

THURSDAY, DECEMBER 1, 2022

MINUTES

Date: Thursday, December 1, 2022

Location: ZOOM Meeting

Present: Chris Mayne, Chair
 Mark King, Vice Chair
 Peter Chirico
 Robert Corriveau
 Gail Degagne
 Sherry Culling

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

Regrets:

Guests: Lindsay Dyrda, Director of Clinical Services
 Monique Peters, Family Council
 Donna Mayer

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Peter Chirico and seconded by Sherry Culling that the meeting be called to order at 5:00 p.m.”</i></p> <p>Res. #102-22 <u>Carried</u></p>	
	1. City of North Bay Appointments - 4 year term to expire November 14, 2026	
	<p>Welcome Peter Chirico Welcome back Chris Mayne & Mark King</p>	
	2. Approval of Agenda	
	<p><i>“Moved by Mark King and seconded by Gail Degagne that the Board approved the Agenda for this meeting, as presented.”</i></p> <p>Res. #103-22 <u>Carried</u></p>	
	3. Conflict of Interest	
	<p><i>“Moved by Mark King and seconded by Peter Chirico that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #104-22 <u>Carried</u></p>	

4. Approval of Minutes

4.1 Approval of Minutes of the Regular Meeting held on October 27, 2022

“Moved by Gail Degagne and seconded by Sherry Culling that the minutes of the Regular Board Meeting, held on October 27, 2022, be adopted as presented.”

Res. #105-22

Carried

5. Business Arising

5.1 COVID-19 Update

Angie provided an update noting there was a Covid Outbreak on Apple Street and the outbreak still remains on 3rd Floor. Hopefully will be declared over tomorrow, Dec 2/22. Only essential caregivers are allowed in the building. Vaccine policy updated to state everyone must have 2 doses plus 1 booster. Testing required 3 x week, unless someone has 4 booster, then only 2 x week. No PCR testing. Cassellholme is doing own rapid testing for ill staff at the link entrance, Monday-Friday, at 1:00-1:15pm
Current covid strain has not been identified. Pneumonia noted as the primary cause of death.

5.2 Mission, Vision and Values Update

Moving forward with updating core values and rolling out to all staff.

6. New Business

6.1 General Security Agreement

“Moved by Sherry Culling and seconded by Peter Chirico that the Board approves to authorize Board Chair, Chris Mayne and Administrator, Angie Punnett to sign the General Security Agreement between Cassellholme and TD Bank, as presented.”

Res. #106-22

Carried

6.2 AdvantAge Ontario

Cassellholme previously declined ongoing membership. Angie enquired about the benefits and resources available and decided to rejoin.
Billy provided benchmarking data for 2020. Comparable with 80 municipal homes. Sent 2021 data and will receive in the spring of 2023, once available.

6.3 Nipissing First Nation – Memorandum of Understanding

Item deferred to January 2023
Suggested to propose to the Province to have an Nipissing First Nation representative sit on the Cassellholme Board.

7. Redevelopment Update

7.1 Construction Update (Dave Smits)

The Percon report for October 2022 is included in package.
Dave's report, dated Nov 29/22, included in package.

7.2 Redevelopment Funding

Billy shared a spreadsheet detailing an existing scenario vs potential top-up scenario for the additional time-limited construction funding subsidy from the Province. This was announced for projects starting before August of 2023.

8. Operations

Cassellholme – Operations Update included in package

8.1 2023 Operating Budget (*Billy Brooks*)

Billy Provided a presentation on the 2023 Operating Budget for 2023 Budget to be approved at the January 2023 Board meeting with the new Board Members. Levy Apportionment will go out to the Municipalities once the Budget is approved by the Board.
Request for Billy to provide comparison of Levy year over year.

9. IN-CAMERA

Guests were put in the waiting room

9.1 Legal Matter (*Lindsay Dyrda*)

“Moved by Sherry Culling and seconded by Bob Corriveau that the Board proceed to an In-Camera Session at 6:45 p.m.”

Res. #107-22

Carried

“Moved by Peter Chirico and seconded by Sherry Culling that the Board approve the In-Camera Session to be adjourned at 6:55 p.m.”

Res. #108-22

Carried

B. CORRESPONDENCE

In regard to the announcement for the Provincial construction funding subsidy and Cassellholme’s ineligibility to apply for it, \$2,000,000 per year, \$50,000,000 over the amortization of the project Suggested an urgency to send a letter to the Ministry, copying the 3 Ministers, asking that Cassellholme be reconsidered for the funding, focusing on Cassellholme’ unique situation as a district long-term care home. Letter to also be copied to all the Municipality Mayors encouraging them to contact the Ministers and the Ministry.
Cassellholme missed applying for the funding by having signed the Development Agreement 6 days before the deadline.
The Chris and Peter to contact MPP Vic Fedeli with support of the Board.

C. REQUEST FOR FUTURE AGENDA ITEMS

Review Cassellholme By-Laws

D. DATE OF NEXT MEETING

Thursday January 26, 2023 @ 5:00 p.m. – or at the call of the Chair

E. ADJOURNMENT

“Moved by Robert Corriveau and seconded by Peter Chirico that the meeting be adjourned at 7:07 p.m.”

Res. #109-22

Carried

Secretary

Chairman

Board of Management Meeting
December 1, 2022

❖ CLINICAL SERVICES UPDATE - Lindsay Dyrda, DOC

Case Mix Index (CMI) stats
August – 1.2012
September – 1.1743
October – 1.1999

11 complaints were received from June–August 2022. Issues included communication, missing items, staff not wearing PPE properly.

Admissions – admitting 3 per week. Some delay recently due to covid outbreak. There are currently 11 vacant beds.

Ministry Inspection – September 26–30, 2022
Reviewed 2 critical incidents: 1 related to a fall of a resident with injury; and 1 related to allegations of abuse of a resident. The Public Report is now posted. Received 1 Written Notice related to O. Reg 246/22 s. 12(3)- the licensee failed to ensure a door leading to a non-residential area was kept closed and locked when not supervised by staff.

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

2023 Operating Budget to be presented at the meeting

❖ COMMUNITY SUPPORT SERVICES UPDATE - Nancy Coughlin, Manager

CSS Administration staff are in the process of learning a new computer software program for client and employee data input called AlayaCare.
5 new Homemakers were hired. This was mainly to replace the recent loss in staffing. Currently there are 22 PSWs and 8 Homemakers.

❖ COVID-19 UPDATE - Angie Punnett, Associate Administrator

Angie to provide update at the meeting

❖ Nutrition & Food Services - Trina Milne, Manager

The Fall & Winter Menu was approved by the Residents Council for the 2022/2023 season.

There is an ongoing review of the Raw Food Budget. Increases continue in food costs (eg. Lettuce, etc.) Looking at finding alternate substitutions.

A new Nourishment System is being used for the food carts. This will keep the food and beverages cold for longer periods of time.

Nov 29, 2022

Subject: Cassellholme Redevelopment Update – Nov 29, 2022

Construction Activity

Please see the October monthly report from Percon included in the Board Package.

Highlights:

Parking Lot Adjacent to the Highway has been completed allowing the entire area adjacent to CA IV to be turned over to Percon. This will alleviate the parking pressures we experienced over the summer. Landscaping of this areas adjacent to the new parking lot will be completed in the spring.

Piling for Phase 1 was completed on Nov 18th. Pile caps, backfilling and grade beam work is progressing. As Percon notes in their report the piling was delayed by the needed relocation of Cassellholme's sewer line. They will be working to make up as much of this time as possible as we move forward.

During the piling work we had continuous vibration monitoring on some of the key adjacent buildings to ensure that the work would not negatively impact these buildings.

We have received one claim from an adjacent land owner relative to damage to their septic line that they are relating to the piling activity. This claim is being reviewed by Englobe and a report will be provided relative to the validity of this claim.

Communication Activity

The Redevelopment web site is up and running and I am working to ensure that I provide a more regular Blog Update (monthly) to keep everyone aware of our progress.

Drawings have been posted in the various departments throughout the facility.

Meetings have been occurring with the Residents Council when requested.

A series of meetings were held with staff to provide an overview of the project schedule, floor layout and some of the major differences between the current facility and the new building.

Transition Planning

Building the facility is a major undertaking but a successful project requires careful planning relative to transitioning from our existing building to the new facility. Anita Brisson has been retained to provide support with regards to the Transition Planning and this work started in August. A non exhaustive list of the types of items being reviewed are as follows:

Office Assignments

Health and Safety Policies and Procedures

Operations Policies and Procedures

Food Services Operation

NFN Partnership/Indigenous Unit Operation and Licensing

Resident Assignment and Experience

Way-finding

Staffing Plan

Laundry Plan

Storage Plan

Move Plan

Training Plan

Updates on this work will be provided going forward.

Nipissing First Nations (NFN) MOU

Please find attached an MOU that has been drafted with NFN which commits us to work together to establish a Collaboration Agreement for the operation of Indigenous Unit in the new facility. This MOU is felt to be an important first step as it captures key principles to be included in the Collaboration Agreement and it helps set the foundation for the relationship between and Cassellholme and NFN. Both parties agree that the Collaboration agreement must be completed before Phase 1 of the new facility is completed in early 2024. The final collaboration agreement will be brought back for approval by the Board.

Budget Update

Please see the attached.