statements are not ready from BDO. BDO will present at the next Board meeting on May 28/20. COVID-19 costs are minimal at this time, noting we will receive \$75,000 from the Government, with potentially more.

HR has developed a staffing model to decrease floating if a COVID case begins. Currently looking to purchase more gowns. ONA requested a daily count of masks, agreed on once a week. PPE is counted daily and forecasted for days and months supplies.

Provided a technical update – working on updating policies, WiFi access points are installed, City to install switches.

<b>7. Redevelopment</b>		
	<p><b>7.1 Redevelopment Update</b> <i>(Dave Smits)</i>  A Ministry meeting was held today. They are waiting for the updated drawings then we should be ready for tender. There is progress with the RFP package, clean version should be ready next week to present to the sub-committee.  Discussed the process for site tours during this COVID Pandemic. Suggested only small groups for the GMs and sub-contractors. They will need to be screened in and out. Tours would be done during meal times to minimize exposure to residents. Option to provide virtual tours of the hallways and common areas.  Tentative schedule to have the shovels in the ground by August/September 2020. Rebuild would be deemed an essential project. The majority of initial work would be done outside (demolition, grounds, etc.) with no social distancing concerns.</p>	
<b>8. Community Support Services</b>		
	<p>All CSS staff have proper PPE and are screened twice daily at Cassellholme. Management are receiving positive feedback. Clients are nervous but feel better with staff wearing PPE. Some clients have declined services during this time.</p>	
<b>9. New Business</b>		
	<p>Cassellholme will be hosting a staff BBQ to thank all staff for their hard work. Board members are encouraged to attend. Angie to send invite.</p> <p>Cassellholme updated our Facebook page with a new look. Mandy has been adding lots of pictures and videos.</p>	
<b>B. CORRESPONDENCE</b>		
	<p><b>B.1 Thank You Letters</b>  Read the 2 thank you letters from families, thanking staff for all their hard work. Also noted staff are doing an exceptional job and providing excellent care.</p> <p>Tanya discussed letter from the City, noting the ABC's need to keep the lines of communication open if there are budget impacts while waiting for funding announcement from the Province.</p>	
<b>C. REQUEST FOR FUTURE AGENDA ITEMS</b>		
	<p>No items noted</p>	
<b>D. DATE OF NEXT MEETING</b>		
	<p>Thursday May 28, 2020 @ 5:00 p.m. – ZOOM Meeting or at the call of the Chair.</p>	
<b>E. ADJOURNMENT</b>		
	<p><i>“Moved by Dean Backer and seconded by Tanya Vrebosch that the meeting be adjourned at 6:30 p.m.”</i></p> <p><b>Res. #21-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

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Secretary

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Chairman