

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

Date: September 28, 2017

Location: Cassellholme Garden Room

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

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

Regrets: Sherry Culling

Guests: Shani Giroux, Director of HR
Lindsay Dyrda, Director of Clinical Services
Jillian Marchand, Resident Services Coordinator

	ITEM	ACTION
A. CALL TO ORDER		
	<p><i>“Moved by Tamela Price-Fry and seconded by Tanya Vrebosch that the meeting be called to order at 5:25 p.m.”</i></p> <p>Res. #32-17 <u>Carried</u></p>	
1. APPROVAL OF AGENDA		
	<p>Two items added: Item 4.1 – Proposed Changes – Bill 160 Item 4-2 – Executive Review Committee</p> <p><i>“Moved by Mark King and seconded by Dean Backer that the agenda for this meeting be approved as amended.”</i></p> <p>Res. #33-17 <u>Carried</u></p>	
2. CONFLICT OF INTEREST		
	<p><i>“Moved by Walter Ross and seconded by Tanya Vrebosch that no member present has declared a conflict of interest.”</i></p> <p>Res.#34-17 <u>Carried</u></p>	
3. APPROVAL OF MINUTES		
	<p>3.1 Approval of Minutes of the Regular Meeting held on July 6, 2017</p> <p><i>“Moved by Tamela Price-Fry and seconded by Dean Backer that the minutes of the Regular Meeting held on July 6, 2017, be adopted as presented.”</i></p> <p>Res.#35-17 <u>Carried</u></p>	

4. BUSINESS ARISING

4.1 Proposed Changes – Bill 160

Jamie discussed the proposed changes to the Long-Term Care Act, Bill 160, that were introduced on September 27/17. Changes are proposed to increase enforcement with a penalty system and fines up to \$100,000 or a year in jail. A Media Advisory release went out on September 27/17.

4.2 Executive Review Committee

“Moved by Walter Ross and seconded by Tanya Vrebosch that the Executive Committee be comprised of Chris Mayne, Mark King and Shani Giroux and be tasked with reviewing the CEO’s compensation and report the results back to the Board at the next Board Meeting in October 2017.”

Res.#36-17

Carried

5. REDEVELOPMENT UPDATE

Jamie provided a brief update on the redevelopment. Paul Mitchell Architects are moving forward with the changes.

Jamie noted there is a joint proposal with the NBRHC for the redevelopment of the North Wing a recommendation from the DNSSAB to look at adding senior housing for financial assistive living and senior programs.

6. CASSELLHOLME OPERATIONS

6.1 Resident / Family Satisfaction Survey (*Jillian Marchand, Resident Services Coordinator*)

Jillian Marchand provided a PowerPoint presentation for the 2017 Resident & Family Satisfaction Survey. Tamela suggested using an incentive (eg. prize, gift card, draw) to increase the responses of completed surveys returned.

6.2 Clinical Outcomes (*Lindsay Dyrda, DOC*)

Lindsay Dyrda provided the following information:

RN staff schedule changes began on September 25/17. RN’s now work 8 hour shifts on designated units. This will provide more consistency and better care.

Schedulers have been hired and trained to assist with call-ins on the weekends.

A Project Manager is being hired to review all policies and procedures and to streamline our processes. This position will begin in October.

PSWs will be choosing new lines with increased hours. This is tentative to begin in early November.

Lindsay also provided a Quality Indicator Statistics handout comparing statistics from April-June of 2016 to April-June of 2017.

IN-CAMERA SESSION

6.3 Human Resources Report (*Shani Giroux, Director of HR*) In-Camera Session

“Moved by Tamela Price-Fry and seconded by Walter Ross that the Board proceed to an In-Camera session at 6:40 p.m.”

Res.#37-17

Carried

“Moved by Walter Ross and seconded by Dean Backer that the In-Camera session be adjourned at 7:10 p.m.”

Res.#38-17

Carried

	<p>6.4 Financial Report (<i>Ric Campbell, CFO</i>)</p> <p>Ric Campbell reviewed the Budget to Actuals at Aug. 31/17 and the Forecast to Dec. 31/17</p> <p>6.4.1 Year End Projection</p> <p><i>“Moved by Tamela Price-Fry and seconded by Walter Ross that the Year End Projection be approved as presented.”</i></p> <p>Res.#39-17 <u>Carried</u></p>	
B. CORRESPONDENCE		
	<p>Letter to the Editor – submitted to the North Bay Nugget by Chris Mayne. Handout – Talking Points for AMO Conference - email correspondence from Don Gracey, dated July 11, 2017</p>	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	<p>Tamela Price-Fry has requested a Medication Errors Update</p>	
D. DATE OF NEXT MEETING		
	<p>Next Meeting – October 19, 2017 – Cassellholme Garden Room</p>	
E. ADJOURNMENT		
	<p><i>“Moved by Tamela Price-Fry and seconded by Dean Backer that the meeting be adjourned at 7:15 p.m.</i></p> <p>Res. 40-17 <u>Carried</u></p>	

Secretary

Chairman