

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

Date: March 23, 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 Ciccirelli, Recording Secretary

	ITEM	ACTION
A.	CALL TO ORDER	
	<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>Res.#-16-16 <u>Carried</u></p>	
1.	APPROVAL OF AGENDA	
	<p>Item No. 6.2 added to In-Camera Session</p> <p><i>“Moved by Mark King and seconded by Tanya Vrebosch that the agenda for this meeting be approved as amended.”</i></p> <p>Res.#17-16 <u>Carried</u></p>	
2.	CONFLICT OF INTEREST	
	<p><i>“Moved by Dean Backer and seconded by Mark King that no member present has declared a conflict of interest.”</i></p> <p>Res.18-16 <u>Carried</u></p>	
3.	APPROVAL OF MINUTES	
	<p><i>“Moved by Tanya Vrebosch and seconded by Walter Ross that the minutes of the Regular Meetings held on January 14, 2016 and February 11, 2016, be adopted as presented.”</i></p> <p>Res.19-16 <u>Carried</u></p>	

4.	BUSINESS ARISING	
	<p>4.1 Redevelopment Update</p> <p>4.1.1 Sub-Committee Update</p> <p>A second meeting of the sub-committee is scheduled to take place tonight, March 23, 2016, at 6:00 p.m. The draft Terms of Reference will be reviewed and it also expected that a Chair and Vice Chair will be elected.</p> <p>4.1.2 Business Plan</p> <p>Mr. Jamie Lowery circulated a copy of the business plan outline to the Board noting most of the items are complete. Mr. Lowery noted that once the business plan is finalized, it will be brought forward to the Board for their review prior to sending to the Ministry of Health and Long-Term Care.</p> <p>4.2 Long-Term Care Service Accountability Agreement (L-SAA)</p> <p>A copy of the new Accountability Agreement between Cassellholme and the North East LHIN was included in the Board package. Upon review, the following motion was passed:</p> <p><i>“Moved by Mark King and seconded by Tanya Vrebosch that the Board authorize the Chair and CEO to sign the Long-Term Care Service Accountability Agreement (L-SAA) effective April 1, 2016.”</i></p> <p>Res.20-16 <u>Carried</u></p> <p>Once signed, the document will be returned to the North East LHIN.</p> <p>4.2.1 Declaration of Compliance</p> <p>Mr. Lowery advised that, in accordance with the L-SAA dated April 1, 2013, a signed Declaration of Compliance must be sent to the North East LHIN. As such, the following motion was passed:</p> <p><i>“Moved by Walter Ross and seconded by Dean Backer that the Board authorize the Chair to sign the Declaration of Compliance pursuant to the requirements under the Long-Term Care Service Accountability Agreement, effective April 1, 2013.”</i></p> <p>Res.21-16 <u>Carried</u></p>	
5.	CASSELLHOLME OPERATIONS	
	<p>5.1 CEO Report</p> <p>A copy of the CEO report was included in the Board package. Upon review, no questions were noted.</p>	
6.	IN-CAMERA SESSION	
	<p>6.1 Matters Relating to Personnel, Residents, Volunteers, Purchases, Sales of Property</p>	

	<p><i>“Moved by Dean Backer and seconded by Tanya Vrebosch that the Board proceed to an In-Camera session at 5:39 p.m.”</i></p> <p>Res.22-16 <u>Carried</u></p> <p><i>“Moved by Dean Backer and seconded by Tanya Vrebosch that the In-Camera session be adjourned at 6:14 p.m.”</i></p> <p>Res.23-16 <u>Carried</u></p> <p>In accordance with discussion that occurred during the In-Camera session, the following motion was passed, with a recorded vote:</p> <p><i>“Moved by Walter Ross and seconded by Mark King that the Board accept the CEO’s Salary Review Committee recommendation that Jamie Lowery’s salary be moved to Band 14, Step 5 of the 2016 Cassellholme Non-Union Salary Grid.”</i></p> <p><i>Tanya Vrebosch – yes Mark King – yes Walter Ross – yes Dean Backer – no Chris Mayne – yes</i></p> <p>Res.24-16 <u>Carried</u></p> <p>6.2 Matters Relating to Personnel, Residents, Volunteers, Purchases, Sales of Property</p> <p>Deferred.</p>	
B.	REQUEST FOR FUTURE AGENDA ITEMS	
	- None noted	
C.	DATE OF NEXT MEETING	
	- Wednesday, April 20, 2016 (AGM)	
D.	ADJOURNMENT	
	<p><i>“Moved by Tanya Vrebosch and seconded by Walter Ross that the meeting be adjourned at 6:16 p.m.”</i></p> <p>Res.25-16 <u>Carried</u></p>	

Secretary

Chairman