

**THURSDAY, MARCH 25, 2021**

**MINUTES**

**Date:** Thursday March 25, 2021

**Location:** ZOOM Meeting

**Present:** Chris Mayne  
 Mark King  
 Terry Kelly  
 Sherry Culling  
 Tanya Vrebosch  
 Dean Backer  
 Claire Campbell

**Staff:** Jamie Lowery, CEO  
 Billy Brooks, Director of Finance & IT  
 Angie Punnett, Associate Administrator  
 Julie Pilkey, Recording Secretary  
 Dave Smits (Project Manager)

**Regrets:**

**Guests:** John D'Agostino (Lawyer)  
 Blanche-Helene Tremblay (Family Council)  
 Claude Fortier (Family Council)  
 Monique Peters (Family Council)  
 Michelle Schmitt (Matte) Family Council)  
 Bonnie Bolger (Family Council)  
 Jennifer Hamilton-McCharles (Nugget)

	ITEM	ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><i>"Moved by Mark King and seconded by Dean Backer that the meeting be called to order at 5:14 p.m."</i></p> <p>Res. #20-21 <span style="float: right;"><u>Carried</u></span></p>	
	<b>1. Welcome New Board Member</b>	
	Claire was officially appointed to the Board of Management for a period not exceeding one year, effective March 4, 2021.	
	<b>2. Approval of Agenda</b>	
	<p><i>"Moved by Claire Campbell and seconded by Sherry Culling that the Board approve the agenda for this meeting, as presented."</i></p> <p>Res. #21-21 <span style="float: right;"><u>Carried</u></span></p>	
	<b>3. Conflict of Interest</b>	
	<p><i>"Moved by Mark King and seconded by Terry Kelly that no member has declared a conflict of interest."</i></p> <p>Res. #22-21 <span style="float: right;"><u>Carried</u></span></p>	

#### 4. Approval of Minutes

##### 4.1 Approval of Minutes of the Regular Meeting held on February 25, 2021

*“Moved by Sherry Culling and seconded by Dean Backer that the minutes of the Regular Meeting held on February 25, 2021 be adopted as presented.”*

Res. #23-21

Carried

##### 4.2 Approval of Minutes of the Special Meeting held on March 5, 2021

*“Moved by Claire Campbell and seconded by Tanya Vrebosch that the minutes of the Special Meeting held on March 5, 2021 be adopted as presented.”*

Res. #24-21

Carried

#### 5. Business Arising

##### 5.1 COVID-19 Update

Cassellholme is now providing staff with rapid testing, onsite. Full-time staff are tested 3 times per week, part-time are tested every shift. Essential caregivers have been welcomed back to the Home. Approximately 98. Essential caregivers are tested 3 times per week or every other day. They must wait in the Auditorium until their test results are done. Staff do not have to wait but will be removed from the workplace if their test comes back positive. Visitors are to stay in resident room to decrease exposure and must be from a green zone. Resident admissions require 14 days isolation.

A 2<sup>nd</sup> vaccine clinic will be held at Cassellholme to offer 1<sup>st</sup> shots for those who didn't get to have their 1<sup>st</sup> shot, including essential caregivers. A plan is in place for outdoor visits. This will begin next week with specific entry and exit doors. An audit from the Health Unit identified Cassellholme is in compliance with the Ministry and guidelines. Cassellholme must also follow the Occupational Health and Safety Act precautions.

##### 5.2 Staff Survey Results

Deferred - Shani is reviewing the results. She will be having a meeting on April 7<sup>th</sup>/21 to develop a Work Plan based on the results. Shani will present the Work Plan at the next Board Meeting in April.

#### B. CORRESPONDENCE

To accommodate guest speaker John D'Agostino, the Correspondence items were moved up so Family Council could participate before going to In-Camera.

B.1 Compliment to the staff doing the Covid-19 updates

B.2 Email to Chris Mayne from Family Council Member

Claude Fortier and Blanche-Helene Tremblay discussed issues from Family Council. Chris to provide a response to Family Council before their next Family Council meeting on April 6/21.

B.3 Letters from the Health Unit - re: Outbreaks

Chris

#### 6. IN - CAMERA (items 10.1, 10.2, 10.3 on the Agenda)

Family Council and Jennifer Hamilton-McCharles left the meeting.

*“Moved by Mark King and seconded by Sherry Culling that the Board proceed to an In-Camera session at 6:05 p.m.”*

Res. #25-21

Carried

##### 6.1 Redevelopment - Finance & Procurement Recommendation

*“Moved by Mark King and seconded by Dean Backer that the Board proceed to an in-camera, recorded vote.”*

*“Recorded Vote – 5 approved, 2 no decision – that the Board approved the pricing and risk analysis as presented by Dave Smits.”*

**Res. #26-21**

**Carried**

Tanya suggested alternatives for funding, grants, charitable.

Tanya noted concerns with the Procurement Process section 9 paragraphs C and D. She is also requesting there needs to be more consulting and communication with the municipalities.

Angie Punnett left the meeting.

## **6.2 Correspondence**

### **6.3 Legal Issue**

It was noted this is not an issue at this time. Tanya requested to call Chris for further clarification.

## **MOTION – Recommendation from the Finance and Procurement Sub-Committee meeting held on March 23, 2021**

*“Moved by Mark King and seconded by Dean Backer that the Board proceed to an in-camera, recorded vote.”*

*“Recorded Vote – 5 approved, 2 no decision –that the Board approved the recommendation from the Finance and Procurement Sub-Committee meeting held on March 23/21.”*

**Res. #27-21**

**Carried**

*“Moved by Claire Campbell and seconded by Sherry Culling that the In-Camera session be adjourned at 8:25 p.m.”*

**Res. #28-21**

**Carried**

*“Moved by Terry Kelly and seconded by Dean Backer that the Board proceed to a recorded vote.”*

*“Following the In-Camera session the Board held a Recorded Vote – 5 approved, 2 no decision to accept the in-camera recommendation from the Finance and Procurement Sub-Committee meeting held on March 23/21.”*

**Res. #29-21**

**Carried**

Dean Backer left the meeting.

## **7. Cassellholme Operations (item 6.1 on Agenda)**

### **7.1 Cassellholme Operations Update**

Reviewed update included in package. No concerns or questions.

## **8. Redevelopment (item 7.1 on Agenda)**

### **8.1 Redevelopment Update**

Dave Smits noted Cassellholme is in the Procurement Process and under Procurement rules. Unable to publicly disclose information at this time.

**9. New Business (item 8.1 on Agenda)**

	<p><b>9.1 Castle Arms Seniors Living Management Services - Update</b>          Jamie gave a quick overview. The Board members are Chris Mayne, Mark King, Terry Kelly. There are various projects in place, including Belvedere, St. Thomas, Trout Creek-Lady Isabelle. New revenues will help replace levies from Municipalities who are leaving Cassellholme.          Request for more information at the next meeting.</p>	Chris
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**10. Community Support Services (item 9.1 on Agenda)**

	<p><b>10.1 400 Club Renovations</b>          Cassellholme received approval to use the surplus dollars for renovations, supplies and new furniture. Money must be spent by the end of March 2021.</p>	
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**Motion submitted to the Board from Tanya Vrebosch**

	<p><i>“Moved by Tanya Vrebosch and seconded by Sherry Culling that the Board proceed to a recorded vote for the following Motion submitted by Tanya Vrebosch.”</i></p> <p>That the CH Board of Management approves a third party review of the project management and controls in place for the Cassellholme Redevelopment Project.</p> <p>The review would include a retroactive review of the following:</p> <ul style="list-style-type: none"> <li>- The process followed to date with respect to communication, procurement, architectural design and needs analysis, financing, the risk analysis and the potential new / alternative revenue generators</li> </ul> <p>It would also include a prospective review of the following:</p> <ul style="list-style-type: none"> <li>- The project management team roles and responsibilities</li> <li>- The board’s role and responsibilities</li> <li>- Validation / Confirmation that the financial controls will lead to success of a project on budget and on time</li> <li>- Communication Plan with the Board and Partnering Municipalities</li> <li>- Reporting Guidelines (what information and when we will get them)</li> <li>- Leveraging grants /fundraising and charitable status</li> <li>- 20 year Business Plan / Pro Forma for Cassellholme future operations</li> </ul> <p>Further that the outcome of the review would highlight opportunities for improvements / enhancements, accolades for what has been done within good project management practices and potential risks.</p> <p><i>“Recorded Vote - 4 declined, 2 approved - that the Board has declined the above recommendation.”</i></p> <p><b>Res. #30-21</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
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**C. REQUEST FOR FUTURE AGENDA ITEMS**

	<p>Request for Board Policies to be reviewed and updated. Suggestion to review one or two at each meeting.</p>	
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**D. DATE OF NEXT MEETING**

	<p>Thursday April 22, 2021 @ 5:00 p.m. – AGM Meeting - or at the call of the Chair.</p>	
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**E. ADJOURNMENT**

*“Moved by Mark King and seconded by Claire Campbell that the meeting be adjourned at 9:10 p.m.”*

**Res. #31-21**

**Carried**

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**Secretary**

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**Chairman**

## ❖ CLINICAL SERVICES UPDATE - Lindsay Dyrda, DOC

### Rapid Testing

A COVID Tester Coordinator was hired to plan and implement the rapid testing. An additional 4 COVID Testers have been hired, in addition to 2 current staff members. Rapid testing was implemented for staff March 8, 2021.

Phase 1 for returning of Essential Caregivers started on March 15, 2021. Phase 2 will start March 22, 2021.

### COVID-19 Outbreak

A Covid-19 outbreak was declared on February 19, 2021 and declared over on March 5, 2021. All residents and staff were re-swabbed and tested negative. Admissions resumed March 17, 2021.

### COVID-19 Vaccines

The second dose of the COVID-19 vaccine for residents was completed on March 1, 2021. The first COVID-19 vaccine dose for staff and Essential Caregivers was February 24, 2021. The second dose is delayed to mid-June.

## ❖ COMMUNITY SUPPORT SERVICES UPDATE - Nancy Coughlin, Manager

We have had no interruptions in service to our CSS clients as a result of the Pandemic, with the exception of the 400 Club, which has been closed for the duration.

A few Homemaking clients have chosen to put their services on hold due to the recent outbreak at the Lancelot building.

We have received approval from the NELHIN to use our 400 Club surplus dollars to renovate the 400 Club. These renovations have begun this week. Once renovations are complete the 400 Club will be able to continue to operate, even during an outbreak.

A wall is being installed to separate the 400 Club and the Hairdresser from the rest of the Home, with a separate entrance.

### ❖ FINANCE & INFORMATION TECHNOLOGY UPDATE - Billy Brooks, Director of Finance & IT

#### FINANCE

##### Audited Financial Statements

The audit process for Cassellholme and Castle Arms, year ending 2020, is nearly complete. I expect to have draft financial statements on schedule for approval at the AGM in April. I will also provide 1<sup>st</sup> quarter budget-to-actual reports for the period of January to March 2021 at that time.

##### Provincial Funding

I am still waiting on word from the province for confirmation of funding increases and CMI data for the 2021/22 fiscal year. When this information is received, I will be sure to provide the Board with a report of the impact to the annual budget compared to the estimates that were made during the 2021 budgeting process.

I do not anticipate any major funding changes, however there is uncertainty regarding nursing funding as it relates to additional care hours for residents. This would lead to an increase in funding, so it should work in the Home's favor. We are also anticipating additional IPAC capital funding which should go towards improving the HVAC systems in the Home.

#### IT & INFORMATION SYSTEMS

##### Aging Hardware

As mentioned in my previous report, we are required to replace 48 aging computers running outdated software. We are planning on replacing or phasing out these units over the next two years. I have ordered 20 replacement units at an approximate cost of \$17,000.

##### MIS Systems Upgrades

We have started the implementation of our new scheduling software for the Home, and have completed the implementation of our financial and payroll software changes. In addition to these system upgrades, we are planning to implement a new scheduling system for our Community Support Services division. This will provide our clients and staff with a more user-friendly system for managing visits online, as well as create efficiencies in our scheduling and payroll departments. The implementation fees and annual subscription costs for this software will be allocated in the 2021/2022 CSS budget, with no expected impact on the annual operating levy.

### Staff Communication & Business Intelligence

I am working with our City IT team to implement staff emails at all employment levels to better improve communication throughout the facility. This is something that has been explored in the past but was cost prohibitive due to the licensing requirements. Thanks to our new membership in a Non-Profit buying group, we should be able to purchase these licenses at a discounted rate or even receive them as a donation.

We are also looking to implement BI reporting throughout the Home. For the Board's benefit, I have begun a working group to implement these reports. There will be an added cost for this reporting software, however I anticipate it to fall within our existing operating budget for software.

❖ **HOUSEKEEPING, LAUNDRY, MAINTENANCE, PROGRAMS** - Angie Punnett, Associate Administrator

### Housekeeping / Laundry

Replacement of 2 new dryers in early April, to assist with creating laundry efficiently. We expect to reduce drying time by ten percent.

### Nutrition & Food Services

Nothing significant to report at this time.

### Programming/400 Club

As reported last month, it was our intention to open the 400 Club in a reduced capacity this month. Unfortunately, the opening has been delayed. Due to the approved renovations, we are now anticipating an opening date of mid-April.

### Maintenance

We continue to monitor and repair an aging building. 2021 IPAC Minor Capital will assist with updating AC units on west side of Cassellholme. Currently getting quotes for system replacement. This repair is required to comply with MOHLTC heating and cooling protocols.