

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

Date: October 27, 2016

Location: Castle Arms Board Room

Present: Chris Mayne
Walter Ross
Tanya Vrebosch
Mark King
Dean Backer

Staff: Jamie Lowery, Chief Executive Officer
Richard Campbell, Chief Financial Officer
Gerri-Lyn Ciccirelli, Recording Secretary

Regrets: Tamela Price-Fry, Sherry Culling

	ITEM	ACTION
A.	CALL TO ORDER	
	<p><i>“Moved by Tanya Vrebosch and seconded by Dean Backer that the meeting be called to order at 5:20 p.m.</i></p> <p>Res.#-70-16 <u>Carried</u></p>	
1.	APPROVAL OF AGENDA	
	<p>Item No. 4.2 Business Plan moved to In-Camera Session</p> <p><i>“Moved by Dean Backer and seconded by Walter Ross that the agenda for this meeting be approved as amended.”</i></p> <p>Res.#71-16 <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.72-16 <u>Carried</u></p>	
3.	APPROVAL OF MINUTES	
	<p><i>“Moved by Mark King and seconded by Dean Backer that the minutes of the Regular Meeting held on September 29, 2016, be adopted as presented.”</i></p> <p>Res.73-16 <u>Carried</u></p>	

4.	NEW BUSINESS	
	<p>4.1 Resident Quality Inspection Report</p> <p>Mr. Jamie Lowery, CEO, reported that inspectors from the Ministry of Health and Long-Term Care (MOHLTC) attended Cassellholme July 11 – 15, 2016 to conduct the annual Resident Quality Inspection. The report was recently received and two orders were identified; One relating to training on locking doors and one relating to awareness of resident abuse. The MOHLTC is insisting that all witnessed incidents of abuse are reported to the North Bay Police. A compliance plan has been prepared and submitted accordingly.</p>	
5.	CASSELLHOLME OPERATIONS	
	<p>5.1 CEO Report</p> <p>Mr. Lowery presented the CEO report. Upon review, no questions were noted.</p> <p>5.2 Budget to Actuals as at September 30, 2016</p> <p>Mr. Ric Campbell, CFO, presented the budget to actuals as at September 30, 2016, noting that a small surplus is forecasted to year end. It was also noted that Raw Food is under budget by \$86,000.00.</p> <p><i>“Moved by Walter Ross and seconded by Tanya Vrebosch that the budget to actuals for Cassellholme at September 30, 2016, be approved as presented.”</i></p> <p>Res.74-16 <u>Carried</u></p>	
6.	COMMUNITY SUPPORT SERVICES	
	<p>Mr. Campbell reported on the Q2 Budget to Actuals for Community Support services noting a surplus of \$113,000.00 to the end of September. Mr. Campbell noted that the surplus is due to a lack of resources within the Community Support Services department.</p>	
7.	IN-CAMERA SESSION	
	<p><i>“Moved by Mark King and seconded by Tanya Vrebosch that the Board proceed to an In-Camera session at 6:00 p.m.”</i></p> <p>Res.75-16 <u>Carried</u></p> <p><i>“Moved by Tanya Vrebosch and seconded by Walter Ross that the In-Camera session be adjourned at 6:35 p.m.”</i></p> <p>Res.76-16 <u>Carried</u></p>	
B.	REQUEST FOR FUTURE AGENDA ITEMS	
	<p>- None noted</p>	

C.	DATE OF NEXT MEETING	
	Thursday, November 10, 2016	
D.	ADJOURNMENT	
	<p><i>“Moved by Dean Backer and seconded by Mark King that the meeting be adjourned at 6:35 p.m.”</i></p> <p>Res.77-16 <u>Carried</u></p>	

Secretary

Chairman