

**Thursday, March 28, 2019**

**MINUTES**

**Date:** March 28, 2019

**Location:** Cassellholme Garden Room

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

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

**Guests:** Nancy Coughlin, Manager, CSS  
 Blanche-Helene Tremblay, Family Council  
 Elio Tignanelli, Family Council  
 Evelyn Johnson, Family Council

**Regrets:** Tanya Vrebosch

	ITEM	ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><i>"Moved by Dean Backer and seconded by Sherry Culling that the meeting be called to order at 6:15 p.m."</i></p> <p><b>Res. #18-19</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>1. Approval of Agenda</b>	
	<p><u>Add</u> the following Agenda Items:                      8.0 New Business                          8.1 Cassellholme LOE Redevelopment Capital Financing – March 2019                          8.2 Ontario Health Team (OHT)                          8.3 Beds</p> <p><u>Remove</u> from the Agenda:                      7.1 In-Camera Session</p> <p><u>Add Correspondence:</u> Family Council (3 items)</p> <p><i>"Moved by Mark King and seconded by Terry Kelly that the agenda for this meeting be approved as amended."</i></p> <p><b>Res. #19-19</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. #20-19</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 February 28, 2019</b></p> <p><i>"Moved by Dean Backer and seconded by Sherry Culling that the minutes of the Regular Meeting held on February 28, 2019, be adopted as presented."</i></p> <p><b>Res. #21-19</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

## 4. Business Arising

### 4.1 Redevelopment

Still waiting for resolutions from Mattawan, Bonfield and East Ferris. Bonfield and East Ferris will be presenting the resolution at their council meetings on March 13/19. The Ministry is ready to go as soon as all the resolutions are in. The letter regarding South Algonquin was received by Minister Christine Elliott.

### 4.2

Jamie discussed the equipment issues that have arisen within the existing building do to the length of time it has taken to have the capital project approved. This information was added to the Municipal Levy letters as an additional Capital amount to cover repair or replacement of the following items:

- Air conditioning units on the roof
- Main elevator replacement (which is 56 years old)
- Repairs to roof leaks on Apple and Maple (approx. 34 years old)

Jamie noted the LHIN may provide funding for the roof repairs. Quotes have been received for the air conditioning units and elevator with repairs to be completed in the spring.

Jamie stated that tenders could tentatively go out in late November/December 2019, award in January 2020, and construction to begin in the Spring of 2020. Architects are currently on hold until more information becomes available. Discussed having a sub-committee for the tender details.

The Government announced changes to the LHIN to dissolve the existing agencies and make 5 super-agencies. Jamie will keep the Board updated as more information becomes available.

## 5. Cassellholme Operations

No items noted

## 6. Community Support Services

### 6.1 SEIU Collective Agreement Renewal (Nancy Coughlin)

Nancy Coughlin presented the Tentative Settlement of Community Support Services (CSS) Collective Agreement, noting the bargaining only took 1 ½ days to reach the tentative agreement.

Following the meeting, an email vote was sent out on March 29/19. All Board Members voted yes to the following resolution.

*“Moved by Tamela Price-Fry and seconded by Mark King that the Board approve the terms of settlement between Cassellholme and SEIU Local 255. Staff approved the proposed terms of settlement on March 18, 2019.”*

**Res. #22-19**

**Carried**

The CSS Program is 100% funded through the LHIN. CSS received \$60,000 for PSW training. 9 PSW spots have been arranged with CTS.

An audit was completed for the Assisted Living for High-Risk Seniors Program in March 2019. The audit was to determine if the program is in compliance and following guidelines. The resulting score was 20 out of 21. The highest in Ontario. The one indicator that didn't pass was for a definition of our clients looking after children. The ministry is relooking at this definition as it doesn't fit the criteria.

Nancy noted a year ago there were 325 applicants on the housekeeping waiting list. As of Dec. 10/18 there were only 16 applicants. CSS currently has 21 PSW's and 5 Homemakers with 9 approved to be trained by CTS. The client list is currently over 300.

## 7. In-Camera Session

### 7.1 In-Camera Session - Item removed from the Agenda

## 8. New Business

### 8.1 Cassellholme LOE Redevelopment Capital Financing – March 2019

### 8.2 Ontario Health Team (OHT)

Jamie discussed the dissolution of the LHIN Boards. The government will create super agencies. Selected OHT's will offer 3 or more services. Cassellholme can currently offer 2 and perhaps 3 services. Jamie met with Vic Fideli, Christine Elliott and a group of key health service providers from across the district to discuss the next steps in Healthcare.

Jamie and Chris will be attending another meeting on April 11, 2019 at the hospital to discuss creating an organization to become an OHT.

### 8.3 Beds

Chris Mayne discussed today's announcement of 1100 beds going to southern Ontario areas. The ministry inspectors arrived on Monday, March 18/19 to follow-up to 1 complaint and 10 critical incidents. Their main focus was on bedrails due to a death in the province. They inspected bedrails in the upright position and how we measure and complete assessments. It was noted our beds are aging, they are taken apart and moved frequently. Jamie noted we will most likely receive an order. Jamie also noted family members and some staff insist on putting bedrails up, thinking they are keeping the resident "safe", no realizing it could be putting them in danger if not required on their care plan. The rail becomes a restraint, if they try to get out of bed by themselves.

Cassellholme has contacted a family member, from another facility, who experienced a bedrail entrapment causing the death of his mother. He will be providing education to staff and families.

## B. CORRESPONDENCE

### B.1 Family Council Letters (3)

1. Family Council is extending an invitation to all Board members to attend one of their meetings. A list of dates is attached to the letter.
2. Family Council has concerns with staffing in the evenings/nights. Jamie clarified that we comply with the Fire Department and we are in compliance with the staffing guidelines. We have measures in place for a contingency plan and all of our fire drills and evacuations are trained, based on nights. (the lowest number of staff in the building).
3. Family Council compiled a list of redevelopment specifications and concerns. Jamie explained we have spent several years to thoroughly plan all details and requirements for the rebuild. He noted various in-services and meetings were held with families, staff, engineers, planners and architects.

## C. DATE OF NEXT MEETING

The next Board Meeting is scheduled for April 25, 2019 – Cassellholme Garden Room @ 5:00 p.m.

## E. ADJOURNMENT

*"Moved by Terry Kelly and seconded by Sherry Culling that the meeting be adjourned at 7:00 p.m."*

**Res. #23-19**

**Carried**

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Secretary

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Chairman