

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

**Date:** February 11, 2016

**Location:** Castle Arms Board Room

**Present:** Chris Mayne  
Tanya Vrebosch  
Walter Ross  
Mark King  
Dean Backer

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

	<b>ITEM</b>	<b>ACTION</b>
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><i>“Moved by Dean Backer and seconded by Walter Ross that the meeting be called to order at 5:00 p.m.</i></p> <p><b>Res.#-09-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>1.</b>	<b>APPROVAL OF AGENDA</b>	
	<p><i>“Moved by Mark King and seconded by Dean Backer that the agenda for this meeting be approved as presented.”</i></p> <p><b>Res.#10-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>2.</b>	<b>CONFLICT OF INTEREST</b>	
	<p><i>“Moved by Walter Ross and seconded by Mark King that no member present has declared a conflict of interest.”</i></p> <p><b>Res.11-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>3.</b>	<b>BUSINESS ARISING</b>	
	<p><b>3.1 Redevelopment Update</b></p> <p><b>3.1.1 Letter from Family Council</b></p> <p>Correspondence from Cassellholme’s Family Council was included in the Board package. Upon review, Dean Backer expressed his concern and noted that he would attempt to contact the author of the letter. A response to the letter will be drafted at the discretion of the Board Chair.</p>	

**3.1.2 Letter to Staff from Board Chair**

Correspondence from Cassellholme Board Chair to the staff of Cassellholme was shared with the Board. Chair, Chris Mayne explained that the purpose of the letter was to express the Board’s appreciation and thanks to the staff for all of their efforts.

**3.1.3 Meeting with North East LHIN – Update**

CEO, Jamie Lowery reported that he met with Carol Philbin-Jolette from the North East LHIN noting that a Business Case is being developed for presentation to the Ministry of Health and Long-Term Care in early spring.

**3.1.4 Meeting with Mayor Al McDonald – Update**

CEO, Jamie Lowery advised that he met with North Bay Mayor Al McDonald to discuss the status of the redevelopment project. Mayor McDonald offered the services of a third party accountant to provide an unbiased review of the KPMG report. A meeting with the mayors from all partnering municipalities will be coordinated once the review has taken place.

It was also agreed to that representatives from the North East LHIN would be invited to participate in the sub-committee meetings.

**3.1.5 Meeting with Ministry of Health, Project Manager – Update**

A meeting was held on January 21, 2016 with representatives from the Ministry of Health and Long-Term Care. The discussion focused on moving to a not-for-profit model however the Ministry advised that a comprehensive business plan will need to be presented before going forward. It was also noted by the Ministry that moving to a not-for-profit would require a major change in licensing and policy and that a not-for-profit license could expire after 20 – 25 years. As well, the topic of bridge financing through the City of North Bay was discussed.

**4. COMMUNITY SUPPORT SERVICES**

CFO, Ric Campbell presented the Q3 CSS Financials noting a surplus of \$181,406. To date, the Ministry of Health will recover \$185,000.00 of this surplus. Some of the surplus has been used to purchase office supplies and computers.

**5. CASSELLHOLME OPERATIONS**

**5.1 Case Mix Index 2016**

Correspondence received from the North East LHIN confirms that Cassellholme’s 2016 Case Mix Index is set at .9783 which amounts to an additional \$300,000.00 in funding.

**5.2 Approval of the 2016 Operating Budget**

Following an in-depth presentation and discussion, the Board approved the 2016 Operating Budget.

	<p><i>“Moved by Mark King and seconded by Walter Ross that the Board approve the proposed Cassellholme 2016 Operating Budget at \$18,948,684.</i></p> <p><i>Tanya Vrebosch noted a conflict with respect to Point Click Care vendor purchases and compensation for CUPE.”</i></p> <p><b>Res.12-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>6.</b>	<b>IN-CAMERA SESSION</b>	
	<p><b>6.1 Matters Relating to Personnel, Residents, Volunteers, Purchases, Sales of Property</b></p> <p>“Moved by Tanya Vrebosch and seconded by Dean Backer that the Board proceed to an In-Camera session at 5:55 p.m.”</p> <p><b>Res.13-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p>“Moved by Walter Ross and seconded by Mark King that the In-Camera session be adjourned at 6:14 p.m.”</p> <p><b>Res.14-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>B.</b>	<b>REQUEST FOR FUTURE AGENDA ITEMS</b>	
	- None noted	
<b>C.</b>	<b>DATE OF NEXT MEETING</b>	
	- To be determined	
<b>D.</b>	<b>ADJOURNMENT</b>	
	<p>“Moved by Dean Backer and seconded by Tanya Vrebosch that the meeting be adjourned at 6:11 p.m.”</p> <p><b>Res.15-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

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Secretary

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Chairman