

THURSDAY, SEPTEMBER 22, 2022

MINUTES

Date: Thursday, September 22, 2022

Location: ZOOM Meeting

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

Staff: Angie Punnett, Administrator
 Billy Brooks, CFO
 Dave Smits, Project Manager
 Julie Pilkey, Recording Secretary

Regrets:

Guests: Monique Peters, Family Council

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Gail Degagne and seconded by Sherry Culling that the meeting be called to order at 5:02 p.m.”</i></p> <p>Res. #87-22 <u>Carried</u></p>	
	1. Welcome Angie Punnett as the New Cassellholme Administrator	
	Chris Mayne welcomed Angie Punnett and congratulated her on her new position as the Cassellholme Administrator, effective August 29, 2022	
	2. Approval of Agenda	
	<p><i>“Moved by Mark King and seconded by Robert Corriveau that the Board approved the Agenda for this meeting, as presented.”</i></p> <p>Res. #88-22 <u>Carried</u></p>	
	3. Conflict of Interest	
	<p><i>“Moved by Robert Corriveau and seconded by Sherry Culling that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #89-22 <u>Carried</u></p>	

4. Approval of Minutes

4.1 Approval of Minutes of the Regular Meeting held on July 28, 2022

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

Res. #90-22

Carried

4.2 Approval of Minutes of the Special Board Meeting held on August 23, 2022

“Moved by Bob Corriveau and seconded by Sherry Culling that the minutes of the Special Board Meeting, held on August 23, 2022, be adopted as presented.”

Res. #91-22

Carried

4.3 Approval of Minutes of the Special Board Meeting held on August 25, 2022

“Moved by Mark King and seconded by Gail Degagne that the minutes of the Special Board Meeting, held on August 25, 2022, be adopted as presented.”

Res. #92-22

Carried

5. Business Arising

5.1 COVID-19 Update

Angie provided an update noting there are currently no positive residents with Covid. Screening protocols are still in place and testing of staff and visitors every 2nd day, up to 3 times per week. Covid funding is winding down and is tentatively ending at the end of March 2023. Staff still required to remain off work for 10 days if they contract Covid.

6. New Business

6.1 Mission, Vision and Values

A meeting was held with the Leadership Team with an outsourced company to discuss Cassellholme’s Mission, Vision and Values.

Angie requesting the Board to engage in a session with the Leadership Team. The Board will discuss and get back to Angie. Possibly meet in early November. Gail and Chris to pick a date.

7. Redevelopment Update

7.1 Construction Update *(Dave Smits)*

The Percon report is included in package.

Dave noted the piling was delayed due to a part missing/broken on the machine. Part was ordered and is on the way. Piling should begin on September 27/22 and will take approximately 6 weeks.

A tentative date for residents to move into the 1st Phase is mid-February 2024.

Dave recently held various in-services with staff to discuss the moving plan, floor plans, etc. and to answer staff questions and concerns. An indigenous meeting was also held.

	<p>A Wayfinding meeting will be held next week. Additional parking area at the back of the building should be completed in mid to end of October. Family Council submitted a question – concerned with no sidewalks along the parking lot entrance. Dave responded, noting it was a cost issue and the design is only short-term until the rebuild is completed. Dave will look further into this concern.</p>	
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8. Operations

	<p>8.1 Cassellholme – Operations Update Update included in package. Angie added the students from the program with the School Board have graduated and 5-6 students will be hired. The 400 Club is open with a capacity of 10 clients per day to maintain physical distancing. A Leadership Mentoring Training Program was held for the Leadership staff. Training included work-life balance and an initiative to have management staff out on the units to interact with staff. Dave noted the air conditioning in the back hallways of Apple/Maple was completed in early August. Rooms without air-conditioning have been set up with a temperature sensor built into the rooms with automatic email alerts to maintenance when the temperature goes above 26 degrees or below 20 degrees. Applied for a ministry exemption to not be required to have every room air-conditioned due to being in the redevelopment construction stage. Still waiting on approval.</p> <p>8.2 Financials – Q3 Billy noted the Q3 Budget to Actuals will be presented at the next meeting. Q3 Budget will included a report on contingency for the redevelopment. Contingency report is completed monthly if Board requests to see it more often than quarterly. Billy is also preparing the 2023 Budget.</p>	
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B. CORRESPONDENCE

	<p>Chris Mayne announced that this would be Jamie Lowery’s last Board meeting and that he is officially retiring from Cassellholme. Chris, Mark and Sherry thanked Jamie for the last 8 years as the CEO and wished him well on his future endeavors.</p>	
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C. REQUEST FOR FUTURE AGENDA ITEMS

	<p>No items noted</p>	
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D. DATE OF NEXT MEETING

	<p>Thursday October 27, 2022 @ 5:00 p.m. – or at the call of the Chair</p>	
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E. ADJOURNMENT

	<p><i>“Moved by Sherry Culling and seconded by Dave Mendicino that the meeting be adjourned at 5:54 p.m.”</i></p> <p>Res. #93-22 <u>Carried</u></p>	
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Secretary

Chairman

Board of Management Meeting
September 22, 2022

❖ CLINICAL SERVICES UPDATE - Lindsay Dyrda, DOC

Staffing:

Added 2 Full-Time Evening PSWs and 2 RPNs (1 evening, 1 days). Our new RN Eleonora has started and has just finished orientation.

The NNDSB students who attended the PSW program at Cassellholme have finished and we have hired 5 of the students to work as PSWs.

The resident Covid vaccine clinics are ongoing for those residents who do not yet have their 4th dose. The “primary” series used to be 2 vaccines and then boosters. Now it is 3 vaccines, then the booster starts.

This week we gave the Bivalent to the residents who were requiring a 4th dose.

More Covid vaccine clinics will be done this fall for both residents and staff.

The RPN Team Leads are scheduled to have a resident Pneumovax vaccine clinic on September 27th/2022. It seems that this has not been kept up to date at time of admissions so it needs to be caught up.

Flu shots will be done for both residents and staff again this year. The Health Unit is expecting to have this vaccine available around October 5th/2022.

Enteric Outbreak:

Cassellholme is currently in a Facility-Wide Enteric Outbreak. The Outbreak started on September 11, 2022.

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

Q3 Financials to be presented at the next Board meeting.

❖ COMMUNITY SUPPORT SERVICES UPDATE - Nancy Coughlin, Manager

CSS Staff recruitment continues to be an issue.

❖ COVID-19 UPDATE - Angie Punnett, Associate Administrator

Cassellholme continues to ensure all COVID-19 measures are in place. Screening and rapid testing for staff, residents and visitors is ongoing. Masks are still mandatory while in the Home.

❖ 400 CLUB - Mandy Gilchrist, Manager

No updates to report at this time

❖ Nutrition and Food Services/Housekeeping/Laundry - Trina Milne, Support Services Manager

No updates to report at this time

❖ Maintenance - Dan Cote, Manager

No updates to report at this time