

THURSDAY, JUNE 3, 2021

MINUTES

Date: Thursday June 3, 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
 Shani Giroux, Director of Human Resources
 Lindsay Dyrda, Director of Care
 Quinto Annibale, Lawyer (Municipal)
 Dave Wolfe, TWG Communications
 William Ferguson, TWG Communications
 Theo Margaritis, TWG Communications
 Blanche-Helene Tremblay, Family Council
 Claude Fortier, Family Council
 Bonnie Bolger, Family Council
 Bill Vrebosch
 Jason Trottier, CAO, East Ferris
 Wendy Adams
 Gord Young, City of North Bay
 Michelle Kelly, RN, Cassellholme
 Stu Campaigne, Bay Today News
 Jennifer Hamilton-McCharles, Nugget News
 Michael Lee, Nugget News

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Tanya Vrebosch and seconded by Claire Campbell that the meeting be called to order at 5:03 p.m.”</i></p> <p>Res. #41-21 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>“Moved by Sherry Culling and seconded by Dean Backer that the Board approve the agenda for this meeting, as presented.”</i></p> <p>Res. #42-21 <u>Carried</u></p>	

2. Conflict of Interest		
	<p><i>“Moved by Mark King and seconded by Terry Kelly that Tanya Vrebosch declares a conflict with items related to Point Click Care (her brother’s employer), and that no other members have declared a conflict of interest.”</i></p> <p>Res. #43-21 <u>Carried</u></p>	
3. Approval of Minutes		
	<p>3.1 Approval of Minutes of the Regular Meeting held on April 22, 2021</p> <p><i>“Moved by Dean Backer and seconded by Claire Campbell that the minutes of the Regular Meeting held on April 22, 2021 be adopted as presented.”</i></p> <p>Res. #44-21 <u>Carried</u></p>	
4. Business Arising		
	<p>4.1 COVID-19 Update A new directive came out in mid-May stating staff and visitors must wear goggles with mask or a visor with attached mask, in resident areas. Outdoor visits have resumed in the Oval Garden for family members. Visitors will be able to come into the Home to visit residents that are unable to go outside, effective June 9/21. Residents will be able to leave the Home for social absences, drives, etc., following protocols. Staff who are not vaccinated must provide a doctor’s note or attend an education session, effective July 1/21. The 2nd dose for staff and essential care givers will be available next week. Once 85% of residents and 70% of staff are vaccinated, social activities can resume and plexi-glass can be removed. (14 days after 2nd dose)</p> <p>4.2 Capital Fundraising Campaign Update Jamie is currently researching options and a possible RFP. Billy is also looking into ideas. More information to be brought forward at the next meeting.</p> <p>4.3 Board By-laws Review Committee Selection (Motion) <i>“Moved by Dean Backer and seconded by Terry Kelly that the Board approve an Ad Hoc committee to meet with Anna Fitzsimmons to review, reform and modernized the By-laws and Governance materials of the Board. And that Claire Campbell, Chris Mayne and Tanya Vrebosch have volunteered to sit on this Ad Hoc committee. And that suggested changes to the Board By-laws will be brought back to the Board for approval, tentatively by the end of the summer.”</i></p> <p>Res. #45-21 <u>Carried</u></p> <p>4.4 All Meeting Motions Will Require 1-Week Notice (Motion) <i>“Moved by Mark King and seconded by Dean Backer that in the interim, of the later of six months, or the amended By-laws of the Board are confirmed, that all meeting motions brought forward require a one week notice period.”</i></p> <p>Res. #46-21 <u>Carried</u></p>	<p>Jamie/ Billy to provide more information</p>

5. Cassellholme Operations	
5.1 Cassellholme Operations Update	Update included in package.
6. New Business	
6.1 Length of Meetings <i>(Terry Kelly – Motion)</i>	
<i>“Moved by Terry Kelly and seconded by Dean Backer that the Board approve meetings be limited to 2 ½ hours in duration. And that extenuating circumstances may require additional time but must be agreed upon by a unanimous vote by the Board.”</i>	
Res. #47-21	<u>Carried</u>
7. Community Support Services	
7.1 CSS Financial Statements – April 1/20 – March 31/21 <i>(Motion)</i>	
<i>“Moved by Mark King and seconded by Claire Campbell that the Board approve the CSS Financial Statements for the year ending March 31, 2021, as presented.”</i>	
Res. #48-21	<u>Carried</u>
8. Redevelopment (pre in-camera)	
8.1 Redevelopment Update	A PowerPoint slide presentation was shared with everyone to provide details of the Redevelopment.
9. IN - CAMERA	
All Guests and Family Council were placed in the waiting room for the in-camera session.	
Quinto Annibale, Lawyer, joined the meeting.	
<i>“Moved by Mark King and seconded by Sherry Culling that the Board proceed to an In-Camera session at 5:58 p.m.”</i>	
Res. #49-21	<u>Carried</u>
9.1 Legal Matter – Contract <i>(Motion)</i>	
<i>“Moved by Mark King and seconded by Dean Backer that the Board proceed to an in-camera recorded vote.”</i>	
<i>“Recorded Vote – 6 votes YES, 1 vote NO, that Cassellholme Board endorses the recommendation from the CEO of Cassellholme to accept the negotiated terms of the contract with the preferred proponent and a total project value of \$121,889,390 for the redevelopment of Cassellholme.”</i>	
Res. #50-21	<u>Carried</u>
Terry Kelly, left the meeting.	

9.2 Legal Matter – Financing (Motion)

“Moved by Mark King and seconded by Claire Campbell that the Board proceed to an in-camera recorded vote.”

“Recorded Vote – 4 votes YES, 2 votes NO, that Cassellholme Board endorses the recommendation from the CEO of Cassellholme that should a Financing Plan option not be agreed to by the member Municipalities in an agreed to period of time that they are prepared to proceed with utilizing a Levy to complete the Redevelopment Project. Subject to final approval of the Board.”

Res. #51-21

Carried

Quinto Annibale, Lawyer, left the meeting

9.3 Personnel (Terry Kelly - Motion)

Item deferred to next meeting

“Moved by Claire Campbell and seconded by Mark King that the In-Camera session be adjourned at 7:40 p.m.”

Res. #52-21

Carried

“Moved by Mark King and seconded by Sherry Culling that the Board approve the motions below, as agreed to in-camera.

9.1 Legal Matter – Contract

9.2 Legal Matter - Financing

Res. #53-21

Carried

10. Redevelopment Information (post in-camera)

Dave Smits continued with the PowerPoint slide presentation, sharing information on the Project Governance.
Billy Brooks provided public information on the financing and pro-forma levy during construction and 1st year of the new build, revenue and expenses.
Jamie explained the Draft Exit Agreement.
Communication Plan – Jamie introduced TWG Communications. They provided a presentation for a new “timetobuild.ca” website. Promoting “THE TIME IS NOW – YOUR NEW CASSELLHOLME”.

B. CORRESPONDENCE

No items noted

C. REQUEST FOR FUTURE AGENDA ITEMS

No items noted

D. DATE OF NEXT MEETING

Thursday June 17, 2021 @ 5:00 p.m. or at the call of the Chair.

E.	ADJOURNMENT	
	<p><i>“Moved by Mark King and seconded by Claire Campbell that the meeting be adjourned at 8:50 p.m.”</i></p> <p>Res. #54-21 <u>Carried</u></p>	

Secretary

Chairman

❖ 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 comb 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.