

**MINUTES OF THE
CASSELLHOLME
EAST NIPISSING DISTRICT HOME FOR THE AGED
BOARD OF MANAGEMENT MEETING**

Date: August 25, 2016

Location: Castle Arms Board Room

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

Staff: Jamie Lowery, Chief Executive Officer
Richard Campbell, Chief Financial Officer
Gerri-Lyn Cicciarelli, Recording Secretary

	ITEM	ACTION
A.	CALL TO ORDER	
	<p><i>“Moved by Tamela Price-Fry and seconded by Sherry Culling that the meeting be called to order at 5:25 p.m.</i></p> <p>Res.#-52-16 <u>Carried</u></p>	
1.	APPROVAL OF AGENDA	
	<p>Two items added: Item 5.3 – MTO Land Item 5.4 – Financial Advisor</p> <p><i>“Moved by Tamela Price-Fry and seconded by Sherry Culling that the agenda for this meeting be approved as amended.”</i></p> <p>Res.#53-16 <u>Carried</u></p>	
2.	CONFLICT OF INTEREST	
	<p><i>“Moved by Tanya Vrebosch and seconded by Walter Ross that no member present has declared a conflict of interest.”</i></p> <p>Res.54-16 <u>Carried</u></p>	
3.	APPROVAL OF MINUTES	
	<p>The minutes will be amended to reflect that Sherry Culling was present.</p> <p><i>“Moved by Tamela Price-Fry and seconded by Mark King that the minutes of the Regular Meetings held on June 23, 2016, be adopted as amended.”</i></p> <p>Res.55-16 <u>Carried</u></p>	

4.	BUSINESS ARISING	
	<p>4.1 Resident Survey Results</p> <p>The 2016 Resident Satisfaction survey results were shared with the board noting increased overall satisfaction. Last years' results were at 94% satisfaction while this years' results are 99%.</p> <p>4.2 Charitable Committee Update and Recommendations</p> <p>Draft minutes from the last Charitable Committee meeting were circulated to the Board. Recommendations for purchases include additional chairs, Ontario Telemedicine Network equipment, a lift track and two Geri chairs.</p> <p>The Charitable Committee also agreed to enhance current fundraising initiatives in an effort to maintain or slightly increase yearly contributions.</p> <p>4.3 Current CMI and CIHI Results</p> <p>Mr. Jamie Lowery, CEO reported that Cassellholme's current Case Mix Index (CMI) is at 1.03. Mr. Lowery also explained how the CMI is calculated using an adjust rate for the province of Ontario. It was noted that a lower CMI results in less funding for resident care while a higher CMI means increased funding.</p>	
5.	CASSELLHOLME OPERATIONS	
	<p>5.1 CEO Report</p> <p>Mr. Lowery presented the CEO report. Upon review, no questions were noted.</p> <p>5.2 Budget to Actuals</p> <p>Mr. Ric Campbell presented the Budget to Actuals as at June 30, 2016. Upon review, no questions were noted.</p> <p><i>"Moved by Walter Ross and seconded by Mark King that the budget to actuals for Cassellholme be approved as presented."</i></p> <p>Res. #56-16 <u>Carried</u></p> <p>5.3 MTO Land</p> <p>Mr. Campbell reported that the MTO lands adjacent to Cassellholme have been offered to Cassellholme at a cost of \$1.00. The Board agreed to move forward with this transfer.</p> <p><i>"Moved by Tanya Vrebosch and seconded by Sherry Culling that the Board approve the purchase of the MTO lands at a cost of \$1.00."</i></p> <p>Res. #57-16 <u>Carried</u></p> <p>5.4 Financial Advisor</p> <p>Mr. Lowery advised the Board that the firm of Ernst and Young will be considered as an advisor once the Business Plan is complete.</p>	

6.	IN-CAMERA SESSION	
	<p><i>“Moved by Dean Backer and seconded by Tamela Price Fry that the Board proceed to an In Camera session at 6:15 p.m.”</i></p> <p>Res. #58-16 <u>Carried</u></p> <p><i>“Moved by Tanya Vrebosch and seconded by Tamela Price-Fry that the In Camera session be adjourned at 8:00 p.m.”</i></p> <p>Res. #59-16 <u>Carried</u></p> <p>As a result of discussion that occurred during the In Camera session, the following motion was passed:</p> <p><i>“Moved by Mark King and seconded by Walter Ross that the Board accepts the Cassellholme Sub-Committee and Lough Burns report, and the recommendations therein, for consideration as part of the business case proposal by Cassellholme towards the change of governance as a not for profit long-term care home.”</i></p> <p>Res. #60-16 <u>Carried</u></p>	
B.	REQUEST FOR FUTURE AGENDA ITEMS	
	A request was made asking for the costs to date relating to the not-for-profit discussion.	
C.	DATE OF NEXT MEETING	
	Thursday, September 22, 2016	
D.	ADJOURNMENT	
	<p><i>“Moved by Dean Backer and seconded by Sherry Culling that the meeting be adjourned at 8:10 p.m.”</i></p> <p>Res.61-16 <u>Carried</u></p>	

Secretary

Chairman