

THURSDAY, OCTOBER 28, 2021

MINUTES

Date: Thursday, October 28, 2021

Location: ZOOM Meeting

Present: Chris Mayne
 Mark King
 Sherry Culling
 Claire Campbell

Staff: Jamie Lowery, CEO
 Billy Brooks, Director of Finance & IT
 Angie Punnett, Associate Administrator
 Julie Pilkey, Recording Secretary
 Dave Smits, Project Manager
 Shani Giroux, Director of Human Resources

Regrets:

Guests: John D'Agostino, Lawyer
 Paul Preston/Anita Brisson/Wendy Smith - OHT
 Joanne Brousseau, City of North Bay
 Margaret Karpenko, City of North Bay
 Dave Dale
 Tanya Vrebosch, City of North Bay
 Blanche-Helene Tremblay, Family Council
 Claude Fortier, Family Council
 Monique Peters, Family Council
 Bonnie Bolger, Family Council
 Stu Campaigne, Bay Today
 Jennifer Hamilton-McCharles - Nugget

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Claire Campbell and seconded by Mark King that the meeting be called to order at 5:04 p.m.”</i></p> <p>Res. #95-21 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p>Request to start the meeting at 7.1 – OHT Presentation Add 7.3 – Near North Board of Education</p> <p><i>“Moved by Sherry Culling and seconded by Mark King that the Board approve the agenda for this meeting, as amended.”</i></p> <p>Res. #96-21 <u>Carried</u></p>	

2. Board Resignations

Chris Mayne announced the resignation of Terry Kelly, effective September 28, 2021.

“Moved by Mark King and seconded by Sherry Culling that the Board accept the resignation from Terry Kelly of the Municipality of East Ferris, Area 3 Member, effective September 28, 2021.”

Res. #97-21

Carried

Chris Mayne announced the resignation of Bill Vrebosch, effective October 26, 2021.

“Moved by Claire Campbell and seconded by Sherry Culling that the Board accept the resignation email from Bill Vrebosch of the City of North Bay, Area 1 Member, effective October 26, 2021.”

Res. #98-21

Carried

3. Code of Conduct

Confirm all Board Members have signed and returned form

Julie confirmed all Board Members have signed and returned the Code of Conduct form.

4. Conflict of Interest

Confirm all Board Member have signed and returned form

Julie confirmed all Board Members have signed and returned the Conflict of Interest form.

“Moved by Sherry Culling and seconded by Mark King that no Board Members present, have declared a conflict of interest.”

Res. #99-21

Carried

5. Approval of Minutes

5.1 Approval of Minutes of the Meeting held on September 23, 2021

“Moved by Mark King and seconded by Claire Campbell that the minutes of the Regular Board Meeting, held on September 23, 2021, be adopted as presented.”

Res. #100-21

Carried

6. Business Arising

6.1 COVID-19 Update

Angie provided an update, noting the following:

Effective November 15, 2021, all staff will need proof of full vaccination or will be put on a leave of absence. This should not have an impact on staffing.

Currently no legislation for visitors and caregivers coming into the Home. A Home policy is needed for visitors and caregivers who are not vaccinated. The number of unvaccinated visitors and caregivers is extremely low. Approximately 3-5 a week.

Masks and PPE still mandatory. Random testing is ongoing.

Starting to see an increase in new applicants for PSWs and FSWs now that the Covid supplement money from the government is discontinuing.

7. New Business

7.1 OHT Presentation Update *(Paul Preston, Anita Brisson, Wendy Smith)*

Paul Preston provided a PowerPoint presentation to update the Cassellholme Board on the Ontario Health Team (OHT).

7.2 Request for Board Member – Letter sent to South Algonquin*

A letter was sent to South Algonquin, requesting a representative to sit on the Cassellholme Board on September 28, 2021. No response to date.

7.3 Near North Board of Education

The Near North Board of Education has received funding from the Province to initiate a PSW Program and asked Cassellholme to partner with them. No cost to Cassellholme. Meetings have started to plan the approach.

8. Redevelopment Update

Dave Smits updated the Board on the status of the Redevelopment. The package was submitted to the Ministry. The draft Levy was put on hold subject to last Friday's announcement. The Province announced they would guarantee their portion of the redevelopment.

Coordinating a Zoom meeting for next Thursday, November 4, 2021, with the Municipalities.

I.O. is involved in discussions again.

There has been lots of progress over the last month.

Jamie announced Claire Campbell is working on the First Nations piece and a road map.

9. Operations

9.1 Cassellholme Operations Update *

Update provided in package.

Jamie added that the Admissions process has been revamped and is working well. Also looking at the discharge process and how to say goodbye to our residents.

9.2 Budget to Actuals

Billy provided a presentation on YTD Budget to Actuals ending September 30, 2021.

“Moved by Mark King and seconded by Sherry Culling that the Board approve the Cassellholme Budget to Actuals at September 30, 2021, as presented.”

Res. #101-21

Carried

10. IN - CAMERA

Jennifer Hamilton-McCharles, Claude Fortier, and Monique Peters were put in the waiting room. All other guests left the meeting.

10.1 In-Camera – CUPE Bargaining

“Moved by Claire Campbell and seconded by Mark King that the Board proceed to an in-camera session at 6:20 p.m.”

Res. #102-21

Carried

	<p><i>“Moved by Claire Campbell and seconded by Mark King that the In-Camera session be adjourned at 6:36 p.m.”</i></p> <p>Res. #103-21 <u>Carried</u></p> <p>Monique Peters and Jennifer Hamilton-McCharles returned from the Waiting Room.</p> <p>Following the in-camera session:</p> <p><i>“Moved by Sherry Culling and seconded by Mark King that the Board approve the following resolution:</i></p> <p><i>“WHEREAS – The collective agreement between Cassellholme and CUPE, Local 146 expired on December 31, 2019; and</i></p> <p><i>WHEREAS – The parties to the collective agreement reached a tentative settlement on October 22, 2021, as per the terms outlined in the in-camera discussion; and</i></p> <p><i>BE IT RESOLVED – That the Board ratifies the Collective Agreement negotiated between Cassellholme and CUPE, Local 146.”</i></p> <p>Res. #104-21 <u>Carried</u></p>	
B. CORRESPONDENCE		
	B.1 Questions Email – from Tanya Vrebosch	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	No items noted	
D. DATE OF NEXT MEETING		
	Thursday November 25, 2021 @ 5:00 p.m. - or at the call of the Chair.	
E. ADJOURNMENT		
	<p><i>“Moved by Claire Campbell and seconded by Sherry Culling that the meeting be adjourned at 6:38 p.m.”</i></p> <p>Res. #105-21 <u>Carried</u></p>	

Secretary

Chairman

Board of Management Meeting
October 28, 2021

❖ **CLINICAL SERVICES UPDATE - Lindsay Dyrda, DOC**

The MOHLTC mandated mandatory vaccinations for all staff. Non-vaccinated staff need proof of exception by November 15, 2021. Staff who choose not to provide the required proof, will be placed on unpaid LOA.

Effective October 15, 2021, in accordance with the Ministers Directive, random daily testing will be completed on fully vaccinated individuals (staff, students, volunteers).

Residents over the age of 65 received their annual flu shots on October 14, 2021.

Staffing updates: Sue Roy one of our full time schedulers is retiring. Her last day will be October 29, 2021. A replacement has been awarded and assigned and will be starting ASAP.

Two RPN Team Lead positions (CUPE) were posted – once the candidates have been selected, there will be time required for education and training to ensure the staff are sufficiently skilled to provide the support needed to enhance clinical capacity and resident care outcomes. It is our vision that there will be a designated Lead for each floor. (currently we have 1 Lead).

Lindsay Joncas was the successful applicant for the Apple/Maple Unit Manager (replacing Stephanie Mitchel-Fudge). Her position is temporary at this time.

A Nurse Manager on-call schedule was created and implemented to support the RN contingency plan to address the current RN shortages.

❖ **FINANCE & INFORMATION TECHNOLOGY UPDATE - Billy Brooks, Director of Finance & IT**

Financial update will be presented at the meeting.

❖ **COMMUNITY SUPPORT SERVICES UPDATE - Nancy Coughlin, Manager**

The Diner's Club resumed this week. This is a program for Castle Arms tenants and their guests. Tenants sign up to attend the lunch. Lunches are currently offered in the Castle Arms 2 Common Room only. Meals are \$5.50 each. There are no Friday night dinners offered at this time, due to Covid restrictions. All tenants and their guests are screened and provide proof that they are fully vaccinated, prior to entering.

We are in the process of hiring more PSWs and Homemakers
Hoping to increase the Bus outings for the CSS clients (shopping trips, etc.)

A 400 Club Audit was completed. The results are 100% compliance with the Standard Operational Guidelines created by Health Service Providers of Ontario Health North.

The 400 Club will be extending their hours effective November 1, 2021. The new hours will be 9:30 a.m. – 4:00 p.m.

❖ **HOUSEKEEPING, LAUNDRY, MAINTENANCE, PROGRAMS - Angie Punnett, Associate Administrator**

Housekeeping / Laundry

Nothing to report at this time

Nutrition & Food Services

Nothing to report at this time