

**Thursday, June 6, 2019**

**MINUTES**

**Date:** June 6, 2019 (rescheduled from May 23/19)

**Location:** Cassellholme Garden Room

**Present:** Chris Mayne  
 Dean Backer  
 Tamela Price-Fry  
 Sherry Culling

**Staff:** Jamie Lowery, Chief Executive Officer  
 Julie Pilkey, Recording Secretary

**Guests:** Shani Giroux, Director of Human Resources  
 Blanche-Hélène Tremblay, Family Council

**Regrets:** Tanya Vrebosch  
 Terry Kelly  
 Mark King

**Regrets:** Ric Campbell, Chief Financial Officer

	ITEM	ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><i>"Moved by Tamela Price-Fry and seconded by Sherry Culling that the meeting be called to order at 5:05 p.m."</i></p> <p><b>Res. #36-19</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>1. Approval of Agenda</b>	
	<p>Add the following Agenda Items:                      7.4 OHT                      7.5 Outbreak &amp; Health Unit                      8.3 In-Camera</p> <p><i>"Moved by Sherry Culling and seconded by Tamela Price-Fry that the agenda for this meeting be approved as amended."</i></p> <p><b>Res. #37-19</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>2. Conflict of Interest</b>	
	<p><i>"Moved by Tamela Price-Fry and seconded by Dean Backer that no member present has declared a conflict of interest."</i></p> <p><b>Res. #38-19</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>3. Approval of Minutes</b>	
	<p><b>4.1 Approval of Minutes of the Regular Meeting held on April 25, 2019</b></p> <p><i>"Moved by Dean Backer and seconded by Sherry Culling that the minutes of the Regular Meeting held on April 25, 2019, be adopted as presented."</i></p> <p><b>Res. #39-19</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

## 4. Business Arising

### 4.1 Redevelopment

No new updates

### 4.2 Cyber-Attack (*Ric Campbell*)

Ric is waiting for information from the City.

## 5. Cassellholme Operations

### 5.1 Clinical Update

- The Terms of Settlement between Cassellholme and ONA have been completed for the renewal of the Collective Agreement.
- An extra bath person has been added on 3<sup>rd</sup> floor
- 2 Helping Hands positions have started.
- PSW Vacancy – currently between 5-8 vacancies. Below 10%, historically 15%. 3 full-time postings to fill.
- CTS program is doing well
- Unit Coordinators are receiving positive feedback with the increased supervision.

## 6. Community Support Services

CSS is currently fully staffed. 10 staff have completed the CTS program and are ready to start. The LHIN is offering more funding. Stepping Stones Company has been hired to cut grass and provide yard maintenance. 8 clients currently enrolled.

## 7. New Business

### 7.1 Upgrades – 2 New Boilers

2 new boilers (heat exchangers) have been ordered and will be delivered on June 10/19.

#### **Air Conditioners**

The tender has gone out for the air conditioners

### 7.2 Family Council

Jamie discussed the 3 letters included in the Board package noting the following:

Staff vacancies have improved

Attendance management program is working well and the Union is onboard to work together with the program.

Processes are in place to move the “clicks” of staff around to improve the culture on the units.

Jamie noted he will be attending an AdvantAge Ontario Board Retreat on June 10/19.

Blanche-Helene (Family Council) discussed her concerns of the night staffing and the fan-out procedure. Jamie noted all drills are tested based on night staffing and suggested the Fire Department attend one of their Family Council meetings to reassure them that Cassellholme is following the guidelines set out by the Ministry and the Fire Department.

Chris Mayne has volunteered to attend a Family Council meeting. Date to be determined.

### 7.3 Visa/Debit Machine – General Store & Website

The General Store now has a debit machine to accept accommodation payments, CSS payments and donations.

Currently waiting for the Terms & Conditions to be approved for the Website.

### 7.4 OHT (*Ontario Health Team*)

The application has been submitted and a decision should be made next week for the successful applicant and the next stage. The 38 page self-assessment form is available for Board Members to read (contact Julie). Jamie discussed the document included in the Board package, “Governance Options: Getting Started and Evolving Towards Maturity”. Suggested Town Hall meetings for discussions.

	<p>If Cassellholme is successful, we will move forward with the next steps, survey and create a business plan by September.</p> <p><b>7.5 Outbreak &amp; Health Unit</b>          Jamie will be meeting with Jim Chirico at the Collaborative meeting tomorrow. He will be discussing with the Health Unit the Outbreak process and the need to fill 17 empty beds.</p>	
<b>8. In-Camera</b>		
	<p><b>8.1 Personnel Matter – Identifiable Personnel</b>  <b>8.2 Legal Issue</b>  <b>8.3 Legal Matter</b></p> <p><i>“Moved by Sherry Culling and seconded by Dean Backer that the Board proceed to an In-Camera session at 5:07 p.m.”</i></p> <p><b>Res. #40-19</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p><i>“Moved by Sherry Culling and seconded by Tamela Price-Fry that the In-Camera session be adjourned at 6:00 p.m.”</i></p> <p><b>Res. #41-19</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p><i>“Moved by Tamela Price-Fry and seconded by Dean Backer that following the in-camera discussion that the Board approve \$100,000.00 from the unrestricted reserve funds for new beds.”</i></p> <p><b>Res. #42-19</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>Item Added During the Meeting</b>		
	<p><b>CEO Contract Renewal</b></p> <p><i>“Moved by Sherry Culling and seconded by Dean Backer that the Board direct the Chair to renew the CEO contract for 5 years.”</i></p> <p><b>Res. #43-19</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>B. CORRESPONDENCE</b>		
	<p>No items noted</p>	
<b>C. DATE OF NEXT MEETING</b>		
	<p>The Board agreed to take the summer months off and resume again in September 2019 – or at the call of the Chair, if requested.</p>	
<b>E. ADJOURNMENT</b>		
	<p>Unable to adjourn the meeting at 6:35 p.m. Sherry Culling left early - did not have quorum.</p>	

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**Secretary**

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**Chairman**