

Thursday, May 28, 2020

MINUTES

Date: May 28, 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
 Shani Giroux, Director of Human Resources
 Julie Pilkey, Recording Secretary

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

	ITEM	ACTION
A.	CALL TO ORDER	
	<p><i>"Moved by Dean Backer and seconded by Terry Kelly that the meeting be called to order at 7:05 p.m."</i></p> <p>Res. #22-20 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>"Moved by Mark King and seconded by Dean Backer that the agenda for this meeting be approved presented."</i></p> <p>Res. #23-20 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>"Moved by Tanya Vrebosch and seconded by Terry Kelly that no member present has declared a conflict of interest."</i></p> <p>Res. #24-20 <u>Carried</u></p>	
	3. Approval of Minutes	
	<p>3.1 Approval of Minutes of the Regular Meeting held on April 23, 2020</p> <p><i>"Moved by Tanya Vrebosch and seconded by Dean Backer that the minutes of the Regular Meeting held on April 23, 2020, be adopted as presented."</i></p> <p>Res. #25-20 <u>Carried</u></p>	
	4. Business Arising	
	No business arising	

5. Cassellholme Operations

5.1 COVID-19 (*elevator*)

Jamie informed the Board of a major problem that occurred with our current elevator company, Bay Elevator. Repairs were in progress, with the motor out and the elevator out of service, when we got our first COVID-19 case. The company refused to come back in the building causing hardship on our staff and residents. This is the main elevator. Dan Cote and Dave Smits sourced out another company. The motor was returned and the new company repaired the elevator immediately. A letter was sent to Bay Elevator to terminate our contract with Cassellholme and Castle Arms. A new contract was signed with Thyssenkrupp Elevator Canada Ltd. The contract is for 1 year with a 180 day notice. If satisfied with service, a 5 year contract will be signed.

Jamie note directives for the Pandemic are changing daily. Readmissions from hospital have started. Residents are brought to the COVID-19 unit to isolate for 14 days before returning to their room.

Activities are hosting BBQs for residents at lunch and dinner, Tuesdays, Wednesdays and Thursdays as a way to add calories and increase socialization (while maintaining social-distancing). Management is looking to re-visit the rules for visitors to reduce depression and loneliness. FaceTime, video chats and window visits are on-going.

Positive feedback and communication from staff. A weekly meal or surprise treat is provided to all staff, usually once a week, to thank staff for all their hard work and support.

Discussed the concerns with Long-Term Care homes in southern Ontario and how to advise the public not to label us the same. Jamie suggested spreading the word about our Facebook page showing all the activities, gifts of thanks, positive comments. Jamie invited the Board members to come in and take a visual look to see the positive atmosphere.

Jamie wrote to the Health Unit to vent his concerns with how our one case was reported to the public as positive, then false-positive, very confusing to the public.

5.2 Lady Isabelle

Jamie noted he has received positive support from everyone involved. Conditions to go to Municipalities for funding were dropped today, May 28/20. Tomorrow or Monday, Jamie should receive a letter.

5.3 Financial Update

Billy provided a power point presentation to review the financials from January – April 2020. He noted we still haven't received the CMI. Should have received it by the end of April.

The Home will be funding 100% occupancy regardless of how many beds are filled for the 2020 fiscal year, due to the COVID-19 Pandemic. The Ministry may look at changing the funding to have a number of vacant beds always available for isolation.

The government has approved \$135,000 for COVID funding, so far. Pandemic pay was issued to front-line staff, effective April 24/20. Jamie to send a recommendation to the Board for Pandemic pay for Management staff.

Billy plans to meet with Managers in January and in May of each year to ensure budgets are on track for the year.

Hard copies of the presentation are available upon request and will be filed with the original Board minutes.

5.4 Human Resources – the Year in Review (*Shani Giroux*)

Shani presented her year in review to the Board, noting ongoing challenges with the RN and PSW recruitment process. She also discussed COVID challenges with staffing and schedules.

6. Redevelopment

6.1 Redevelopment Update (*Dave Smits*)

- **Ministry Approvals**

The package was sent last Friday, May 22/20. The Ministry should have a response tomorrow, May 29/20

- **Financing**

BSO has completed the market sounding, noting Cassellholme won't need securing from the municipalities. The IO may take 2-3 months or get sponsored by the municipalities, assuring no hardship for other projects. Jamie noted the Procurement Committee will reconvene in 2 weeks to review the formula, approvals, and tendering.

	<ul style="list-style-type: none"> • Procurement Document Dave continues to work with the architects and lawyers. HE is reviewing changes to the Construction Act. He noted he is cleaning up the last few pieces, than the document will be ready to send to the ministry. 	
7. Community Support Services		
	<p>7.1 CTS Students Update Through the CTS, CSS secured 8 new students who are now new staff. Currently there are 30-35 CSS staff.</p> <p>7.2 COVID-19 – Full Service to Assisted Living Clients Homemaker services have been reduced due to clients refusing services.</p> <p>7.3 Lawn Maintenance Hired 2 students to maintain 8 lawns for clients in the community. Jamie suggested the City look at doing something similar for the other seniors in the community, who are not clients with CSS.</p>	
8. New Business		
	<p>Jamie discussed the lack of security at the bus stops in front of Castle Arms. He would like the City to submit a recommendation to the North Bay Transit to point security cameras to the bus stops and install emergency buttons/alarms for added protection for seniors. Jamie to send email to Chris to submit. (move to Castle Arms Agenda for follow-up)</p>	
B. CORRESPONDENCE		
	<p>B.1 Public Health Ontario – Post-Visit Recommendations for COVID-19 Preparedness</p> <p>B.2 Letters/Notes from Families (3)</p>	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	<p>No items noted</p>	
D. DATE OF NEXT MEETING		
	<p>Thursday June 25, 2020 @ 5:00 p.m. – ZOOM Meeting 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 8:40 p.m.”</i></p> <p>Res. #25-20 <u>Carried</u></p>	

Secretary

Chairman