

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

Date: October 19, 2017

Location: Cassellholme Garden Room

Present: Chris Mayne
Dean Backer
Sherry Culling
Tamela Price-Fry

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

Regrets: Mark King
Tanya Vrebosch
Walter Ross

Guests: Shani Giroux, Director of HR
Chris Kiraly, Blink Blink (Website Designer)
James Woollatt, Blink Blink (Website Designer)

	ITEM	ACTION
A. CALL TO ORDER		
	<p><i>“Moved by Tamela Price-Fry and seconded by Dean Backer that the meeting be called to order at 7:12 p.m.”</i></p> <p>Res. #41-17 <u>Carried</u></p>	
1. APPROVAL OF AGENDA		
	<p><i>“Moved by Sherry Culling and seconded by Tamela Price-Fry that the agenda for this meeting be approved as presented.”</i></p> <p>Res. #42-17 <u>Carried</u></p>	
2. CONFLICT OF INTEREST		
	<p><i>“Moved by Dean Backer and seconded by Sherry Culling that no member present has declared a conflict of interest.”</i></p> <p>Res.#43-17 <u>Carried</u></p>	
3. APPROVAL OF MINUTES		
	<p>3.1 Approval of Minutes of the Regular Meeting held on September 28, 2017</p> <p><i>“Moved by Tamela Price-Fry and seconded by Sherry Culling that the minutes of the Regular Meeting held on September 28, 2017, be adopted as presented.”</i></p> <p>Res.#44-17 <u>Carried</u></p>	

4. BUSINESS ARISING

4.1 Redevelopment Update

Jamie announced there will be a meeting with the NDP next week. Bill 160 is hoping to be passed by the end of December 2017.

5. CASSELLHOLME OPERATIONS

5.1 Human Resources (*Shani Giroux, Director of Human Resources*)

5.1.1 Bargaining (*In-Camera Session*)

“Moved by Dean Backer and seconded by Sherry Culling that the Board proceed to an In-Camera session at 7:14 p.m.”

Res.#45-17

Carried

“Moved by Sherry Culling and seconded by Dean Backer that the In-Camera session be adjourned at 7:24 p.m.”

Res.#46-17

Carried

5.2 Clinical Services (*Lindsay Dyrda, DOC*)

5.2.1 Medication Errors

5.2.2 Dashboard

Lindsay Dyrda was unable to attend the meeting. On her behalf, Jamie presented and explained the handouts of her Medication and Dashboard Reports to the Board.

6. COMMUNITY SUPPORT SERVICES

6.1 Q2 – CSS Budget to Actuals (*Ric Campbell, CFO*)

Ric Campbell reviewed the Budget to Actuals as of September 30/17.

“Moved by Tamela Price-Fry and seconded by Sherry Culling that the Q2 – CSS Budget to Actuals be approved as presented.”

Res.#47-17

Carried

Ric noted there are 280 people on the waiting list with a shortage of PSWs. Cassellholme is requesting to get a Homemaker Program approved from the DNSSAB. Ric also noted CSS has purchased a new Goldcare Software program.

7. NEW BUSINESS

7.1 Website

Chris Kiraly and James Woollatt, Cassellholme’s Website Designers from BlinkBlink, presented a Video Presentation on the status of the Website. A screen shot of the homepage was handed out to the Board Members.

The attending Board Members participated in a Photo Shoot for the Website, prior to the meeting. The new website will be interactive for families, staff and the general public. Some of the features will include live chat, access to send e-cards, register for pre-admissions and it is mobile-friendly. Families, staff, residents and the family council have all been involved in the development. The 1st phase will be public with the launch potentially in late November, followed by the 2nd phase for staff. The City of North Bay technicians are assisting with the programs and background security.

	<p>7.1 Cassellholme Christmas Party</p> <p>The Annual Cassellholme Christmas Party will be held on Friday November 24, 2017 at the Best Western. Cocktails begin at 6:00 p.m., with dinner starting at 7:00 p.m. Tickets will be sold for \$20.00 per person.</p>	
B. CORRESPONDENCE		
	No correspondence noted	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	No items noted	
D. DATE OF NEXT MEETING		
	Next Meeting – November 30, 2017 – Cassellholme Garden Room. Mark King will be asked to Chair the meeting.	
E. ADJOURNMENT		
	<p><i>“Moved by Dean Backer and seconded by Sherry Culling that the meeting be adjourned at 7:30 p.m.</i></p> <p>Res. 48-17</p>	<p><u>Carried</u></p>

Secretary

Chairman