

Thursday, April 25, 2019

MINUTES

Date: April 25, 2019

Location: Cassellholme Garden Room

Present: Chris Mayne
 Mark King
 Terry Kelly
 Dean Backer
 Tamela Price-Fry
 Sherry Culling
 Tanya Vrebosch

Staff: Jamie Lowery, Chief Executive Officer
 Ric Campbell, Chief Financial Officer
 Julie Pilkey, Recording Secretary

Guests: Dean Decaire, BDO
 Blanche-Hélène Tremblay, Family Council
 Evelyn Johnson, Family Council

Regrets:

	ITEM	ACTION
A. CALL TO ORDER		
	<p><i>“Moved by Tanya Vrebosch and seconded by Tamela Price-Fry that the meeting be called to order at 6:30 p.m.”</i></p> <p>Res. #24-19</p>	<u>Carried</u>
1. Approval of Agenda		
	<p><u>Add</u> the following Agenda Items: 4.2 Injuries related to resident violence 5.2 In-Camera</p> <p><i>“Moved by Tamela Price-Fry and seconded by Terry Kelly that the agenda for this meeting be approved as amended.”</i></p> <p>Res. #25-19</p>	<u>Carried</u>
2. Conflict of Interest		
	<p><i>“Moved by Terry Kelly and seconded by Dean Backer that no member present has declared a conflict of interest.”</i></p> <p>Res. #26-19</p>	<u>Carried</u>
3. Approval of Minutes		
	<p>4.1 Approval of Minutes of the Regular Meeting held on March 28, 2019</p> <p><i>“Moved by Tamela Price-Fry and seconded by Sherry Culling that the minutes of the Regular Meeting held on March 28, 2019, be adopted as presented.”</i></p> <p>Res. #27-19</p>	<u>Carried</u>

4. Business Arising

4.1 Redevelopment

Chris Mayne and Jamie Lowery held a presentation for the Municipality of Calvin to explain the redevelopment and partnership with all the municipalities. The understanding and response was positive. May 1/19 – Chris and Jamie will be speaking with the Ministry.

The architect has confirmed the timelines and costs, noting the electrical will need to be redone and a review of the overall structure. The tentative plan is to tender in October of 2019, award to be made in January 2020 and the rebuild to begin in April 2020.

Procurement is fair and efficient. Invite municipalities to attend a meeting after the May 1/19 meeting at the Ministry. Ask BDO to attend as a speaker and to ease their minds and answer questions/concerns.

“Moved by Dean Backer and seconded by Terry Kelly that the Board be resolved that a sub-committee be struck with participation of all participating municipalities to develop recommendations for the Board’s consideration and approval and also finance and procurement options for finance of capital project with the respective municipalities. Each municipality will be eligible to elect/appoint two representatives, one from council and one staff.”

Res. #28-19

Carried

4.2 Injuries Caused by Resident Violence/Behaviours

Jamie discussed the WSIB stats for staff injuries due to resident violence and behaviours is declining. 3 years ago there were 27 injuries compared to last year, there were 8. Jamie suggested the decline is due to training, education and a positive change in the BSO program. The BSO work closely with the hospital. It was noted that the rebuild will continue to improve resident behaviors with the change in the environment.

5. Cassellholme Operations

5.1 Budget-to-Actual – Review at March 31, 2019

Ric reviewed the report noting an increase in snowplowing/removal this year. Ric noted Cassellholme has not received the CMI. Cassellholme has given notice to the Plan A agency that we will ending our services with them. Hiring and orientation has started for the new Helping Hands positions. Ric reviewed the raw food costs noting the spring/summer menu will begin shortly, keeping within budget. Tanya mentioned the potential of a cyber-attack/ransom. Ric to look into this.

Ric –
Cyber-
attack

“Moved by Mark King and seconded by Tamela Price-Fry that the Cassellholme Budget-to-Actual – Review at March 31, 2019 be approved as presented.”

Res. #29-19

Carried

IN-CAMERA SESSION – Discussed 5.2, 7.1 and 7.2

“Moved by Mark King seconded by Dean Backer that the Board proceed to an in-camera session at 7:25 p.m.”

Res.# 30-19

Carried

“Moved by Sherry Culling seconded by Tamela Price-Fry that the Board adjourns the in-camera session at 8:10 p.m.”

Res.# 31-19

Carried

5.2 Budget Surplus Allocation Request – In-Camera

“As a result of the In-Camera session - Moved by Tanya Vrebosch and seconded by Terry Kelly that the Board approve the Budget Surplus Allocation Request, as presented.”

Res.# 32-19

Carried

	<p>5.3 Chair and CEO Presentation to the Hospital Board Chris and Jamie held a presentation at the Hospital. They were impressed with our community/hospital partnership and our quick response to accept admissions on weekends to relieve the waitlist at the hospital. Positive feedback was noted from 2 board members who have residents living here at Cassellholme.</p>	
6. Community Support Services		
	<p>CSS received \$60,000 from the NELHIN to provide more PSW training with CTS. Stepping Stones contract has been signed – using the LHIN dollars to hire their staff. Employees working for Stepping Stones have some impairment and challenges. They will be supervised and provide services such as grass cutting, lawn care, etc. for clients in the community.</p>	
7. New Business		
	<p>7.1 Crank Bed Replacements</p> <p><i>“As a result of the In-Camera session - Moved by Sherry Culling and seconded by Tamela Price-Fry that the Board approve the replacement of 48 crank beds to 48 fully automated CS7 beds. The current crank beds have been in use for over 20 years, requiring repairs and have contributed to staff strains and injuries due to the manual raising and lowering of the head and foot boards. The replacement cost would be \$83,150.00 with free freight charges if shipped in one load. Funds would be used from the unrestricted reserve with no impact on the 2019 operating budget..”</i></p> <p>Res.# 33-19 <u>Carried</u></p> <p>7.2 Ontario Health Team Discussion - In-Camera (discussed at in-camera session above)</p> <p><i>“As a result of the In-Camera session - Moved by Mark King and seconded by Sherry Culling that the Board support Cassellholme and our involvement in an Ontario Health Team up to and including being identified as a Lead Organization – subject to due diligence.”</i></p> <p>Res.# 34-19 <u>Carried</u></p>	
B. CORRESPONDENCE		
	<p>B.1 Cassells Street Reconstruction Letter B.2 Thank You Letter – Shirley Bentley’s Family B.3 Management Consulting Services</p>	
C. DATE OF NEXT MEETING		
	<p>The next Board Meeting is scheduled for May 23, 2019 – Cassellholme Garden Room @ 5:00 p.m.</p>	
E. ADJOURNMENT		
	<p><i>“Moved by Sherry Culling and seconded by Terry Kelly that the meeting be adjourned at 8:15 p.m.”</i></p> <p>Res. #35-19 <u>Carried</u></p>	

Secretary

Chairman