

THURSDAY, APRIL 28, 2022

MINUTES

Date: Thursday, April 28, 2022

Location: ZOOM Meeting

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

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

Regrets:

Guests: John D'Agostino, Lawyer
 Anna Fitzsimmons, Associate Lawyer
 Dean Decaire, BDO
 Monique Peters, Family Council
 Jennifer Hamilton-McCharles, Nugget

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Robert Corriveau and seconded by Dave Mendicino that the meeting be called to order at 6:32 p.m.”</i></p> <p>Res. #43-22 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p>Added: 6.2 Closing Agenda 7.2 Q1-2022 Budget to Actuals</p> <p><i>“Moved by Gail Degagne and seconded by Sherry Culling that the Board approved the Agenda for this meeting, as amended.”</i></p> <p>Res. #44-22 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Mark King and seconded by Gail Degagne that no Board Members present, have declared a conflict of interest.”</i></p> <p>Res. #45-22 <u>Carried</u></p>	

3. Approval of Minutes

3.1 Approval of Minutes of the Regular Meeting held on March 31, 2022

“Moved by Dave Mendicino and seconded by Gail Degagne that the minutes of the Regular Board Meeting, held on March 31, 2022, be adopted as presented.”

Res. #46-22

Carried

4. Business Arising

4.1 COVID-19 Update

Update in package. Angie added there have been 92 resident and staff cases associated to the outbreak, total. There have been some staffing issues due to staff off from covid in the community.

Regular testing is ongoing for residents, staff and essential caregivers.

The Ministry has extended the funding for screeners, testing, etc. until at least mid-May.

5. New Business

No new business noted

6. Redevelopment Update

6.1 Construction Update *(Dave Smits)*

Report included in package. Dave noted the work is progressing with the parking lot.

Percon's monthly report will include change orders.

Biweekly construction meetings are held on Thursdays, including IPAC.

6.2 Closing Agenda

Jamie discussed the document. It includes a summary list of all agreements, etc., throughout the redevelopment process.

7. Operations

7.1 Cassellholme Operations Update

Update included in package.

Jamie announced his resignation to the Board. His last day will be Labour Day weekend followed by the remainder of his vacation days. The Board will recruit for a replacement and meet with the Board members next week to discuss.

Angie discussed the changes to the Long-Term Care Act. As of April 11, 2022 the Fixing Long-Term Care Act, 2021 (FLTCA) and Ontario Regulation 246/22 have replaced the previous Long-Term Care Homes Act, 2007 (LTCHA) and Ontario Regulation 79/10 as the governing legislation for Long-Term Care in Ontario. Angie noted Cassellholme is reviewing to make sure all changes are in place.

7.2 Q1-2022 – Budget to Actuals

“Moved by Sherry Culling and seconded by Robert Corriveau that the Board accept the Q1-2022 Budget to actuals, as presented.”

Res. #47-22

Carried

B.	CORRESPONDENCE	
	No correspondence noted	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
D.	DATE OF NEXT MEETING	
	Thursday May 26, 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 7:28 p.m.”</i></p> <p>Res. #48-22 <u>Carried</u></p>	

Secretary

Chairman

❖ CLINICAL SERVICES UPDATE - Lindsay Dyrda, DOC

Cassellholme received a grant from the Royal Canadian Legion and have purchased 2 HIN mattresses and 3 pumps.

Cassellholme applied for and will receive new funding from the Preceptor Resource and Education Program in Long-Term Care (PREP-LTC) to cover costs associated with student placements. Funds will be based on the total number of applications from all LTC homes in Ontario.

We have implemented LTC eConnect, which allows Registered staff, who complete required Privacy Training, to access a resident's Electronic Health record in a timely manner. Staff can access hospital reports, lab work, imaging records, etc.

We will be adding 2 new clinical support tools for End of Life and Pain. These tools incorporate best-practice guidance to inform care planning and decision-making.

Staffing: We are in the process of hiring summer students. Hoping to attain approximately 20. We have recently hired a Full Time RN that has started her orientation.

❖ FINANCE & INFORMATION TECHNOLOGY UPDATE - Billy Brooks, Chief Financial Officer & IT

❖ Nursing & Personal Care

Currently sitting at 6.08% under budget (\$211,000). This result is primarily from unfilled, newly created positions. Three additional RPN positions are currently vacant along with a Nurse Practitioner role. These two items relate to approximately \$120,000 of the \$211,000 surplus, with the balance relating to ongoing PSW and RN staffing vacancies. Net staffing levels are elevated compared to prior years, despite these vacancies due to the increase in overall staffing levels for PSWs.

❖ Program Support Services

Currently sitting at 12.5% under budget (\$37,500) - relating also to unfilled newly created positions, including an activity lead role, resulting in approximately \$12,000 surplus to March 31st. The remaining surplus is in line with historical averages. Any surpluses in the PSS envelope can be applied to the NPC funding envelope at year-end.

❖ Raw Food

Currently sitting at 1.24% over budget (\$2,800). Despite an increase to the Raw Food budget in 2022 over 2021, rising inflation continues to impact the home's ability to meet its Raw Food targets without materially impacting resident meal quality. Legislative changes and upcoming funding increases are expected to mitigate the current trend in Raw Food.

❖ Other Accommodations

Currently sitting at 1.67% over budget (\$30,300). One main factor is the Facility budget which includes utilities, telephone and insurance. Insurance expenses are over budget by approximately \$50,000, as presented to the board last meeting.

Also included in OA are Support Services (Dietary, Housekeeping, & Laundry) which are currently under budget 1.26%, a net of \$12,000. Maintenance is currently under budget 20% (\$45,000), a temporary surplus which will be spent throughout the year as work is scheduled, including a building condition assessment. Administration is currently over budget 2.35% (\$9,000) which relates primarily to a temporary deficit due to annual Telephone IT service contracts paid in January for the entire year.

❖ Summary

Expenditures for the facility as a whole are currently sitting 3.17% under budget, or \$215,000. These results are positive, however, given that this reporting period is only for three months, they are subject to change throughout the year as COVID-19 funding is reduced and staffing levels increase. Continued monitoring will occur, and the Board will be updated at regular quarterly intervals and as needed.

❖ COMMUNITY SUPPORT SERVICES UPDATE - Nancy Coughlin, Manager

All CSS staff have received updated CPR and First Aid training. There are also a few staff currently taking the Food Safety Course. Admissions of new clients is ongoing.

❖ OPERATIONS - Angie Punnett, Associate Administrator

On April 11 2022, the MOLTC introduced the new "Fixing Long Term Care Act, 2021". The new legislation was created to maintain the sections that had previously worked well and implement changes in three core priorities:

1. Improving staffing and care
2. Protecting residents through better accountability, enforcement and transparency
3. Building modern, safe, comfortable long-term care homes for Ontario's Seniors

Our leadership team at Cassellholme is working through these changes to ensure that the above core priorities are reflected in all departments. These priorities represent a significant change to some areas of our operations in our home. Although we expect challenges with some of the implementation, we are confident that these priorities will improve the overall care for our residents.

❖ COVID-19 UPDATE - Angie Punnett, Associate Administrator

Cassellholme remains in a facility-wide Covid-19 outbreak. As of April 22, 2022 we have had eighty six (86) staff and residents associated to our current outbreak with no deaths reported at this time.

We continue to following all protocols related to the outbreak. Staffing levels are currently stable. Essential Caregivers (ECG) are permitted to enter Cassellholme. As determined by the outbreak protocols 1 ECG may visit at a time. Screening and rapid antigen testing continues to be in place at the single entry point to the home. Daily screening of staff in addition to a minimum of 2x weekly rapid antigen testing 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.

We have received additional information and it appears that screening and testing for Covid -19 will continue beyond April 27, 2022.

Overall, we have seen a spike in non-outbreak related Covid-19 cases among our staff in the recent weeks. As a result, staffing levels have proven to been challenging at this time. However, due to some creative scheduling and staff commitment to our residents, shortages have been minimal.