

**THURSDAY, MAY 26, 2022**

**MINUTES**

**Date:** Thursday, May 26, 2022

**Location:** ZOOM Meeting

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

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

**Regrets:** Robert Corriveau

**Guests:** Monique Peters, Family Council  
 Michelle, Family Council  
 Jennifer Hamilton-McCharles, Nugget

	ITEM	ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><b>RECORDED MEETING</b></p> <p><i>“Moved by Mark King and seconded by Dave Mendicino that the meeting be called to order at 5:02 p.m.”</i></p> <p>Res. #49-22 <span style="float: right;"><u>Carried</u></span></p>	
	<b>1. Approval of Agenda</b>	
	<p><i>“Moved by Sherry Culling and seconded by Gail Degagne that the Board approved the Agenda for this meeting, as presented.”</i></p> <p>Res. #50-22 <span style="float: right;"><u>Carried</u></span></p>	
	<b>2. Conflict of Interest</b>	
	<p><i>“Moved by Dave Mendicino and seconded by Sherry Culling that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #51-22 <span style="float: right;"><u>Carried</u></span></p>	

### 3. Approval of Minutes

#### 3.1 Approval of Minutes of the Regular Meeting held on April 28, 2022

*“Moved by Gail Degagne and seconded by Mark King that the minutes of the Regular Board Meeting, held on April 28, 2022, be adopted as presented.”*

Res. #52-22

Carried

### 4. Business Arising

#### 4.1 COVID-19 Update

Update in package. Angie added that the Hairdresser has reopened to provide services to unit specific residents.

There is a potential to be out of this outbreak by May 30<sup>th</sup>, 2022 if there are no new cases. New residents are being admitted from the hospital in an attempt to ease the pressure at the hospital.

Jamie noted we are receiving a lot more male residents compared to over 5 years ago. This has resulted in an adjustment to the floor plans.

### 5. New Business

No new business noted

### 6. Redevelopment Update

#### 6.1 Construction Update *(Dave Smits)*

Percon update included in package.

Removal of the trees has been completed as part of the 1<sup>st</sup> phase. Tree trunks have been sent to a mill to be used planed and reused for furniture (benches, tables, etc.) in the new building. The parking lot should be completed in the next 2 weeks. Dave noted drywallers are on strike and agreement should be resolved in the next week.

Change orders are included in the report.

A Basecamp account has been created to share information with municipalities.

Castle Arms tenants were treated with a lunch to thank them for the inconvenience the day the water was shut off during construction.

### 7. Operations

#### 7.1 Cassellholme Operations Update

Update included in package.

#### 7.2 CSS Financial Statements – Year Ending March 31, 2022

Billy presented the Draft CSS Financial Statements from BDO for Board approval.

*“Moved by Sherry Culling and seconded by Dave Mendicino that the Board accept the CSS Financial Statements for the Year Ending March 31, 2022, as presented.”*

Res. #53-22

Carried

	<p><b>7.3 CSS Operating Budget – April 1, 2022 – March 31, 2023</b>  Billy provided a presentation for the CSS Operating Budget.</p> <p><i>“Moved by Gail Degagne and seconded by Mark King that the Board approve the CSS Operating Budget for April 1, 2022 to March 31, 2023, as presented.”</i></p> <p>Res. #54-22 <span style="float: right;"><u>Carried</u></span></p>	
<b>8. IN-CAMERA</b>		
	<p>Guests were put in the waiting room. Jamie Lowery left the meeting.</p> <p><b>8.1 CEO Search</b></p> <p><i>“Moved by Sherry Culling and seconded by Dave Mendicino that the Board proceed to an In-Camera session at 6:17 p.m.”</i></p> <p>Res. #55-22 <span style="float: right;"><u>Carried</u></span></p> <p><i>“Moved by Gail Degagne and seconded by Sherry Culling that the Board approve the In-Camera session to be adjourned at 6:56 p.m.”</i></p> <p>Res. #56-22 <span style="float: right;"><u>Carried</u></span></p>	
<b>B. CORRESPONDENCE</b>		
	<p>No items noted</p>	
<b>C. REQUEST FOR FUTURE AGENDA ITEMS</b>		
	<p>No items noted</p>	
<b>D. DATE OF NEXT MEETING</b>		
	<p>Thursday June 23, 2022 – or at the call of the Chair</p>	
<b>E. ADJOURNMENT</b>		
	<p><i>“Moved by Dave Mendicino and seconded by Mark King that the meeting be adjourned at 6:57 p.m.”</i></p> <p>Res. #57-22 <span style="float: right;"><u>Carried</u></span></p>	

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Secretary

\_\_\_\_\_  
Chairman

Board of Management Meeting

May 26, 2022

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

Staffing Updates – We have hired approximately 15 PSW summer students, aiming to hire 20.

We have hired a Permanent Full Time RN who has started training, and a Permanent Part Time RN that will start early August.

We have posted a Full Time Evening Helping Hands position to help on the 1<sup>st</sup> floor with feeding, porting, assisting with transfers, etc.

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

#### ❖ Community Support Services

The CSS April 1, 2022 – March 31, 2023 Operating Budget will be presented at the Board meeting for approval.

The CSS Financial Statements for the year ending March 31, 2022 will be presented at the Board meeting for approval.

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

CSS received an increase in funding for Assisted Living to enable us to take on more clients. The Transportation Program is ramping up client outings with the Cassellholme Bus.

### ❖ COVID-19 UPDATE - Angie Punnett, Associate Administrator

Cassellholme is currently in a Covid-19 outbreak declared on Sunday February 26<sup>th</sup>. As of May 24, 2022 we have had one hundred thirty nine (139) staff and residents associated to our current outbreak.

We are following all protocols related to 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.

Under direction for our local Public Health Unit residents are permitted to participate in social absences which includes: absences for all reasons not listed under medical, compassionate or palliative, or essential absences that do not include an overnight stay. Protocols for residents leaving Cassellholme are in place including, tracking, PCR testing on day 5 and wearing a mask for the duration of the outing where possible.

### ❖ **400 CLUB - Angie Punnett, Associate Administrator**

The 400 CLUB will reopen 5 days a week beginning June 6<sup>th</sup>, 2022

### ❖ **Nutrition and Food Services - Angie Punnett, Associate Administrator**

We launched our Spring/Summer menu on May 16<sup>th</sup>, providing more seasonal fruits and vegetables. At this time, we have had very little feedback but we will solicit residents for their input in the coming weeks.

Our Full Time Cook is retiring after 27 years of service. The replacement process has begun and we are confident that a permanent replacement will be hired very soon.

Nutrition Food Services, Housekeeping and the Activity departments have started to recruit for summer students. In addition, the above departments continues to recruitment for permanent part time positions.