

THURSDAY, JUNE 23, 2022

MINUTES

Date: Thursday, June 23, 2022

Location: ZOOM Meeting

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

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:

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 5:03 p.m.”</i></p> <p>Res. #58-22 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>“Moved by Dave Mendicino and seconded by Mark King that the Board approved the Agenda for this meeting, as presented.”</i></p> <p>Res. #59-22 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Mark King and seconded by Sherry Culling that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #60-22 <u>Carried</u></p>	
	3. Approval of Minutes	

3.1 Approval of Minutes of the Regular Meeting held on May 26, 2022

“Moved by Dave Mendicino and seconded by Gail Degagni that the minutes of the Regular Board Meeting, held on May 26, 2022, be adopted as presented.”

Res. #61-22

Carried

4. Business Arising

4.1 COVID-19 Update

Update in package. Outbreak declared over on May 31/22. Angie added that staff and visitors no longer need to wear N95 masks and goggles. Medical masks must still be worn. Resident socializing, activities and entertainment have resumed. Testing is ongoing for residents, staff and visitors.

5. New Business

5.1 CPIC – Criminal Reference with Vulnerable Sector Check

Under the Fixing Long-Term Care Act, 2021, a police record check is required for members of a home’s governing structure. This requirement will apply to Sherry Culling. All other Board Members will be required to complete a CPIC once the election is complete and new Board Members are appointed.

6. Redevelopment Update

6.1 Construction Update *(Dave Smits)*

Percon update included in package.

The new parking lot is complete. Parking will begin in the next couple of days. There is a short delay in installing the doors to the temporary entrance. Waiting for hardware from local supplier within the next 2 weeks. Once new doors are ready, Percon will proceed with construction at the front of the building and install new water main.

Parking lot by the highway is under construction.

Proceeding with installation of air monitors to allow continuous air monitoring in the building from a dust prospective. Also adding some temperature/humidity monitors required by the Ministry. Waiting for an official exemption from the Ministry to not have every room air conditioned. A major electrical upgrade would need to be done to have all rooms air conditioned, noting Apple/Maple would be torn down in the next 2 years. Still under review at the Ministry.

A storage unit was purchased to store the steel for phase 2. This was to ensure prices were secured in the contract value. Cassellholme will pay for the steel now to help from a cash-flow perspective and Cassellholme will own the steel and have the right to inspect at any time. Percon has also purchased all the doors for the Home to ensure price points were within the contract value.

7. Operations

7.1 Cassellholme Operations Update

Update included in package.

Jamie added the 2 respite beds were eliminated during covid. Waiting to hear if they will return. Respite beds are fully funded and used for short-term stays to provide caregivers a rest.

	<p>7.2 Mission, Vision & Core Values Discussed revising the Mission Vision and Core Values. The Board is requesting to defer approving any changes until the new Board is elected and a new Administrator is hired. Current Board Members are invited to bring forward their thoughts and ideas, as well as the Family and Resident Councils.</p>	
8. IN-CAMERA		
	<p>One guest was put in the waiting room. Jamie, Angie, Dave and Billy left the meeting.</p> <p>8.1 Human Resources Update (Shani Giroux)</p> <p><i>“Moved by Bob Corriveau and seconded by Sherry Culling that the Board proceed to an In-Camera session at 5:44 p.m.”</i></p> <p>Res. #62-22 <u>Carried</u></p> <p><i>“Moved by Dave Mendicino and seconded by Mark King that the Board approve the In-Camera session to be adjourned at 5:53 p.m.”</i></p> <p>Res. #63-22 <u>Carried</u></p>	
B. CORRESPONDENCE		
	<p>B.1 Redevelopment Door Handle Information Signs – to be delivered to area homes on Monday. Will provide contact information for anyone with questions regarding the rebuild. B.2 Fridge Magnets – to be delivered to area homes on Monday. B.3 Thank you card – Mike O’Donnell family</p>	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	<p>No items noted</p>	
D. DATE OF NEXT MEETING		
	<p>TBD – or at the call of the Chair</p>	
E. ADJOURNMENT		
	<p><i>“Moved by Gail Degagne and seconded by Bob Corriveau that the meeting be adjourned at 5:56 p.m.”</i></p> <p>Res. #64-22 <u>Carried</u></p>	

Secretary

Chairman

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

Cassellholme has admitted 7 new residents during the month of June and will continue to admit 4-5 residents weekly.

The 9 IPAC beds on 3rd floor, reserved for COVID-19 isolation, are being returned to regular resident beds. It was determined they were no longer required.

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

Q2 Budget to Actuals for April 1/22 - June 30/22 will be presented at the next meeting.

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

CSS staff will be completing the Homemaker Course internally again. The program continues to look to hire more PSWs.

Please see below for the current waitlists as of June 14, 2022

Community Support Waitlists At June 14, 2022	
Assisted Living - Campus	4
Assisted Living - Community	15
Light Housekeeping (Home Help Homemaking) North Bay	417
Light Housekeeping (Home Help Homemaking) East Ferris	29
Light Housekeeping (Home Help Homemaking) Mattawa	26
Light Housekeeping (Home Help Homemaking) West Nipissing	96
Caregiver Respite - North Bay	36
Caregiver Respite - East Ferris	2
Caregiver Respite - Mattawa	6
Home Maintenance - Snow	19
Home Maintenance - Lawns	21
Adult Day Program	28

❖ COVID-19 UPDATE - Angie Punnett, Associate Administrator

The Covid-19 outbreak was declared over on May 31, 2022. As a result we welcomed back General Visitors into Cassellholme on June 1, 2022. Screening continues for all staff, Essential Caregivers and General Visitors in addition to rapid antigen testing in accordance to the Covid-19 guidelines.

Maximum 4 visitors per resident are permitted at any given time. Resident admissions to Cassellholme continue. Daily screening and temperature monitoring for all residents is ongoing. All persons entering Cassellholme are required to wear a medical mask at all times while in the building unless in designated eating areas.

New Ministry of Health and Long-Term Care COVID-19 guidelines were released on June 11, 2022. No significant changes were noted from the previous guidelines.

❖ OPERATIONS - Angie Punnett, Associate Administrator

During the past year, our Leadership Team at Cassellholme have been reviewing the Mission, Vision and Core Values. The purpose of the review was a result of navigating changes and the rising expectations from residents, families, employees and the community. Through this process we have re-established our Mission, Vision and Core Values to mirror the care we provide and inspire employees. We are still in the early stages of the process. We have developed a roadmap to help us stay on track and work towards living into our core values each day.

Vision Statement: To enhance the lives of people we serve

Mission Statement: To provide compassionate, quality care throughout life's journey.

Core Values:

Dignity

Accountability

Respect

Excellence