

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

Date: July 6, 2017

Location: Cassellholme Garden Room

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

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

Regrets: Sherry Culling
Tanya Vrebosch

Guests: Paul Mitchell, Architect
Shani Giroux, Director of HR
Lindsay Dyrda, Director of Clinical Services
Angie Punnett, Director of Operations

	ITEM	ACTION
A. CALL TO ORDER		
	<p><i>“Moved by Mark King and seconded by Walter Ross that the meeting be called to order at 5:08 p.m.”</i></p> <p>Res. #21-17 <u>Carried</u></p>	
1. APPROVAL OF AGENDA		
	<p><i>“Moved by Dean Backer and seconded by Tamela Price-Fry that the agenda for this meeting be approved as presented.”</i></p> <p>Res. #22-17 <u>Carried</u></p>	
2. CONFLICT OF INTEREST		
	<p><i>“Moved by Walter Ross and seconded by Mark King that no member present has declared a conflict of interest.”</i></p> <p>Res.#23-17 <u>Carried</u></p>	
3. APPROVAL OF MINUTES		
	<p>3.1 Approval of Minutes of the Regular Meeting held on April 27, 2017</p> <p><i>“Moved by Dean Backer and seconded by Tamela Price-Fry that the minutes of the Regular Meeting held on April 27, 2017, be adopted as presented.”</i></p> <p>Res.#24-17 <u>Carried</u></p>	

4. Welcome New Director of Care

Chris Mayne welcomed Lindsay Dyrda to Cassellholme as the new Director of Clinical Services. Jamie introduced her background as a lead Ministry Inspector with expertise in compliance and processes. A great addition to the Cassellholme Team.

5. BUSINESS ARISING

No business arising from previous meeting

6. REDEVELOPMENT

6.1 Telephone Call – Don Gracey, Government Relations – Update (*In-Camera*)

“Moved by Tamela Price-Fry and seconded by Dean Backer that the Board proceed to an In-Camera session at 5:13 p.m.”

Res.#25-17

Carried

“Moved by Mark King and seconded by Walter Ross that the In-Camera session be adjourned at 5:31 p.m.”

Res.#26-17

Carried

6.2 Resolution for Ministry – RE: Ability to Borrow

“Moved by Walter Ross and seconded by Tanya Vrebosch that the Board request the Government of Ontario to make the necessary amendments to the Long-Term Care Homes Act, 2007 (without limiting the generality of the foregoing sections 126 and 127) required to enable each District Home to raise a mortgage on its own faith and credit and secured by the assets of the District Home, should the Board of Management determine that exercise of the authority would be in the best interests of the District Home for purposes of redevelopment.”

Res.#27-17

Carried

6.3 Mitchell Architects – Presentation

Paul Mitchell provided a detailed power-point presentation on the design changes and changes to the codes, regulations and products. The additional fee for the design changes is \$263,248.00. The additional fee for the mandatory changes is \$280,116.00. Total additional fees are \$543,364.00.

“Moved by Walter Ross and seconded by Mark King that Cassellholme proceed with the required redevelopment design updates and changes as detailed by Jensen Mitchell Architects in the amount of approximately \$543,364.00 to be financed from the Operating Reserves.”

Res.#28-17

Carried

7. CASSELLHOLME OPERATIONS

7.1 CEO Report

Jamie Lowery discussed his CEO Report. Key notes included:

- The pilot partnership between Cassellholme/Castle Arms and the Alzheimer Society beginning on July 10, 2017.

- New Ontario Tele-medicine Network (OTN) equipment was delivered, courtesy of the Charitable Committee through the generosity of Medical Pharmacies. A ribbon cutting ceremony is being organized.
- Ric and Jamie were invited to Golden Manor - Timmins Ontario and provided a presentation touching on Governance, Efficiencies and Redevelopment to the Home's Management Committee, staff and City CAO. A similar presentation has been requested by Belvedere Heights and is scheduled for August 23, 2017.
- Cassellholme will be hosting Region 8 - September 20-22, 2017. All Board members are invited to attend.

8. LABOUR RELATIONS

Shani Giroux, Director of Human Resources provided the following labour relations issues.

8.1 ONA Schedules to improve communication and resident continuity of care

Shani Giroux, Director of Human Resources provided information on the upcoming changes to the RN schedules. Effective September 18, 2017 the RNs will be working 8 hour shifts to provide more continuity, supervision and close the gaps for resident care.

8.2 CUPE Part-Time Schedules

Cassellholme is working with CUPE to reconfigure the PSW schedules to increase their master shifts from 3 shifts in 2 weeks, to 5 shifts in 2 weeks. This will increase loyalty with the ability to top-up hours with call-ins up to full-time hours. Waiting for CUPE to vote, with an implementation date of September 25, 2017.

8.3 Blending Cassellholme with Community Support Services

Cassellholme is currently in discussions with CUPE and awaiting legal advice on how to proceed without violating Collective Agreements and the Employee Standards Act.

8.4 SEIU Letter of Understanding

SEIU implemented 14 hours, time off between shifts creating the inability to meet the AM care needed for clients. Cassellholme is requesting this be reduced to 12 hours, allowing staff to accept more hours.

8.5 Homemaker Update

There is a new Homemaker curriculum by CTS. Community Support Services is researching the possibility of hiring more PSWs under a new Homemaker classification.

9. IN-CAMERA SESSION

"Moved by Tamela Price-Fry and seconded by Dean Backer that the Board proceed to an In-Camera session at 6:56 p.m."

Res.#29-17

Carried

"Moved by Walter Ross and seconded by Mark King that the In-Camera session be adjourned at 7:03 p.m."

Res.#30-17

Carried

B. REQUEST FOR FUTURE AGENDA ITEMS		
	No items noted	
C. DATE OF NEXT MEETING		
	Next Meeting – September 2017 (<i>Day to be determined</i>)	
D. ADJOURNMENT		
	<p><i>“Moved by Mark King and seconded by Tamela Price-Fry that the meeting be adjourned at 7:05 p.m.</i></p> <p>Res. 31-17</p>	<p><u>Carried</u></p>

Secretary

Chairman