

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

**Date:** November 30, 2017

**Location:** Cassellholme Garden Room

**Present:** Walter Ross  
Dean Backer  
Sherry Culling  
Tamela Price-Fry  
Tanya Vrebosch

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

**Regrets:** Chris Mayne  
Mark King

	ITEM	ACTION
<b>A. CALL TO ORDER</b>		
	<p>Due to the absence of Chris Mayne and Mark King, Walter Ross chaired the meeting.</p> <p><i>“Moved by Dean Backer and seconded by Tamela Price-Fry that the meeting be called to order at 5:16 p.m.”</i></p> <p><b>Res. #49-17</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>1. APPROVAL OF AGENDA</b>		
	<p>Agenda Item 7.1 - due to the absence of Chris Mayne and Mark King, this item will be deferred.</p> <p><i>“Moved by Sherry Culling and seconded by Tanya Vrebosch that the agenda for this meeting be approved as amended.”</i></p> <p><b>Res. #50-17</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>2. CONFLICT OF INTEREST</b>		
	<p><i>“Moved by Dean Backer and seconded by that no member present has declared a conflict of interest.”</i></p> <p><b>Res.#51-17</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>3. APPROVAL OF MINUTES</b>		
	<p><b>3.1 Approval of Minutes of the Regular Meeting held on October 19, 2017</b></p> <p><i>“Moved by Tamela Price-Fry and seconded by Dean Backer that the minutes of the Regular Meeting held on October 19, 2017, be adopted as presented.”</i></p> <p><b>Res.#52-17</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

	<p><b>3.1 Approval of Minutes of the Conference Call Meeting held on November 13, 2017</b></p> <p><i>“Moved by Tanya Vrebosch and seconded by Sherry Culling that the minutes of the Conference Call Meeting held on November 13, 2017, be adopted as presented.”</i></p> <p><b>Res.#53-17</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>4. BUSINESS ARISING</b>		
	<p><b>4.1 Redevelopment Update</b></p> <p>Jamie spoke on the announcement received Wednesday November 29, 2017, regarding the “All-party support at Queen’s Park that will allow Cassellholme to finance its share of redevelopment costs”. <i>(refer to the Nugget article attached for more details)</i>  A Press Release was sent out to the Municipalities and Mayors.  If member municipalities approve the business plan, tenders could be called in January with construction starting in the spring.  Jamie also discussed the idea of job-sharing with other Homes.</p>	
<b>5. CASSELLHOLME OPERATIONS</b>		
	<p><b>5.1 Budget to Actual Review at Oct. 31, 2017/Forecast to Dec. 31, 2017</b> <i>(Ric Campbell, CFO)</i></p> <p>Ric reviewed report. Discussed costs associated with the Neer Statement for WSIB, Retro pay, and Plan A</p> <p><i>“Moved by Sherry Culling and seconded by Tanya Vrebosch that the Budget-to- Actual Review at Oct. 31/17/Forecast to Dec. 31/17 be adopted as presented.”</i></p> <p><b>Res.#54-17</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>6. COMMUNITY SUPPORT SERVICES</b>		
	<p><b>6.1 CSS Budget April 1, 2018 – March 31, 2019</b> <i>(Ric Campbell, CFO)</i></p> <p>Ric Campbell reviewed report. Tanya discussed the CTS/DNSSAB, 7 week program to become certified Homemakers. Classes to begin on January 8, 2018.</p> <p><i>“Moved by Tamela Price-Fry and seconded by Dean Backer that the CSS Budget, April 1, 2018 – March 31, 2019, be approved as presented.”</i></p> <p><b>Res.#55-17</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>7. NEW BUSINESS</b>		
	<p><b>7.1 CEO Review</b> <i>(In-Camera)</i></p> <p>This item has been deferred due to the absence of Chris Mayne and Mark King.</p> <p><b>7.1 Board of Management Christmas Dinner – Date</b></p> <p>It was confirmed to have the Board of Management Annual Christmas Dinner on December 18, 2018. Julie to send out location options and time.</p>	

<b>B. CORRESPONDENCE</b>		
	Submission to the Standing Committee on Borrowing Authorities	
<b>C. REQUEST FOR FUTURE AGENDA ITEMS</b>		
	No items noted	
<b>D. DATE OF NEXT MEETING</b>		
	December 18, 2017 – Annual Christmas Dinner – location and time TBD January 25, 2018 – Regular Board Meeting, Cassellholme Garden Room It was discussed and agreed that beginning in April 2018, meetings will begin at 6:00 p.m.	
<b>E. ADJOURNMENT</b>		
	<i>“Moved by Tamela Price-Fry and seconded by Dean Backer that the meeting be adjourned at 6:30 p.m.</i>	
	<b>Res. 56-17</b>	<b><u>Carried</u></b>

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Secretary

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Chairman