

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

Date: July 19, 2015

Location: Castle Arms Board Room

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

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

	ITEM	ACTION
A.	CALL TO ORDER	
	<p><i>“Moved by Tanya Vrebosch and seconded by Mark King that the meeting be called to order at 5:10 p.m.</i></p> <p>Res.#-31-15 <u>Carried</u></p>	
1.	APPROVAL OF AGENDA	
	<p><i>“Moved by Dean Backer and seconded by Walter Ross that the agenda for this meeting be approved as presented.”</i></p> <p>Res.#32-15 <u>Carried</u></p>	
2.	CONFLICT OF INTEREST	
	<p><i>“Moved by Art Syversen and seconded by Tanya Vrebosch that no member present has declared a conflict of interest.”</i></p> <p>Res.#33-15 <u>Carried</u></p>	
3.	APPROVAL OF MINUTES	
	<p>3.1 Minutes of Regular Meeting held on July 9, 2015</p> <p><i>“Moved by Art Syversen and seconded by Tanya Vrebosch that the minutes of the Regular Meeting held on April 16, 2015, 2015, be adopted as presented.”</i></p> <p>Res. #34-15 <u>Carried</u></p>	

<p>4.</p>	<p>BUSINESS ARISING</p> <p>4.1 Redevelopment Update</p> <p>4.1.1 Consultation Update</p> <p>Mr. Paul Mitchell attended to present information relating to various site options for the Cassellholme redevelopment. Mr. Mitchell noted that moving to another site would have a financial impact on the redevelopment as well as impacts relating to time and Cassellholme’s relationship with Castle Arms.</p> <p>Mr. Jamie Lowery agreed that, before the next meeting, he would meet with City of North Bay CAO, Jerry Knox, in an effort to quantify moving to another North Bay location.</p> <p>After much discussion, Canadore College was eliminated as a potential redevelopment site.</p> <p><i>“Moved by Tanya Vrebosch and seconded by Walter Ross that the Canadore College site be eliminated as a potential site for the redevelopment of Cassellholme.”</i></p> <p>Res. #35-15 <u>Carried</u></p>	
<p>5.</p>	<p>CASSELLHOLME OPERATIONS</p> <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. Richard Campbell presented the Budget to Actuals as at May 31, 2015. Upon review, no questions were noted.</p> <p><i>“Moved by Mark, King and seconded by Tanya Vrebosch that the Budget to Actuals as at May 31, 2015, be accepted as presented.”</i></p> <p>Res. #36-15 <u>Carried</u></p> <p>5.3 Cassellholme Signing Authority</p> <p>As part of the reassignment of Senior staff within Cassellholme, Mr. Ric Campbell asked the board for their approval to add Ms. Lise Ellis, VP Corporate, as an alternate and secondary signing authority.</p> <p><i>“Moved by Art Syversen and seconded by Walter Ross that the signing authority for Cassellholme be amended to include Ms. Lise Ellis, VP Corporate, as an alternate and secondary for banking transactions, contracts and business documents.”</i></p> <p>Res. #37-15 <u>Carried</u></p>	

	<p>5.4 Administrator Leadership Program</p> <p>Mr. Lowery informed the Board of his successful completion of the Administrator Leadership Program, which is a requirement under the Long-Term Care Homes Act, for the CEO position.</p>	
6.	COMMUNITY SUPPORT SERVICES	
	<p>6.1 2014 CSS Financial Statements</p> <p>A representative from KPMG LLP presented the 2014 Community Support Services Financial Statements. Upon review, no questions were noted.</p> <p><i>“Moved by Art Syversen and seconded by Tanya Vrebosch that the 2014 Community Support Services Financial Statements / Annual Reconciliation Report be approved as presented.”</i></p> <p>Res.# 38-15 <u>Carried</u></p>	
7.	IN-CAMERA SESSION	
	<p>7.1 Matters Relating to Personnel, Residents, Volunteers, Purchases, Sale of Property</p> <ul style="list-style-type: none"> • Nothing to report 	
8.	ADDITIONAL ITEMS	
	<ul style="list-style-type: none"> • Nothing to report 	
B.	REQUEST FOR FUTURE AGENDA ITEMS	
	<ul style="list-style-type: none"> • None noted. 	
C.	DATE OF NEXT MEETING	
	<ul style="list-style-type: none"> • To be determined. 	
D.	ADJOURNMENT	
	<p><i>“Moved by Tanya Vrebosch and seconded by Dean Backer that that the meeting be adjourned at 6:36 p.m.”</i></p> <p>Res.# 30-15 <u>Carried</u></p>	

Secretary

Chairman