

Thursday, November 21, 2019

MINUTES

Date: November 21, 2019

Location: Cassellholme - Garden Room

Present: Chris Mayne
 Mark King
 Tanya Vrebosch
 Dean Backer
 Terry Kelly

Staff: Jamie Lowery, CFO
 Ric Campbell, CEO
 Billy Brooks, Finance Manager
 Julie Pilkey, Recording Secretary

Regrets:

Guests: Shani Giroux, Director of Human Resources
 Angie Punnett, Director of Operations
 Blanche-Helene Tremblay, Family Council

	ITEM	ACTION
A.	CALL TO ORDER	
	<p><i>"Moved by Dean Backer and seconded by Terry Kelly that the meeting be called to order at 6:50 p.m."</i></p> <p>Res. #56-19 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>"Moved by Tanya Vrebosch and seconded by Dean Backer that the agenda for this meeting be approved presented."</i></p> <p>Res. #57-19 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>"Moved by Mark King and seconded by Terry Kelly that no member present has declared a conflict of interest."</i></p> <p>Res. #58-19 <u>Carried</u></p>	
	3. Approval of Minutes	
	<p>4.1 Approval of Minutes of the Regular Meeting held on September 26, 2019</p> <p><i>"Moved by Terry Kelly and seconded by Dean Backer that the minutes of the Regular Meeting held on September 26, 2019, be adopted as presented."</i></p> <p>Res. #59-19 <u>Carried</u></p>	
	4. Business Arising	
	<p>4.1 Redevelopment Update (Ministry Meeting)</p> <p><i>WHEREAS the Federal Election has been called by the Government of Canada;</i> <i>WHEREAS Mark King has been accepted as a candidate for the Peoples Party of Canada;</i> <i>WHEREAS Mark King is seeking the Federal Riding of Nipissing–Temiskaming and focusing on the election;</i> <i>"BE IT RESOLVED that the Board approve Mark King's absences on committees and boards where applicable, during the election. "Moved by Dean Backer and seconded by Terry Kelly"</i></p> <p>Res. #48-19 <u>Carried</u></p>	

4.2 Proposal for Cyber Insurance Coverage

“Moved by Tanya Vrebosch and seconded by Dean Backer that the Board approve the Proposal for Cyber Insurance Coverage to ensure that proper insurance coverage continues as Cassellholme moves forward with further computer data enhancements.”

Res. #60-19

Carried

4.3 Procurement & Finance – Sub-Committee - Letter & Responses

Jamie is hoping to arrange a December meeting. Currently there are 4 municipality responses appointing representatives to sit on the committee. Dean noted Mattawa’s will be submitted next week.

4.4 Resident & Satisfaction Survey

Jamie reviewed the results of the Resident Satisfaction Survey (included in package) noting #10 – *“How satisfied are you with being able to express an opinion without fear?”* as the most important and biggest concern. He was happy to share that residents are very satisfied.

5. Cassellholme Operations

5.1 Budget to Actuals – as of October 31, 2019

Billy Brooks reviewed the Budget to Actuals

“Moved by Mark King and seconded by Dean Backer that the Board approve the Cassellholme Budget to Actuals, as presented.”

Res. #61-19

Carried

5.2 Change in Bank Signing Authorities

“Moved by Dean Backer and seconded by Tanya Vrebosch that the effective December 9, 2019, the signing authorities eligible to approve Banking activities with the TD Bank be amended to include as follows: one of the CEO or Manager of Finance or Director of Operations to sign. Note that there is no change of signing authorities for the component previously outlined for Board of Directors signatures.”

Res. #62-19

Carried

5.3 CMI Report

Jamie discussed the report noting every point is worth \$80,000. There is currently vacancies to fill for evenings and nights, PSW and a bath person. Jamie discussed the need for resources with nighttime male behaviours.

6. Community Support Services

6.1 CSS Recap for Year-to-Date – April 1/19 - September 30/19

Billy Brooks reviewed the CSS Recap.

Discussed the wait list for home help, maintenance, yard work and snow removal. Keep as a standing item on the agenda.

“Moved by Terry Kelly and seconded by Dean Backer that the Board approve the Community Support Services Recap for Year-to-Date – April 1/19 – September 30/19, as presented.”

Res. #63-19

Carried

7. New Business

7.1 Ontario Health Team (OHT)

The OHT members hosted a visit from the Ministry with 3 evaluators. They took them on a tour to Powassan and the various areas using the Cassellholme bus. Several members were selected to provide a brief presentation at each location, on the bus and a Zoom meeting at the end for those areas that they were not able to visit due to time restraints.

	<p>7.2 Election – Chair, Charitable Foundation Committee Deferred to next meeting.</p> <p>7.3 Election – Treasurer</p> <p><i>“Moved by Mark King and seconded by Dean Backer that <u>Tanya Vrebosch</u> be elected as Treasurer for the Cassellholme Board of Management.”</i></p> <p>Res. 64-19 <u>Carried</u></p> <p>7.4 Board Approval to Re-Appoint Sherry Culling to the Board</p> <p><i>“Moved by Tanya Vrebosch and seconded by Dean Backer that the Board approve to re-appoint Sherry Culling to the Cassellholme Board of Management.”</i></p> <p>Res. 65-19 <u>Carried</u></p>	
8. IN-CAMERA		
	<p>8.1 Labour Relations (Shani Giroux)</p> <p><i>“Moved by Tanya Vrebosch and seconded by Terry Kelly that the Board proceed to an in-camera session at 7:28 p.m.”</i></p> <p>Res. #66-19 <u>Carried</u></p> <p><i>“Moved by Mark King and seconded by Dean Backer that the in-camera session be adjourned at 7:43 p.m.”</i></p> <p>Res. #67-19 <u>Carried</u></p>	
B. CORRESPONDENCE		
	<p>B.1. 2019 MWC Annual Report</p>	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	<p>No items noted</p>	
D. DATE OF NEXT MEETING		
	<p>Wednesday December 18, 2019 @ 5:00 p.m. – Christmas Board Meeting Dinner – Location TBD</p>	
E. ADJOURNMENT		
	<p><i>“Moved by Dean Backer and seconded by Terry Kelly that the meeting be adjourned at 7:45 p.m.”</i></p> <p>Res. #68-19 <u>Carried</u></p>	

Secretary

Chairman