

THURSDAY, APRIL 22, 2021

MINUTES

Date: Thursday April 22, 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)
 Anna Fitzsimmons, (Lawyer)
 Blanche-Helene Tremblay (Family Council)
 Claude Fortier (Family Council)

	ITEM	ACTION
A.	CALL TO ORDER	
	RECORDED MEETING <i>"Moved by Terry Kelly and seconded by Claire Campbell that the meeting be called to order at 7:57 p.m."</i> Res. #32-21 <u>Carried</u>	
	1. Approval of Agenda	
	Added 8.1 – Professional Services <i>"Moved by Dean Backer and seconded by Sherry Culling that the Board approve the agenda for this meeting, as amended."</i> Res. #33-21 <u>Carried</u>	
	2. Conflict of Interest	
	Tanya declared a Conflict of Interest with any items related to Point Click Care, noting her brother works for this company. <i>"Moved by Tanya Vrebosch and seconded by Terry Kelly that no other members have declared a conflict of interest."</i> Res. #34-21 <u>Carried</u>	

3. Approval of Minutes	
<p>3.1 Approval of Minutes of the Regular Meeting held on March 25, 2021</p> <p><i>"Moved by Mark King and seconded by Claire Campbell that the minutes of the Regular Meeting held on March 25, 2021 be adopted as presented."</i></p> <p>Res. #35-21 <u>Carried</u></p>	
4. Business Arising	
<p>4.1 Governance Discussion</p> <p>Same discussion as the Castle Arms meeting. "Jamie provided a brief history of Cassellholme and Castle Arms dating back to the beginning in 1923 and the need to modernize the Governance structure for the Board of Management. Jamie introduced Anna Fitzsimmons, Lawyer, and John D'Agostino as process advisors. Anna suggested an ADHOC committee with Board members. Anna and John would review our documents and create a working excel document with the current wording and recommended changes based on the industry standards and legislation. A draft would then be presented to everyone to agree on. John D'Agostino, Lawyer, recommended to make the rules easy to understand, making reference to the Kerr and King rules. A motion will be brought forward at the next Board meeting to select Board members to sit on the committee. John is aiming to have the first draft in a week to 10 days after that. Suggested 2-3 Board Members to join the ADHOC committee. A motion will be brought forward at the next meeting to confirm that all meeting motions will require a one week notice period."</p> <p>4.2 Governance Resolution</p> <p>Deferred until next meeting</p> <p>4.3 COVID-19 Update</p> <p>Ontario is in a Stay-at-Home order. Cassellholme is following the Ministry Directive #3 for Long-Term Care. Rapid testing is being done on staff and essential caregivers, up to 3 times per week. 5 caregivers were suspended from visiting due to non-compliance. The next vaccine clinic will be for summer students, new admissions and anyone else eligible for their 1st dose. Jamie discussed the pressure Cassellholme is getting from Ontario Health and the Hospital to take patients from our hospital to free up beds to bring up patients from southern Ontario, introducing a triage protocol. 16 new residents will be admitted to Cassellholme in the next 2 weeks from the hospital, some with wandering and behaviors. Cassellholme will keep a couple of empty beds for isolation. Staff are tentatively going to receive their 2nd dose sometime in August. Funding for the extra housekeeping ended March 31, 2021. Cassellholme will receive incremental funding but haven't released the formula at this time. Definition of Covid Outbreak has changed for LTC. Chris noted he attended a Family Council meeting on April 6, 2021. Angie also attended. Shared concerns and processes. A good meeting. Chris advised Blanche-Helene to keep the lines of communication open.</p> <p>4.4 Staff Survey Results</p> <p>Deferred</p>	<p>Motion for next meeting.</p> <p>Motion for next meeting.</p>
5. Cassellholme Operations	
Dave Smits, Project Manager, joined the meeting.	

	<p>5.1 Cassellholme Operations Update Update included in package.</p> <p>5.2 Financial Report – Q1-2021 (<i>Billy Brooks</i>) Billy provided a presentation to review the financials. No concerns.</p> <p><i>"Moved by Sherry Culling and seconded by Claire Campbell that the Board approve the Q1-2021 Financial Report, as presented."</i></p> <p>Res. #36-21 <u>Carried</u></p>	
6. New Business		
	<p>6.1 Castle Arms Seniors Living Management Services – (<i>update from Chris, as discussed at the last meeting</i>) Chris discussed the company became incorporated in July 2020 and suggested a year-end presentation to present to the Board at the end of the fiscal year, June 2021. Tanya requesting to see the operating agreement, as well as a written report presented to the Board, monthly. Tanya noted this is a transparency issue. Tanya will bring a Motion forward for the next Board meeting to have a written report and year-end financials after the end of June 2021.</p>	Tanya to provide a Motion for next meeting
7. Redevelopment Update		
	<p>7.1 Redevelopment Update Dave Smits notes there is a tentative deadline of May 27, 2021, then information/announcement can be released to the public. Ongoing correspondence is being sent to the Municipalities. Meetings being held weekly with the City of North Bay.</p>	
8. IN - CAMERA		
	<p>Family Council left the meeting.</p> <p><i>"Moved by Mark King and seconded by Sherry Culling that the Board proceed to an In-Camera session at 8:57 p.m."</i></p> <p>Res. #37-21 <u>Carried</u></p> <p>8.1 Redevelopment</p> <p>8.2 Legal Matter – item deleted</p> <p>Billy Brooks, Angie Punnett, Anna Fitzsimmons, John D'Agostino and Dave Smits left the meeting.</p> <p>8.3 Professional Services</p> <p><i>"Moved by Mark King and seconded by Dean Backer that the In-Camera session be adjourned at 10:03 p.m."</i></p> <p>Res. #38-21 <u>Carried</u></p> <p>After the discussion in-camera, the Board agreed to bring forward at the next meeting, suggestions for an RFP to seek Professional Services for a Capital Marketing Campaign. This would generate money for the rebuild, namely the Auditorium.</p> <p><i>"Moved by Terry Kelly and seconded by Claire Campbell that the Board approve the motions below, as agreed to in-camera."</i></p>	

	<ol style="list-style-type: none"> 1. <i>"Moved by Tanya Vrebosch and seconded by Sherry Culling that the Board endorses the amendment of the motion from the March 25/21 meeting to reflect the full costing of the North Tower so it can be transferred to Castle Arms at the end of Construction. This will include any interest cost as may be appropriate."</i> 2. <i>"Moved by Tanya Vrebosch and seconded by Sherry Culling that the Board endorses the removal of FF&E from the Capital project with the understanding that these items still need to be procured and that this expense will be processed through operations. It also supports the continued efforts of the CEO to advocate with the MLTC for approaches to the Construction Subsidy and funding in general that will make it easier for the partner municipalities to support the project moving forward."</i> 	
	Res. #39-21	<u>Carried</u>
B.	CORRESPONDENCE	
	No items noted	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
D.	DATE OF NEXT MEETING	
	Thursday May 27, 2021 @ 5:00 p.m. or at the call of the Chair.	
E.	ADJOURNMENT	
	<i>"Moved by Mark King and seconded by Dean Backer that the meeting be adjourned at 10:07 p.m."</i> Res. #40-21	<u>Carried</u>

Secretary

Chairman

Board of Management Meeting

June 3, 2021

❖ **CLINICAL SERVICES UPDATE - Lindsay Dyrda, DOC**

With the new directive and changes to isolation requirements for vaccinated residents, we have been working hard to fill our empty beds. Residents with full vaccination are no longer required to isolate.

We will continue to secure 9 beds in the isolation unit in the event of an outbreak.

We have added one additional PSW on days and evenings 7 days per week for a trial period of 12 weeks to assist with staffing shortages.

We are awaiting the 2nd dose of vaccine for staff and caregivers – potentially will receive in the coming weeks.

We will be changing Pharmacy Service providers effective August 17, 2021. We have acquired the services of a local pharmacy, which we anticipate will be a positive partnership.

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

We have a new driver for the “Assante Transportation Bus” – we will introduce more bus trips as the community opens up and restrictions are lifted.

We are attempting to hire more PSWs to cover vacancies – the response has not been good. We will continue to advertise.

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

FINANCE

Community Support Services Financial Statements to be presented at the meeting.

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

Nutrition & Food Services / Housekeeping / Laundry - Trina Milne

We are currently in the process of training students for both NFS and Housekeeping/Laundry for the summer.

Our new combi oven should be installed within the next 2 weeks. The combi oven will help when one of our ovens are down to ensure quality food for the residents.

We have changed our freezer inventory system on a trial basis to make it more user friendly for all staff.

Our Spring/Summer menu has started. We are currently in our 3rd week of it. We are making any changes necessary that we come across.

We currently have a Temporary Coordinator for NFS for the summer.

Programming/400 Club - Mandy Gilchrist

Outdoor visits have started this week. The Resident Support Services department are facilitating these visits, 4 days a week. Detailed information is available on the Cassellholme Website.

The renovations for the 400 Club are almost complete. The separation door for the 400 Club has arrived. Waiting for the hardware to install. Other supplies will be arriving in the upcoming weeks (tables, recliner chairs).

No date set for re-opening.