

THURSDAY, JANUARY 27, 2022

MINUTES

Date: Thursday, January 27, 2022

Location: ZOOM Meeting

Present: Chris Mayne
 Mark King
 Sherry Culling
 Claire Campbell
 Dave Mendicino
 Gail Degagne
 Robert Corriveau

Staff: Jamie Lowery, CEO
 Billy Brooks, Director of Finance & IT
 Angie Punnett, Associate Administrator
 Dave Smits, Project Manager

Regrets:

Guests: Bonnie Bolger, Family Council
 Monique Peters, Family Council
 Jennifer Hamilton-McCharles – Nugget
 Stu Campaigne, Bay Today

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Gail Degagne and seconded by Claire Campbell that the meeting be called to order at 5:03 p.m.”</i></p> <p>Res. #10-22 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p>Add 5.2 – Resident Satisfaction Survey Add 7.2 – Budget to Actuals</p> <p><i>“Moved by Mark King and seconded by Dave Mendicino that the Board approve the agenda for this meeting, as amended.”</i></p> <p>Res. #11-22 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Bob Corriveau and seconded by Sherry Culling that no Board Members present, have declared a conflict of interest.</i></p> <p>Res. #12-22 <u>Carried</u></p>	

3. Approval of Minutes

3.1 Approval of Minutes of the Regular Meeting held on November 25, 2021

“Moved by Sherry Culling and seconded by Mark King that the minutes of the Regular Board Meeting, held on November 25, 2021, be adopted as presented.”

Res. #13-22

Carried

3.2 Approval of Minutes of the Special Meeting held on December 14, 2022

“Moved by Dave Mendicino and seconded by Claire Campbell that the minutes of the Special Board Meeting, held on December 14, 2022, be adopted as presented.”

Res. #14-22

Carried

3.3 Approval of Minutes of the Special Meeting held on January 6, 2022

“Moved by Robert Corriveau and seconded by Gail Degagne that the minutes of the Special Board Meeting, held on January 6, 2022, be adopted as presented.”

Res. #15-22

Carried

4. Business Arising

4.1 COVID-19 Update

Angie provided a Covid update. The Health Unit declared a Covid-19 outbreak. The resident had no signs or symptoms. Resident had left the building and was tested upon returning. 3 more residents who were in close contact also tested positive. As of today, there are 7 residents that have tested positive and 16 staff. All who were in close contact of each other. There is one resident remaining in isolation.

Protocols were immediately put in place. All staff were directed to wear N95 masks and goggles. Staff and essential care givers are tested 2 times, minimum, per week. Staff are able to have PCR tests at the hospital, with quick results. Cassellholme meets 3 times per week with the Health Unit, via zoom.

Concerns with staffing. A contingency plan was put in place. More helping hands were added, the administration staff were moved to a weekend rotation to provide more help on weekends. This will be reevaluated this week as more staff return to work from isolation.

Residents have received their 4th dose. Staff are mandated to have their 3rd booster by January 28, 2022.

A fire suppression pipe burst on Maple causing a flood to the unit. This occurred on the weekend with extra admin staff. Residents were moved off the unit while the area was cleaned up and returned to their rooms within 24 hours.

5. New Business

5.1 Proposed Name for the New Kitchen – *“The Henri Giroux Kitchen ~ Care from Within”*

“Moved by Sherry Culling and seconded by Gail Degagne that the Board unanimously approved that the New Kitchen, in the Cassellholme Redevelopment, be named “The Henri Giroux Kitchen ! Care From Within”.

Res. #16-22

Carried

5.2 Resident Satisfaction Survey

Jamie presented the results of the resident satisfaction survey. Surveys are mandated to be done once a year and approved by Family Council.

6. Redevelopment Update

6.1 Redevelopment Liaison Committee – Proposed Adhoc Committee

“Moved by Claire Campbell and seconded by Dave Mendicino that the Board approve that a Redevelopment Liaison Adhoc Committee be formed to discuss any issues as they arise during the redevelopment construction period with the member Municipalities and to recommend resolutions and any media communication to the Board. And that the Board approve the members to be Chirs Mayne, Mark King, Sherry Culling, Gail Degagne, Robert Corriveau and Pauline Rochefort.”

Res. #17-22

Carried

6.2 Exiting Municipalities Update – Legislative Changes, Requirements, Timelines

The Ministry is currently working on releasing a new Act and a mechanism for municipalities wishing to leave. Municipalities will still be required to provide levies to another home. A response should be received by the end of March.

6.3 Construction Update

Dave provided an update on the redevelopment noting the contracts have been signed, insurance, building permit and documents required by the Ministry have been submitted. The ministry is still waiting for the financing agreement with IO. The site sign has been installed on the front lawn as a requirement from the MOHLTC. The Infection Control team held their initial meeting to discuss the redevelopment.

The first phase 1A will include the removal of the link, parking lots and new main entrance. Percon has attended a site visit and are committed to being on budget. A sod-turning ceremony date is still to be determined based on the weather and covid restrictions.

Dave is working on the change order document and a code change policy. Working on shop drawings. Received first progress draw invoice from Percon.

North Bay is coordinating with the Municipalities to provide the guarantee language with their legal council.

Dave noted several local companies have been selected a sub-contractors for the redevelopment project.

6.4 Communication Plan*

Jamie presented the Communication Plan to the Board. Communication will also be shared on the Cassellholme website and Facebook page.

7. Operations

7.1 Cassellholme Operations Update

Included in package.

7.2 Budget to Actuals

“Moved by Robert Corriveau and seconded by Claire Campbell that the Board approve the Cassellholme’s Budget to Actuals at December 31, 2022, as presented”.

Res. #18-22

Carried

8. IN-CAMERA

No In-Camera Session

B.	CORRESPONDENCE	
	<p>B.1 Compliment – Carlo Celebre & Family-1 B.2 Compliment – Carlo Celebre & Family-2 B.3 Letter B.4 Compliment – Family Council</p>	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
D.	DATE OF NEXT MEETING	
	Thursday February 24, 2022 – or at the call of the Chair	
E.	ADJOURNMENT	
	<p><i>“Moved by Gail Degagne and seconded by Mark King that the meeting be adjourned at 7:02 p.m.”</i></p> <p>Res. #19-22 <u>Carried</u></p>	

Secretary

Chairman

Board of Management Meeting
January 27, 2022

❖ CLINICAL SERVICES UPDATE - Lindsay Dyrda, DOC

A Respiratory outbreak was declared on November 29, 2021, and is ongoing. Since December 15, 2021, there have been 28 staff who have tested positive for Covid. 13 have been resolved and back to work. Since December 31, 2021, 17 staff have been off due to an exposure. A total of 6 residents have tested positive for Covid since January 9, 2022. 5 of the 6 have been resolved.

Residents who were eligible have received their 4th Covid booster on January 19, 2022.

Staff who are eligible, are required to have their 3rd booster by January 28, 2022.

Staffing updates: 6 additional PSW positions were added with the new funding. Non-union staff have adjusted their schedules to include weekends to assist with portering, feeding, etc., when short staff. Current PSW students have been hired as helping hands to assist with 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

- We're still waiting for van repairs , so transportation remains on hold
- Diner's Club is on hold, as per the updated ministry guidelines
- Recruiting for new Homemakers is ongoing
- All CSS staff have been fitted for N95 masks
- In the coming months we are updating CPR/First Aid training for all CSS employees

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

400 CLUB

The 400 Club remains open, operating at a reduce capacity and reduced hours to ensure that we are following COVID-19 protocols. Several members have chosen to pause their membership during this phase of the COVID-19 OMICRON but plan to return as the Province announces the phase roll out.

Housekeeping / Laundry

We had secured an external company to preform work of striping and waxing floors, however; due to the outbreak, this work will be postponed until a later date.

Staffing levels for the above departments have been stable and recruitment is ongoing.

Nutrition & Food Services

The Challenge of securing certain food items becomes more and more difficult. We have been reviewing our menu and altering it to provide a similar food option. In addition to raw food shortages, we are also conscious of the steady increase in cost. We continue to review and alter, as necessary, the current menu and our Spring/Summer menu.

❖ COVID UPDATE - Angie Punnett, Associate Administrator

The respiratory outbreak was upgraded to a COVID-19 outbreak on Sunday January 9th, 2022. As of Friday January 21, 2022, we have 6 confirmed resident cases and 13 staff confirmed cases associated to the outbreak. As a result of the current Covid-19 Omicron variant, a number of staff have been affected but not linked to Cassellholme's outbreak.

We are following all protocols related to outbreak and staff have been exceptional. We are concerned about staff burnout as we continue to work through the outbreak. Essential Caregivers (ECG) continue to have access to their residents. As determined by the outbreak protocols, 1 ECG may visit at a time. Screening and rapid antigen testing continues to be in place.

Several Booster Clinics for staff have been offered in order to ensure that staff who are eligible for a third dose prior to January 1, 2022 receive it by January 28, 2022. In order to meet the MOLTC immunization policy. Residents also received their 4th booster on Wednesday Jan 19, 2022.

Daily screening of staff in addition to 2x weekly rapid antigen testing (minimum) has also helped in preventing the spread of Covid-19 in Cassellholme.

Everyone entering Cassellholme is required to wear an N95 mask and eye protection while in the home.